



NOTICE

PLEASE TAKE NOTICE that a meeting of the **POLICE COMMISSION** of the Village of Shorewood will be held via teleconference on **Wednesday, September 15, 2021 at 5:30 p.m.**

Join the meeting via zoom

Click this link: <https://us06web.zoom.us/j/81879126622>

Or phone: 1-312-626-6799

Meeting ID: 818 7912 6622

AGENDA

AMENDED

1. Call to order
2. Consider August 27, 2021 meeting minutes.
3. Convene into Closed Session in accordance with Section 19.85(1)c of the Wisconsin State Statutes to consider issues of employment including certification of police officer and sergeant eligibility list.
 - A. Interview police officer candidates to establish an eligibility list for the position of police officer.
 - B. Interview sergeant candidates in conjunction with the promotional process.
 - C. Discuss police officer and sergeant candidates.
4. Reconvene into open session
5. Establish eligibility list for police officer and sergeant.
6. Consider RFP for police chief recruitment services.
7. Designate Police Commission representative to review recruitment proposals.
8. Adjournment

DATED at Shorewood, Wisconsin, this 10th day of September, 2021; amended September 14 at 3 p.m.

Police Commission President
Richard Cole

Should you have any questions or comments regarding any items on this agenda, please contact the Manager's office at 847-2701. It is possible that members of and possible a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of all individual abilities.



**MINUTES
POLICE COMMISSION
August 27, 2021**

1. Call to Order

Chair Cole called the meeting of the Police Commission to order at 10:00 a.m. Mr. Burkart announced the meeting has been posted. Chair Cole announced that public comment will not be taken at the meeting as community members have an opportunity to provide comments to the Village Manager via email or phone.

Present: Richard Cole, Michael O'Brien, Craig Bulluck, Jennifer Anderson, and Barney Moore (left the call at 10:03 a.m., arrived back at 10:05 a.m., and left the call at 11:11 a.m.)

Others Present: Attorney Steven Zach, Assistant Village Manager Tyler Burkart, Village Manager Rebecca Ewald, President Ann McKaig, Trustee Wesley Warren

2. Approve minutes of October 6, 2020 meeting

Mr. Cole would like to amend the minutes so it reflects Dr. Weiss instead of Mr. Weiss. Mr. O'Brien moved to approve the minutes from October 6, 2020 with Chair Cole's amendments. Ms. Anderson seconded the motion. Motion approved by a 4-0 vote.

3. Approve minutes of July 15, 2021 meeting

Ms. Anderson moved to approve the minutes from July 15, 2021. Mr. O'Brien seconded the motion. Motion approved by a 5-0 vote.

4. Staff Updates on Promotional Process of the Sergeant and the Hiring Process of the Police Officer

It was reported that a summary of the promotional process of the Sergeant and the hiring process of the Police Officer was included in this agenda packet since it was absent from the July 15, 2021 agenda packet.

5. Closed Session –Pursuant to section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility.

It was clarified that the discussion would relate to individuals considered for promotion and appointment. The Captain discussion is due to the fact the Lieutenant position no longer exists due to recent changes occurred at the Village Board level. Mr. Bulluck moved to enter into closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility. Ms. Anderson seconded the motion. Motion approved by a 5-0 vote. The Commission entered closed session at 10:11 a.m.

Mr. O'Brien moved to end closed session and enter into open session. Ms. Anderson seconded the motion. Motion approved by a 5-0 vote. The Commission reconvened into open session at 10:44 a.m.

6. Reconvene into open session to potentially take action on any matter properly discuss in closed session.

Mr. Bulluck moved to promote Thomas Liebenthal to the Captain position. Mr. Moore seconded the motion. It was noted that Lt. Liebenthal is the highest-ranking officer remaining in the department and reorganization of the Police Department, which the lieutenant position no longer exists. Motion approved by a 5-0 vote.

Mr. Cole moved to appoint Thomas Liebenthal to the Interim Police Chief position until a permanent Police Chief is appointed by the Commission under 62.13 sub. 3. Mr. O'Brien seconded the motion. It was noted that Captain Liebenthal is the highest-ranking officer remaining in the department. Motion approved by a 5-0 vote.

