
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Award Contract – Classification and Compensation Study**
DATE: September 21, 2021

Background:

Requests for Proposals for the Classification and Compensation study were released at the end of July, 2021. Four proposals were received:

- Abdo Eick & Meyers
- David Drown & Associates
- Flaherty-Hood PA
- Gallagher

Copies of the proposals are included for your review. Abdo Eich & Meyers and Gallagher did not follow the submittal instructions by not submitting sufficient copies and/or an electronic copy.

Analysis:

The proposals were sent to each Department Head for their review and comment. There were follow-up/clarification questions sent to the proposers for a response. Gallagher did not respond to our request for additional information and of the three remaining responses, Flaherty-Hood had the most comprehensive and complete response and they have experience in completing such studies in cities with paid on-call Fire Departments, Municipal Liquor Stores and Police Departments.

Of those Department Heads indicating a preference, Flaherty-Hood was the top selection. Their proposal is also the lowest cost. Flaherty-Hood is also a partner to the Coalition of Greater Minnesota Cities, so they would have a greater understanding of the market in outstate cities.

Recommendation:

Staff recommends that the City Council award the contract for the Classification and Compensation Study to Flaherty-Hood for a price not to exceed \$20,500.