



REQUEST FOR PROPOSALS

FOR

COMPENSATION STUDY

Proposals Due: November 15, 2017

SECTION 1 – INTRODUCTION

1.0 OBJECTIVE

The City of Mexico is seeking proposals from qualified firms for consulting services to conduct a City-wide Compensation Study.

SECTION 2 – PROPOSAL REQUIREMENTS

2.0 PROPOSAL SUBMITTAL

Three (3) bound copies of the proposal and one (1) electronic version (USB flash drive) must be received no later than **4:00 PM on November 15, 2017** .

Please submit your proposal in a sealed envelope labeled **“RFP Response for Compensation Study – Do Not Open with Regular Mail”**.

Proposals must be mailed or delivered to:

Roger D. Haynes, Deputy City Manager
City of Mexico
300 N. Coal
Mexico, MO. 65265

Proposals received after the submittal deadline stated above will not be considered. Facsimile and e-mail proposals will not be accepted. Once received, the proposal and supplementary documents become the property of the City and may be subject to public records laws.

A proposal may be withdrawn any time prior to the deadline by written notification. The proposal may be resubmitted with any modifications, prior to the deadline.

The City reserves the right to accept or reject any and all proposals or to choose no firm.

The successful firm will be required to meet standard City insurance requirements.

2.1 INQUIRIES

For all questions and inquiries related to this Request for Proposals (RFP), please contact:

Roger D. Haynes, Deputy City Manager
City of Mexico
300 N. Coal
Mexico, MO. 65265
573-581-2100; ext. 211

2.2 TENTATIVE SCHEDULE

Provided below is the tentative schedule for the RFP process. Note that the schedule is tentative and that aside from the RFP release date and due date, the schedule may be subject to change.

	Date
RFP Release Date	October 23, 2017
RFP Submission Deadline	November 15, 2017
Interviews for Selected Finalists	November 28, 2017
Contract Preparation/Negotiations	December 13, 2018
City Council Authorization	January 8, 2018
Planning meeting with City management team	January 16, 2018
Firm begins data collection	TBD
Preliminary data collection complete	TBD
Preliminary job analysis recommendations submitted to City	TBD
Firm meets with City management to discuss job analysis recommendations and preliminary findings	TBD
Final Draft Report submitted for review	March 15, 2018
Final Draft submitted	March 30, 2018
Presentation of Final Report to City Council for approval	April 23, 2018

SECTION 3 – BACKGROUND

3.0 ABOUT MEXICO, MISSOURI

The City of Mexico, Missouri (“City”) is a Third Class City with a population of approximately 11,500 and operates under the Council/Administrator form of government. The City provides general municipal services and employs 85 full-time employees and approximately 6 part-time employees. The City strives to offer market competitive compensation and benefits.

The City maintains an employee classification system for all full-time positions and operates where salary increases are provided under a step system. Employees are formally evaluated on an annual basis and those meeting or exceeding work expectations receive an increase approved based on a step system. The City has a step system in place for General employees and a separate step system in place for Public Safety employees.

The City’s last comprehensive update was in 2009. Attached to this document is the current pay plan including current pay grades and salary ranges. Some job descriptions have been updated recently and others have not had an update since 2009.

The City offers a wide array of employee benefits including health, HSA, dental, life, defined benefit pension plan, two 457 plans, sick leave, vacation, holidays and other minor benefits.

The successful firm will be expected to work with management during all phases of this project, including onsite meetings, and will be expected to present the final recommendations to the Council. The successful firm and City will jointly agree on the comparable organizations to be surveyed.

The City employees are divided into the following departments:

<u>Department</u>	<u>General Employees</u>	<u>Public Safety Employees</u>	<u>Total Employees</u>
City Manager	2	0	2
Administration Services	8	0	8
Law	1	0	1
Public Safety	1	34	35
Community Development	5	0	5
Engineering	2	0	2
Economic Development	1	0	1
Forestry-Brush	1	0	1
Cemetery	2	0	2
Street Department	9	0	9
Wastewater	8	0	8
Parks & Rec	9	0	9
Public Health	2	0	2

4 – SCOPE OF SERVICES

The City would like to update the current total compensation to provide market comparative compensation to employees, including the value of benefits that also balances internal equity. The City is requesting proposals for the following areas of work.

