

Request for Proposals Classification & Compensation Study



CITY OF BLUE EARTH
Faribault County
125 W 6th Street
Blue Earth, MN
56013 507-526-7336

Email: mkennedy@becity.org or eroggenkamp@becity.org

Proposal Due Date: October 15, 2021

SECTION I: GENERAL INFORMATION

INTRODUCTION/PURPOSE

The City of Blue Earth, MN is seeking proposals from qualified consultants to conduct a compensation and classification study of all employees of the City for the purpose of delivering a report to the City Council in 2022. The purpose of this study is to evaluate the City's present salary and benefit structure as compared to the job market for comparable positions in other municipalities, and when possible, the private sector. This Request for Proposals will assist the City in determining which consultant or firm can offer the highest quality service at the most cost-effective means.

COMMUNICATIONS

All communications concerning this RFP should be directed to Echo Roggenkamp, Deputy City Clerk at 507-526-7336 or via email at eroggenkamp@becity.org, or to Mary Kennedy, City Administrator at 507-526-7336 or via email at mkennedy@becity.org.

INCURRING COSTS

The City is not liable for any costs incurred by firms prior to the signing of a contract. Expenses incurred in the preparation of submittal, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.

PROPOSALS

To be considered for selection, each Consultant must submit one electronic copy and two (2) complete copies of their responses to this RFP. The copies are to be delivered in person or sent by certified/express mail to the address listed below. All copies of the proposal must be received by the City no later than **5:00 p.m. Friday, October 15, 2021**. Proposals sent by fax or email will not be considered. The City reserves the right to overlook any technicalities and accept or reject any or all proposals if it is in the best interest of the City. Responses shall be delivered to:

City of Blue Earth
Attention: Mary Kennedy, City Administrator
125 W 6th Street
PO Box 38
Blue Earth, MN 56013

SELECTION CRITERIA

Responses to this RFP will be evaluated by a selection committee based upon the Consultant's proposal and information provided as outlined in Section III of this document. The Committee will review all applications and make a recommendation to the City Council for contract approval. Proposals will be evaluated on the following criteria:

1. Experience of the firm and proposed project team with regards to compensation studies, particularly with local government agencies
2. Demonstrated understanding of the City's needs with respect to the compensation study, quality of the firm's described approach, and the ability to meet/exceed needs
3. Overall quality, professionalism, and completeness of proposal submission
4. References
5. Cost of services

The City will conduct interviews and/or discussions with one or more firms. Once these interviews and/or discussions are completed, the contract will be awarded to the top-ranked firm, at which time other consultants will be notified of the City's decision. Proposals will remain confidential until a firm has been selected.

SECTION II: PROJECT OVERVIEW

BACKGROUND INFORMATION

The City of Blue Earth has 24 full-time employees, 23 part-time employees, and 35 seasonal employees. Of the listed full-time employees above 4 employees are with LELS Union and 10 employees are with the AFSCME Union. Only full-time positions will be evaluated.

Job descriptions have not been well maintained for most positions. Recommendations by the Consultant for reorganization of positions, changes in duties of current jobs, or revisions to job descriptions will be taken into consideration.

SCOPE OF SERVICES

The work to be completed includes providing professional services with integrative support services to develop a City Compensation Policy, analyze the City's salary rates to ensure continuing consistency with the market, ensure that the City remains in good standing and compliance through required reporting with the State of Minnesota's Department of Management and Budget. and make a recommendation, if necessary, for the implementation of any recommended changes.

1. The scope of work shall include, but not be limited to, the following work products in order to meet the project goals:
 - a. Evaluation of existing job descriptions including recommendations to ensure compliance with ADA, FLSA, pay equity legislation, and other State and Federal requirements
 - b. Evaluation and analysis of each position to determine job value with recommendations for necessary revisions to achieve internal and external pay equity
 - c. Provide a salary/labor market survey including:
 - d. Provide recommendations and options for a newly designed compensation system, if needed
 - e. Provide a master salary structure while assuring compliance with a State pay equity compensation standards
 - f. Provide a system to assure compliance with State and Federal regulations
 - g. Provide recommendations for a process for evaluating request for reclassification and/or compensation changes
 - h. Provide implementation support and maintenance training on the system
2. Establish and provide concrete schedules for each of the components of the study
3. Present findings and recommendations, including written and oral reports and policies at City Council meeting
4. Provide an itemized fee schedule for work included in the scope of work and a payment plan based on completion of each of the components of the study

5. Any deviations from the RFP must be listed in the proposal

All recommendations resulting from this scope of services must comply with all federal, state, and local law, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, national origin, sex, marital status, disability, or age or any other characteristic as prohibited by law. All work product produced by the Consultant pertaining to this project and all proprietary rights therein shall be the property of the City. Work product includes but is not limited to reports, memoranda, data, survey responses, presentations, and other materials of any nature, or information related to any of the foregoing, which are or were generated in connection with the scope of services described in the contract.

