



REQUEST FOR PROPOSALS JOB CLASSIFICATION AND COMPENSATION STUDY

Request for Proposals (RFP)

The City is soliciting competitive proposals for professional services for the review and implementation of a job classification and compensation system that meets all Federal and State Compensation Standards. Sealed proposals will be received at Princeton City Hall, 705 North 2nd Street, Princeton, Minnesota 55371 until **3:00 pm on Friday August 27, 2021**. All proposals must be sealed and marked "City of Princeton Classification and Compensation Study Proposal". Any questions regarding the Requests for Proposal must be in writing and addressed to Michele McPherson, City Administrator and Tracy Peters, Finance Director; by mail at the above address or via email to: mmcpherson@princetonmn.org and tpeters@princetonmn.org. Questions or requests for clarification of the Proposal documents shall be received no later than 3:00 pm on Friday, August 13, 2021. All questions will be responded to in writing no later than Monday, August 23, 2021 and each Consultant who requested a proposal package will be provided with a copy of the question(s) asked and the City's response.

In no case shall a Consultant or individual on behalf of a consultant contact any member of the City Council to discuss the RFP. Doing so will immediately disqualify the Consultant.

Schedule:

- July 27, 2021 – Request for Proposals Mailed/Posted
- August 13, 2021 – Consultant Questions Due
- August 23, 2021 – City Response to Consultant Questions
- August 27, 2021 – Proposal Submittal Deadline
- September 9, 2021 – City Council Considers Award
- November 24, 2021 – Project Completion Date
- December 2, 2021 – City Council Study Session; Presentation of Recommendations

Background

The City of Princeton is located in both Mille Lacs and Sherburne Counties on the Rum River. The City is five square miles and has an estimated population of 4,783 residents. Princeton is a Statutory Plan A city with an Administrator and seven department heads. The City currently employs (list numbers of full-time, part-time and seasonal employees). All of the City's departments are included in this study: Administration, Community Development, Finance, Fire, Liquor, Police, Public Works, and Wastewater Treatment. In general, the City has a stable work force.

Goals

The City recognizes the need to periodically review, analyze and update its job descriptions, classifications and compensation systems, and to periodically analyze its pay equity compliance.

The goal of this study is to:

- develop a City compensation policy,
- review all aspects of compensation,
- update the City's existing job classification system,

- review the City's organizational chart and recommend changes as necessary,
- analyze the City's salary ranges to ensure continuing consistency with the market and
- make a recommendation, if necessary, regarding the implementation of any recommended changes.

The list of positions included in the study is attached as Exhibit A.

The process should recognize and incorporate the following elements:

- Review each job description for compliance with ADA, FLSA, pay equity legislation and other State and Federal requirements.
- Evaluate each position based on the job description.
- Compile and analyze highly market comparable communities along with other competitive data such as value and type of benefits. Preference is for the study to compare the City of Princeton to eight to ten other communities; the minimum comparison shall be five. "Highly market comparable" is to include factors such as population, number of employees supervised, City or Department budget, complexity of operations or other such factors that can be reasonably compared.
- Ensure regulatory compliance with State and Federal rules and regulations.
- Evaluate the City's current pay system and report on its strengths and weaknesses. Recommend corrections within the existing compensation structure to achieve internal and external market equity OR provide the City with a proposal for a new pay structure and pay plan to meet the goals of internal and external equity.
- Create a transition and implementation plan to achieve the recommended changes.
- Provide the necessary tools and information for staff and City Council to manage and maintain the compensation plan going forward.

Contents of Proposal Documents

This RFP describes the information required from all Consultants and the criteria the City will use in making its decision. It also describes the requirements the successful Consultant will be required to conform with. Acceptable proposals must comply with the Proposal Elements.

Proposal Submission

All Consultants shall fully familiarize themselves with the City's RFP. Consultants will be deemed to acknowledge their familiarity with the entire RFP by virtue of submitting a proposal. A Written Addendum will be issued in response to appropriate written questions or requests for clarification that see to clarify any material provision in the Proposal documents that are received on or before Friday, August 13, 2021. In no case shall a consultant rely on any oral interpretation or representation by City staff in preparing their Proposal.

1. If proposals are sent by mail, it is the Consultant's sole responsibility to assure that the City receives the Proposal by the date, time and at the location specified herein.
2. The City reserves the right to cancel this RFP or postpone the date and time for submitting proposals at any time prior to the submittal date and time. The City reserves the right prior to the date for submission to modify, in whole or part, any portion of this RFP. Each Consultant who has requested a copy of the Proposal documents shall be notified in writing of any modification to the RFP. This RFP does not obligate the City to enter into a contract for the work requested herein. Further, the City reserves the right to reject any and all proposals, to reissue a revised RFP and to waive any non-material informalities or irregularities in proposals. A non-material irregularity or informality is one where no Consultant will be prejudiced if an informality or irregularity is waived. The

ability to waive an informality or irregularity lies solely with the City Council upon a finding by the City Council that the waiver will not materially prejudice any Consultant.