7. Information from legal counsel on questions from the Chair

Mr. Cole inquired with Mr. Zach about informal complaint process that is reviewed by the Police Commission. It was confirmed that the Village's Police Commission is not an optional powers Commission and would need to be voted on by referendum if the community decided to pursue. It was recommended to defer to review 504 for a future meeting and review the Commission's role when it comes to complaints and charges. Commissioners should also forward questions about their role to Mr. Cole to collect and compile for Mr. Zach.

8. Discuss process for submitting written public comments

Mr. Cole announced his presence at the last Village Board meeting to begin recording Police Commission meetings. Mr. Cole expressed the need for a public comment process during Police Commission meetings. Mr. Cole shared his support for a Police Commission email to give community members an improved ability to reach out to Commissioners directly. There was also discussion about having a public comment section on the agenda and allow community members submit written comments to staff to be shared with the Commission and read into the public record at the next meeting.

Mr. Burkart shared members of the public will be allowed to provide feedback on the Police Chief recruitment RFP process at the Village Board meeting on September 8, Human Relations Commission on September 9, and a future Police Commission meeting in mid-September.

9. Discuss next meeting dates/times

There was discussion about having future meetings in the late afternoon for meetings (4:00 or 5:00 p.m.) to allow for public input. Next meeting will be in mid-September.

10. Adjournment

Ms. Anderson moved to adjourn the meeting. Mr. O'Brien seconded the motion. Motion approved by a 4-0 vote. Meeting adjourned at 11:15 a.m.

Respectfully submitted,

Tyler Burkart
Assistant Village Manager



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Review the RFP for Police Chief recruitment services.

Date: September 8, 2021

Presenter: Rebecca Ewald

Department: Village Manager's Office

History – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.

1. July 31, 2021 – Village received resignation notice from Chief Nimmer.
 2. August 27, 2021 – Police Commission approved Thomas Liebenthal as interim acting chief.
-

Agenda Item Discussion – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.

The Village of Shorewood is embarking on hiring a new police chief. From a high level perspective this process will include the following next steps: retain a consultant to recruit for the position, conduct a recruitment and select a chief. In the first step, retaining a consultant to recruit for the position, the Village Board is responsible for approving the RFP for police chief recruitment and authorizing funds to pay for services, an unforeseen expenditure not previously budgeted requiring approval pursuant to the [Policy 21 Purchasing and Accounts Payable](#).

On 9/2 the Village Manager's Memo, Village website, Village social media outlets shared a draft of the RFP for police chief recruitment services. President McKaig also conducted two meetings with Police Department personnel to review the next steps and opportunities for all stakeholders to provide feedback.

A new email address has been created for all written public comments and feedback on this topic policechiefrecruitment@shorewoodwi.gov. All comments received to this email by September 13 at noon will be compiled and forwarded to the Village Board for their review in advance of approving the RFP along with any recommendations forthcoming from the Human Relations Commission and Police Commission on the dates below. All of the meetings below are open to the public and each meeting listed will provide stakeholders the opportunity to provide verbal feedback on the RFP.

In keeping with the values of the organization and leadership and in response to public interest, the goal is to make the process of selecting a new police chief transparent and accessible. So far, this includes regular communication about every step of the process- beginning to end, creation of opportunities for public participation, complete stakeholder list and communication strategies to engage them.

We have created an initial list of stakeholder groups. We will use digital and print communication channels to engage them throughout the process. The list includes: Police Commission, Village Board, Public Safety Committee, Human Relations Commission, citizen groups, Police Department employees, Village employees, Shorewood School District, Shorewood Business Improvement District, Milwaukee County Dismantling Barriers Team, community at large, Friends of Atwater Beach, Senior Resource

Center, Shorewood Public Library, Friends of Estabrook Park, neighboring police departments and Village religious institutions (churches and schools).

Stakeholders are encouraged to participate in the RFP review process. Here are the opportunities to provide comments on the draft RFP for recruitment services:

- Written comments submitted via email to policechiefrecruitment@shorewoodwi.gov by September 13 – noon CST
- Village Board Meeting - September 8 at 7:30 p.m. via zoom
- Human Relations Commission – September 9 at 6:30 p.m. via zoom
- Police Commission Meeting – September 15 at 5:30 p.m. via zoom

An overview of the process and steps can be found on the Village website [here](#). Stakeholders that desire to receive notification of upcoming opportunities to participate in process and be made aware of meetings and public input opportunities are encouraged to sign up via [Notify Me](#) on the Village website. The webpage will be updated as more information becomes available and key actions steps featured in the Village Manager’s memo and Village social media outlets.