TENTATIVE PROJECT TIMELINE

The following timeline represents the City's best estimates for the completion of milestones regarding this RFP:

Publication & Distribution of RFP:	September 13, 2021
Submission of Proposals to City:	October 15, 2021, 5:00 pm
Interview Selected Consultants:	Week of November 1, 2021
Selection of Finalist & Approval of Contract:	November 15, 2021
Project Completion Date:	May 2, 2022
Presentation of Recommendations to Personnel Committee:	Week of May 9, 2022
Personnel Committee Recommendations to City Council:	May 16, 2022

SECTION III: SUBMITTALS & REQUIREMENTS

Two (2) paper copies and an electronic version of the complete proposal (no more than 10 pages in length) are required and shall be organized in the following structure:

Cover Page

1. Identify the name of the project
2. Company name, address, web address, main telephone number
3. Name and title of primary contact person with their direct contact information

Team Identification

1. Identify key staff and their experience is similar studies who will complete the major tasks of this study.
2. Identify project availability during the work and any potential conflicts based upon other work or project commitments. Provide a clear statement indicating current workload and demonstrate the ability to take on additional work.

Approach & Work Plan

1. Written narrative based on the understanding of the project goals and objectives.
2. Work plan and draft project schedule identifying major project tasks, scope of work, meetings, City responsibilities, and deliverables for each task.
3. Consultant philosophy and methodology to be used in benchmarking.

Financial Information

1. Fee proposal which includes a separate “not to exceed” fee total to complete the project. The quoted fees shall include estimated reimbursable fees.
2. Include hourly rate schedule for all personnel who will work on this project.
3. Indicate whether any lawsuits or claims have been filed against the Consultant in the past five (5) years.

Qualified and Responsible Consultant and Responsive Proposal

In order for a Proposal to be considered, the Consultant must be found to be a Qualified and Responsible Consultant and the Consultant’s Proposal must be found to be responsive to the RFP. The term “Qualified Consultant” means the Consultant has:

1. Provided the same or similar service in a satisfactory manner. Same or similar service means that the Consultant has satisfactorily conducted similar evaluation and analysis compensation systems of this type for other governmental units.
2. Demonstrated adequate managerial experience and capabilities of person who will be responsible for project completion.
3. Each Consultant must submit three (3) references for projects similar in size, scope, and complexity located in Minnesota (if available) indicating the Consultant’s experience with municipalities within the last five years. The Consultant shall provide the name, address, email address and telephone number of each reference.
4. Each Consultant will have met all of the terms and conditions of this RFP.

SECTION IV: CONTRACT AWARD

It is the City’s intent to review all respondent qualifications and proposals conscientiously and to select a candidate based upon selection criteria. Should the City believe it would be in the best interest of the City, it may enter into negotiations with any of the Consultants until a contract sum can be finalized with the successful candidate. Furthermore, the City reserves the right to modify the scope of the project based upon estimated costs and organizational needs.

The City reserves the right to waive any irregularities in any proposal and to select the proposal that is most advantageous to the City. The City and its representatives reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents.

EXHIBITA

Positions to be Evaluated

Ag Center Maintenance
City Administrator
Deputy City Clerk
Fitness Center Director/ Pool Manager
Library Director
Liquor Store Clerk
Liquor Store Manager
Office Specialist
Patrol Officer
Police Chief
Public Works Director/ WWTP Supervisor
Public Works Maintenance
Public Works Maintenance, Sr.
Senior Center Director
Wastewater Operator
Wastewater Operator, Sr.

EXHIBIT B

Quote Sheet

	Consultant Hours	Total Consultant Fees	Cost of Materials, Fees, Bonds, Taxes or Surcharges, if any	Total Not-to Exceed Costs	Identify any work not included in Total Cost, if any
Compensation Policy					
Position Analysis					
Position Classification Evaluation					
Labor Market Employers Criteria and Selection					
Compensation Analysis – Salaries					
Classification & Compensation System & Compliance Testing					
System Presentation, Implementation & Training					

TOTAL NOT TO EXCEED COST: _____

Proposal Submitted by _____ Date: _____

Signature

Printed Name _____

Company Name _____