Data Practices Act

Any Proposal submitted to the City is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, specifically Sections 13.37 and 16C.02, Subdivision 11.

PROPOSAL ELEMENTS

Each RFP must contain the following information in the following order. Incomplete RFPs or those not following the order shall result in the RFP deemed rejected from consideration.

1. **EXPERIENCE.** The Consultant should describe their experience compiling, reviewing, analyzing, developing, and presenting a job classification and compensation system that meets Federal and State classification, compensation and pay equity standards for government clients, together with the date of such contract, scope of work, and contract price. A Responsible Consultant is an individual or entity which has successfully managed and completed similar projects for Minnesota municipal or state agencies. Submitted Proposals shall propose a project manager for this project, project team members and include resumes of those individual's qualifications.
2. **PROJECT OUTLINE.** Each Proposal shall contain an outline demonstrating the strategy and timeline for completion of the project. The outline shall identify the process for accomplishing completion of each component of the project.
3. **PROPOSAL CONTENT AND SUBMISSION.** Each Consultant shall submit an original and five (5) copies of its Proposal in addition to an electronic copy. The Proposal shall contain the following:
 - a. Letter of Transmittal showing the Consultant's name, address, telephone number and date submitted. The title sheet shall be signed by an officer of the company indicating management's approval and support of the Proposal.
 - b. Name of the project manager.
 - c. Qualifications, resumes, and references.
 - d. Outline of Proposal demonstrating the strategy for completion of the project.
 - e. Quote Sheet (Exhibit B) identifying proposed not-to-exceed project cost, including any and all labor, materials, fees, licenses, surcharges, and sales tax during each of the following project components:
 - i. Compensation Policy
 - ii. Position Analysis
 - iii. Position Classification Evaluation
 - iv. Labor Market Employers Criteria and Selection
 - v. Compensation Analysis – Salaries
 - vi. Compensation Analysis – Benefits
 - vii. Classification and Compensation System Structure
 - viii. System Presentation, Implementation and Training
4. **ALL PROPOSALS MUST BE COMPLETE.** Consultants must respond fully and completely to each requirement and require for information to be considered responsive to this RFP. Failure to provide the information requested in this RFP shall deem the Proposal to be rejected from consideration and non-responsive.
5. **INSURANCE.** Consultant will be required to keep in force policies of insurance in compliance with Minnesota Statutes and at the following levels:
 - a. General Liability \$2M per occurrence/\$2M annual aggregate

- b. Auto Liability \$2M combined single limit
- c. Professional Liability \$2M per claim/\$2M annual aggregate
- d. Workers' Compensation \$100,000/\$500,000/\$100,000

The City of Princeton shall be named as an additional insured and a copy of the Insurance Certificate shall be on file with the City Clerk within 30 days of the execution of the contract by the City and the Consultant.

6. **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:
- a. 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 of position classification and compensation systems of this type and magnitude for other governmental units.
 - b. Demonstrated adequate managerial experience and capabilities of person who will be responsible for project completion.
 - c. Each consultant must submit three (3) references. The references must be able to attest to the Consultant's experience and capabilities. The Consultant shall provide the name, address and telephone number of each reference. If the Consultant is the lowest cost Consultant, the City will determine, utilizing objective evaluation criteria and the submitted references, whether the Consultant is a Responsible Consultant.
 - d. Each Consultant will have met all of the terms and conditions of this RFP.

SCOPE OF WORK

The work to be completed includes providing professional services with integrative support services to develop a City compensation policy, update the City's existing job classification system, analyze the City's salary rates to ensure continuing consistency with the market, and make a recommendation, if necessary, for 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:
 - i. Salary details
 - ii. Benefit details – holidays, annual leave, sick leave, retirement, medical insurance, dental insurance, disability insurance, life insurance, deferred compensation and any other benefits
 - iii. Analysis of "Total Compensation Package"
 - d. Provide recommendations and options for a newly designed compensation system, if needed;
 - e. Provide a master salary structure while assuring compliance with State pay equity compensation standards;
 - f. Provide system testing 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 various meetings including City Council;
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.

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Exhibit A
Positions to be Evaluated

Administration:

City Administrator
City Clerk

Community Development

Community Development Manager
Community Development Zoning Specialist
Splash Park Manager
Seasonal Splash Park Attendants

Finance:

Finance Director
Accountant

Fire Department:

Fire Chief
Assistant Fire Chief
Captains
On-call Firefighters

Liquor Store:

Manager
Assistant Manager
Lead Clerk
Clerks (3)

Police Department

Police Chief
Sargent
Investigator
Administrative Staff (2)
Patrol Officers (10)

Public Works

Public Works Director
General Maintenance 2 (6)
General Maintenance 1, Part-time

Wastewater Treatment

Manager
General Maintenance 2 (2); one vacancy

**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					
Compensation Analysis – Benefits					
Classification & Compensation System & Compliance Testing					
System Presentation, Implementation & Training					

TOTAL NOT TO EXCEED COST: _____

Proposal Submitted by _____ **Date:** _____

Signature

Printed Name _____ **Company Name** _____