Following the deadline for proposal submission, all proposals will be uploaded to the website for public review. Stakeholders will again be provided the opportunity to provide written comments through the policechiefrecruitment@shorewoodwi.gov and provided the opportunity to provide verbal comments at future meetings.

In keeping with practice related to RFP submittal review, recommendation and approval, this RFP will be assigned to the Public Safety Committee. At the direction of President McKaig, the Public Safety Chair is asked to convene a panel of reps from Public Safety Committee, Human Relations Commission, Police Commission, and Village Manager’s Office to review the proposals and public comments received as a group. They are asked to bring the Village Board a recommendation on 9/20. Comments received by the public will compiled and provided to this group for review prior to providing a recommendation to the Village Board in accordance with the timeline outlined within the RFP.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified:

The Village Manager’s Office met with President McKaig for initial direction and community and business stakeholders have been engaged via the 9/2 Village Manager’s Memo, website and social media as referenced above.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

No action will take place at this meeting. The Village Board will review and provide comments on the draft RFP and process. The Board will also provide the public the opportunity to provide verbal comments at this time.

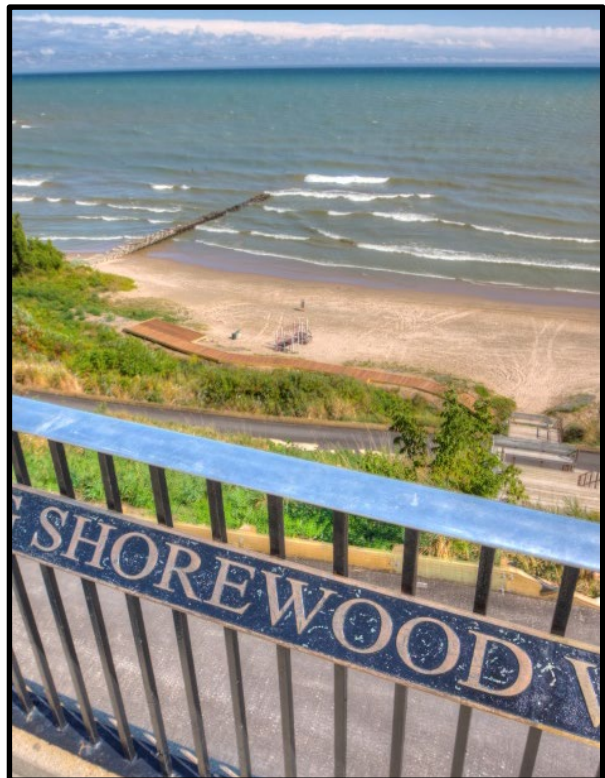
All written comments submitted, actions from the Human Relations Commission and Police Commission, along with a summary of all verbal comments will be provided to the Village Board in advance of their September 20 Village Board meeting in which the draft RFP will be considered. Based upon the comments received staff will prepare a redlined draft of the RFP to assist the Board with possibilities for additional consideration on September 20. All comments and redlines draft will be provided in the regular September 20 Village Board meeting packet available online.

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Draft – Services for Police Chief Recruitment

REQUEST FOR PROPOSALS

POLICE CHIEF RECRUITMENT SERVICES



REQUEST FOR PROPOSALS

Police Chief Recruitment Services

Release Date: Monday, September 20, 2021

Closing Date: Wednesday, October 13, 2021 by 4:30 PM
All RFP's must be received by the closing date and time.

Contact Person: Tyler Burkart
Assistant Village Manager
414-847-2705
tburkart@villageofshorewood.org

Village of Shorewood
3930 N. Murray Avenue
Shorewood, WI 53211

I. INTRODUCTION

The Village of Shorewood is seeking services from a qualified executive search firm to assist the Village Board in recruiting candidates for the vacancy of Police Chief.

II. BACKGROUND

The Village of Shorewood, incorporated in 1900, is a border suburb of Milwaukee located between Lake Michigan and the Milwaukee River. Today, the community is a fully developed community of approximately 13,859 people. It covers an area of approximately 1.6 square miles making Shorewood the most densely populated community in the State of Wisconsin.

The community is primarily residential with a diverse mixture of single-family homes, duplexes and apartments. The community boasts a revitalized and vibrant business district centered on the main streets of North Oakland Avenue and East Capitol Drive. There is no industrial development within the community. Open space and parkland comprise approximately 130 acres or 13% of the community's land area.