4.1 Compensation and Benefits Study

- Review the City’s existing compensation plan and benefit plans.
- Gather necessary survey data from comparable organizations using a customized survey.
- Municipalities surveyed shall be of similar population, operation, and within a 150 mile radius.
- Private sector and other public sector entities surveyed shall be of the immediate area.
 - Compile compensation information
 - Compile employer paid benefit plans with comparable organizations to include the value in market comparative pay. Benefit plans should include all benefit programs of the City, including pension benefits.
 - Evaluate recent pay increases and anticipated increases
 - Recommend appropriate pay ranges for all positions
 - Recommend appropriate spread between minimum and maximum of pay ranges and distance between grades where appropriate

- Prepare written report to include a comparison, by position, of the full market compensation and benefit plans.
- Prepare cost analysis for implementation of recommended changes to the pay and classification system.

4.2 Job Audit and Analysis

- Evaluate current classification positions.
- Gather necessary employee information through the use of a combination of job analysis questionnaires, supervisor group and individual interviews.
- Information will be used to analyze the duties and responsibilities of each employee and position to determine the following:
 - Whether individual employees are appropriately classified.
 - Whether a position should be moved to a different job classification and/or pay grade.
 - Whether position titles are appropriate.
 - Other recommendations.

4.3 Job Descriptions

- All full-time job descriptions will be evaluated after review of job analysis audit.
- Recommendations will be made to revise, create or consolidate titles.
- Job descriptions should be established in a standardized format which is ADA and FLSA compliant.
- Final job descriptions adjustments provided to the City, with allowance for one set of revisions included in the project cost.

4.4 Final Report requirements

- Methods used to conduct the salary survey results and methodology of job evaluation.
- Summarize position comparison data.
- Summarize benefit comparison data.
- Recommended classification plan.
- Recommended pay structure.
- Recommended benefit changes, if any.
- Recommendations to maintain future market competitiveness.
- Other recommendations.

4.5 Other miscellaneous requirements

- Provide administration manual with plan maintenance procedures.
- Provide sample documents to be used to communicate the compensation system change to current employees, and a summary document to communicate the full compensation system to current and future employees, both to be provided in reproducible hardcopy and electronic copies.

5 – SUBMISSION REQUIREMENTS

The proposal for services must, at a minimum, include the following:

- The firm's name and location of the office providing the services under the contract, telephone number and e-mail address.
- A general description of the firm, including size, primary business, and other business or services offered.
- Identification of the project team who will be the primary contact through all phases of the project, as well as identification of other personnel who will be performing engagement work and estimated expected contribution to the project.
- Summary information regarding the qualifications and professional experience of team that will perform work under this engagement.
- Description of the firm's experience in providing services similar to those in the Scope of Services.
- List of references that include at least three (3) municipal clients for which services have been provided which are similar to those in the Scope of Services of this document. References should include client name, address, telephone number and email address for the contact person in each organization.
- Description of the firm's understanding of the requested services including the proposed approach, specific project steps including detailed information regarding the number and length of onsite work, timeline to include specific milestones, and interim and final work products. Innovative approaches or concepts, especially those reducing project cost, are encouraged.
- Fees should be submitted on the Proposal Submission Form, or similar form, provided in this document, divided by category of service and submitted in a separate envelope clearly marked "Fees".
- Proposal Submission Form should include a signature of a representative of the firm with acknowledgement that such individual is authorized to bind the firm contractually.
- Proposals shall provide a statement as to whether any portion of work performed under this proposal will be subcontracted or performed under a partnership of joint venture. Information on such entities must be included in the proposal such as related experience and qualifications of assigned staff.
- Proposal shall state whether any survey information will be obtained from a centralized data source.

- Submission should also include sample interim and final report formats.

6 – SELECTION CRITERIA

All proposals will be reviewed to determine compliance with requirements of the RFP. Primary factors in the evaluation include, but will not necessarily be limited to:

- Firm's demonstrated experience in providing similar services to municipal clients as identified in the Scope of Services.
- Staff's demonstrated qualifications and expertise regarding relevant experience with municipal clients.
- The ability of the firm to provide the requested services as demonstrated in the proposal.
- Firm's past record of performance, if any, with respect to quality of work and ability to meet stated timelines.
- The quality, conciseness, and completeness of the proposal.
- Project timeline.
- Proposed fees.

PROPOSAL SUBMISSION FORM

Note: Failure to provide the information requested on this form may be cause for rejection of your proposal on the grounds of non-responsiveness.

Business Name: _____

Federal Tax ID Number: _____

Street Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

FEE PROPOSAL

TASKS	FEE PROPOSED
Compensation and Benefits Study	\$
Job Audit and Analysis	\$
Job Descriptions Review	\$
TOTAL	\$

AUTHORIZED SIGNATURE

Must be signed by a person having the authority to contractually bind the business listed above.

Signature

Date

Print Name and Title

Phone Number