



CITY OF RIVER FALLS, WI

REQUEST FOR PROPOSAL

**CLASSIFICATION AND
COMPENSATION STUDY**

Release Date: January 31, 2019

Due date: March 1, 2019

CITY OF RIVER FALLS REQUEST FOR PROPOSAL

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Section 1 – Invitation

CITY OF RIVER FALLS
REQUEST FOR PROPOSAL (RFP)
Classification and Compensation Study

Proposals Due by 5:00 p.m. March 1, 2019

The City of River Falls is seeking proposals from qualified consultants to conduct a comprehensive classification and compensation study and analysis for regular full-time and part-time employees.

Format must be consistent with the requirements of the RFP. Please provide options that may create efficiencies, make improvements, and take advantage of new, applicable technologies.

The City will accept electronic or written proposals. Proposals will be accepted until 5:00 p.m. on March 1, 2019 at City Hall or by email to kbergstrom@rfcity.org. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Karen Bergstrom
Human Resources Director
City of River Falls
222 Lewis Street
River Falls, WI 54022

Written proposals must include one (1) original and one (1) copy. Electronic proposal submissions need to be attached to an email with the subject line: “River Falls Classification and Compensation Study RFP Proposal”. Questions or request for clarification may be directed to Karen Bergstrom, by phone at (715)-426-3444 or by email to kbergstrom@rfcity.org

Section 2 – Introduction and General Information

A. Background

The City of River Falls is a full service community providing a high level of services to its residents. Services include: Police, Fire, EMS, City Administration, Public Works, Municipal Utilities (Electric, Water, and Wastewater), Community Development, Recreation, and Library. The City of River Falls is located in two counties, St. Croix and Pierce, and is home to approximately 15,000 residents of which 6,400 are college students. Around half of River Falls’ residents commute to the St. Paul-Minneapolis region to work, as the City is located 25-30 miles east of the Twin Cities. The City of River Falls is also home to the University of Wisconsin River Falls (UWRF); an NCAA Division III institution that has been a staple for the River Falls community since 1874.

The City of River Falls is a Municipal Corporation with authority vested in the City Council and the Mayor, who is the Chief Executive Officer (CEO) of the City. River Falls, like many other Wisconsin cities under the Home-Rule Charter of Wisconsin, has the power to govern itself regarding local matters except whether the State has specifically prohibited that power. The City is managed under the Council/City Administrator form of government.

Each and every year, the City strives to meet the highest standards of fiscal performance, accountability and stewardship. The City maintains an Aa2 rating by Moody’s Investor’s Services. The annual budget serves as the foundation for the City’s financial planning and control. The City of River Falls fiscal year begins January 1st and ends December 31st.

B. Timeline for Procurement Process

The City has made every effort to include enough information in this RFP for the proposer to develop a responsive proposal. The City encourages proposers to submit the most comprehensive and competitive proposal available. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal, unless protected by copyright, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance, by the individual or firm, of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the City of River Falls and individual or firm selected.

The City reserves the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and request additional information from proposers. The City will not reimburse proposers of this RFP for any expenses incurred in preparing proposals, or for the attendance at interviews. This RFP does not obligate the City to accept or contract for any service.

The timing of the proposal is as follows:

TIMELINE	
Distribution of RFP	January 15, 2019
Proposal submission Due Date	March 1, 2019
Initial proposal review	March 4, 2019
Interview with finalists	Week of March 11, 2019
Notification to proposers	Week of March 25, 2019

Proposal Submission

Proposals must be received by the City no later than 5:00 p.m., March 1, 2019.

Proposal Review

The City Administrator, Assistant City Administrator and Human Resources Director will evaluate all proposals and summarize the findings.

Interview with the Finalists

The finalists will be asked to schedule a meeting with the selection team.

Section 3 – Scope of Services

The study shall evaluate the City’s present salary and benefit structure as compared to the specific job market for comparable positions in the private and public sectors. The consultant shall perform or provide the following:

1. Conduct project information meetings with employees to explain scope and methodology of the project. Provide materials appropriate for inclusion on the City’s intranet site and employee mailings.
2. Review all current job classifications and analyze, document and validate same for knowledge, skills, essential functions, education and experience relevance and hierarchical consistency, job definition, distinguishing characteristics, supervision received and exercised, specific requirements including licensing and certification requirements.
3. Conduct interviews with employees and appropriate supervisory and management personnel, as required.
4. Identify appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable municipalities and businesses within the Minneapolis/St. Paul Metropolitan Statistical Area and the State of Wisconsin as required.

5. Assist the City in development of a total compensation system that meets the needs of the City in fairness, internal equity, competitive compensation, and ease of administration.
6. Verify proper EEOC equal pay act guidelines are being followed and evaluate positions for proper FLSA exemption placement.
7. Comment on the quality and cost of the City's benefit systems, make recommendations for changes that integrate into the total compensation system.
8. Identify potential pay compression issues and provide alternative solutions.
9. Prepare final report for review with City staff, present to City Council for approval, provide implementation support.
10. Conduct employee classification appeals after plan adoption. Appeals must be submitted within 30 days of plan adoption.

Section 4 – City Resources

The City will provide copies of all pay ranges, job classifications, job descriptions, previous studies and any other available in-house information that the successful consultant may require to complete the study.

Section 5 – Requirements of the Proposal

Introduction

Provide the official name, address, phone number, fax number and email of the consulting firm, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

Experience and Qualifications

- a. A brief description of the organization
- b. Names and a brief description of the experiences and qualifications of the proposed staff members(s) who will be performing the services.
- c. A list of three recent client references, where the firm has performed a comprehensive classification and compensation study, along with reference contact name and title, telephone number and email address at each entity.

Approach/Methods Used to Perform the Project – Detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the following items:

- a. Proposer’s understanding of the services to be provided.
- b. Methodology to be used in benchmarking and determining salary ranges.
- c. Estimated time the project will take from contract date to completion date.

Cost Proposal

- a. The total not-to-exceed cost, as well as an itemized breakdown of the cost associated with major or important components, as determined by the consultant.
- b. Clearly define, identify and provide an estimate of additional services and/or reimbursable expenses not included in the basic fee.

Section 6 – Proposal Submission

Interested firms must submit two (2) copies of their proposal within a single envelope or container, clearly indicating on the front of the envelope/container: PROPOSAL FOR CLASSIFICATION AND COMPENSATION STUDY. OR, an electronic copy of the proposal will also be accepted. Electronic copies can be emailed to the Human Resources Director at the email address below: Proposals are due by 5:00 p.m. Friday, March 1, 2019 to:

Karen Bergstrom
Human Resources Director
715-426-3444
kbergstrom@rfcity.com
City of River Falls
222 Lewis Street
River Falls, WI 54022

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Law.

Section 7 – Evaluation Process

Evaluation Criteria – The following will be considered in the selection of a consultant:

- Relevant experience in similar-sized public entities
- Qualifications
- Understanding of city-related issues and employee relations
- Team compatibility, including the ability to work with city staff based on references and other supporting information
- Unique resources the firm may bring regarding innovative techniques
- The professional reputation of the firm

Proposals will be evaluated based on value of proposal to the City. Some proposers will be asked to interview with the City. All proposals submitted will be the primary document upon which each proposal will be evaluated.

The City reserves the right to reject any and all proposals, to waive any information or irregularities in any proposal, and to use any ideas in a proposal regardless of whether that proposal is selected.

The target completion date of this study is September 1, 2019.

Questions or request for clarification regarding this RFP may be directed to Karen Bergstrom, Human Resources Director, by phone at (715)-426-3444 or by email to kbergstrom@rfcity.org.