The Village currently operates with the following departments: Police, Planning and Development, Finance, Clerk's Office, Public Works, the Senior Resource Center, and the Shorewood Public Library. The North Shore communities, with Shorewood included, have consolidated services for Fire/Rescue, Dispatch and Health. The total Village budgeted expenditures for FY2021 is approximately \$30.1 million (including General Fund, General Capital, Debt Service, all Enterprise Funds, TID, and all Utility Funds).

The Village of Shorewood has operated with a Village Manager since 1928. The current Village Manager Rebecca Ewald has been Village Manager for 3 years since 2017. The outgoing Village Chief is Peter Nimmer, who has held the position of Police Chief for the last 6 years. The Village is governed by an elected Village Board consisting of a President and six Trustees. All elected officials serve three year terms on a staggered schedule and are elected by the Village

at-large. The Village Board appoints the Village Manager, who is responsible for the day-to-day operation of the Village, as well as implementation of Board policies. Many residents take an active role in the community, indicated by the large number of volunteers who serve on various boards, commissions and committees.

The Police Department is budgeted for 1 Police Chief, 2 Captains, 5 Sergeants, 15 Police Officers, and 2 Detectives. The department also has an Administrative Services Manager, a Public Safety Clerk, and 2 Community Service Officers. The department moved into a new space at 4057 N. Wilson Dr. that was renovated to meet the needs of our Police Department and assist their operations in 2017. There are a total of 17 officers who make up the police union. A five person Police Commission is appointed by the Village President. The commission is concerned with police personnel matters. It prepares an eligibility list of job applicants for police positions following a prescribed examination and selection procedure. The commission also approves promotions and reviews certain disciplinary action

More information can be found on the village website at <http://www.villageofshorewood.org>.

III. SCOPE OF SERVICES

The following summarizes the scope of services needed for the Police Chief recruitment process:

- Have a preliminary meeting with the Police Commission to discuss process, recruitment strategy and answer questions about the process.
- Meet with the Police Commission, the Village Board, the Village Manager, the Human Relations Commission, department heads, and/or stakeholder groups as necessary to facilitate the development of an appropriate candidate profile and list of priorities for the new Police Chief.
- Convene a public meeting so the residents can provide their comments and thoughts about attributes they want in the Police Chief.
- Develop and administer a search for appropriate candidates by using a position announcement and applicable job posting resources. Incorporate recruitment methods that will recruit a talented candidate pool with a diverse background and a strong track record of community engagement.
- Answer questions from candidates and collect application materials.
- Review all application materials received, comparing them to the candidate profile and perform screening interviews, psychological testing, etc. as needed.
- Select the most qualified candidates based on the candidate profile developed and setup interviews for candidates with the Police Commission; provide a written report summarizing the overall candidate pool and the qualifications of those to be interviewed.
- Include steps in the selection and hiring process that evaluates a candidate's ability to integrate community-based policing principles; prioritize equity, diversity and inclusion in the Police Department organization and community; actively engage with residents and community groups; assess and implement policing best practices and innovative solutions to meet the demands of the Shorewood community.
- Advise the Police Commission on interview strategies and appropriate questions to ask candidates; attend the interview sessions and assist the Police Commission in narrowing the candidate pool to finalists.

- Conduct complete background check on finalist candidates and advise the Police Commission of the results.
- Facilitate the final interview process and assist the Police Commission to make a selection as needed.
- Assist with employment contract negotiations.
- Provide guidance on the transition of the Police Chief position.
- List and provide any optional services that are recommended for the Village's process – if so, please identify each additional cost for every optional service you recommend or propose performing.

The Police Commission would like the ability to remain flexible throughout the process and may change the outlined process depending on the candidate pool or other circumstances.

IV. PROPOSAL CONTENT AND REQUIREMENTS

The proposal should provide a concise description of the proposer's capabilities to satisfy the requirements for each deliverable specified in the Scope of Services. If your firm cannot fulfill a requirement, please include a section that explains why and how you can still provide this service adequately. While additional information may be presented, the items listed in Scope of Services must be completely addressed in your proposal. Submit an electronic copy in PDF via email to tburkart@villageofshorewood.org.

The proposal should include the following:

Transmittal Information

- Firm's name, address, telephone number and contact person.
- Firm's confirmation of understanding of the services and commitment to provide the appropriate personnel and equipment to perform the scope of services as defined in this document.

Approach

- Provide a description of the anticipated services.
- Outline your proposed staffing levels and activities.
- Clarify how your process will recruit and select candidates who possess community-based policing principles; prioritize equity, diversity and inclusion in the Police Department organization and community; actively engage with residents and community groups; assess and implement policing best practices and innovative solutions to meet the demands of the Shorewood community.
- Provide estimated hours for all tasks. Include any optional services not listed in this RFP that would be important to the Police Chief recruitment and hiring process.

Experience

- Identify professional registrations or certifications of personnel performing services.
- Add description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope.

Cost

- Include a table such as the one illustrated in Attachment A that outlines an estimated cost and hours for each service listed.
- Include a proposed payment schedule and clarify the cost is a do not exceed.

Contract

- Attach a copy of your standard contract (if available) for these types of services in the proposal.
- Review the terms and conditions in this RFP and confirm in your proposal if you would be able to adhere to all the terms and conditions listed from the Village.

Insurance

- Include either a description of the firm’s insurance or a certificate of insurance outlining the firm’s insurance policies.
- Description must show compliance with the requirements noted in the Terms and Conditions section of this RFP.

Examples of Work

- Provide up to three different examples of programs or services you’ve performed for other municipalities.
- The work should demonstrate a high-quality service.

References

- Provide references of current or previous clients you have worked with in the past.
- It is highly recommended to include at least one municipality (preferably several municipalities) as a reference.

V. SELECTION PROCESS

| | |
|---|-----------------------|
| RFP Issued | September 21, 2021 |
| Deadline to schedule a pre-meeting (if needed) | September 29, 2021 |
| Deadline to conduct a pre-meeting (if needed) | October 6, 2021 |
| Proposals due | October 13, 2021 |
| Interviews and Review of Proposals | October 18 – 27, 2021 |
| Review Proposals at Village Board and Make Recommendation | November 1, 2021 |
| Finalize Service Agreement with Firm | November 10, 2021 |
| Village Board Considers Service Agreement | November 15, 2021 |

VI. TERMS AND CONDITIONS

The Village requests the following terms and conditions to be included in the service agreement:

Village Costs

The Village will pay the Service Provider for the services provided as described. Such payment shall be full compensation for all services rendered and for all supervision, labor, liability insurance, and other incidental costs.

Payment Terms

The Village will be responsible for following the payment schedule outlined by the selected Service Provider. Village will make payment as long as it receives invoice at least thirty days prior to outlined payment schedule and Service Provider successfully completed services as outlined.

Insurance

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period and Termination of Contract

The contract period will be ongoing until all services outlined in the scope of services is completed. The Village reserves the right to cancel this Agreement within (30) days written notice. If the Service Provider elects to cancel the Agreement, it must provide (30) days written notice and it must be mutual between the Village and the Service Provider. If the Service Provider cancels this Agreement after advance payment for services has been rendered per the terms, the Service Provider will only be compensated on a pro-rata basis for actual work performed, and any remaining advance payment will be returned to the Village.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

VII. SELECTION CRITERIA

The Village will consider the following in evaluation and selection of the proposals:

- General understanding of the scope of services.
- Quality and content of the written proposal.
- Experience and technical competence associated with the scope of services requested.
- Ability to execute recruitment strategies and selection criteria that measures a candidate's knowledge of community-based policing, EDI principles, and other areas identified in the finalized candidate profile.
- Ability to perform the scope of services within an appropriate time frame and necessary parameters.
- Cost to execute the services.

VIII. INSTRUCTIONS TO FIRMS

Submittal Instructions

- Please provide (1) digital copy of the proposal via email only to:
Project Manager: Tyler Burkart, Assistant Village Manager, Village of Shorewood
Email: tburkart@villageofshorewood.org
Identify proposal name into subject line of email: Police Chief Recruitment Services
Deadline: 4:30 p.m. CST, Wednesday, October 13, 2021
- Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
- Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

Amendments

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

Contract Administration

The staff member is the primary contact for contract administration of this proposal:

Tyler Burkart, Assistant Village Manager
tburkart@villageofshorewood.org
414-847-2705

In the absence of the primary contract, the secondary contact for contract administration is:

Rebecca Ewald, Village Manager
rewald@villageofshorewood.org
414-847-2701