



REQUEST FOR PROPOSAL

FOR

COMPENSATION MARKET STUDY

City of Marshfield
Human Resources
630 S. Central Avenue
Suite 721
Marshfield, WI 54449

RFP Issued: April 5, 2017
Proposals Due: April 28, 2017
by 5:00 PM

I. Introduction

The City of Marshfield is soliciting proposals from qualified consulting firms, experienced in the job evaluation and compensation systems. Our desire is to obtain a consultant who will assist the City in reviewing the City's current job descriptions/compensation program, and analyze external market to determine the correct market pay for each position utilizing the City's current pay plan. We expect the consultant to make recommendations for adjustments to pay scales and/or pay that may be needed.

All prospective consultants will be afforded full opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the grounds of age, ancestry, color, race, gender, genetic information, marital status, military and veteran status, religion, national origin, sex, religious creed, or disability in consideration for an award of any contract entered into pursuant to this notice.

This Request for Proposal (RFP) is an invitation by the City of Marshfield for consultants to submit an offer, which may be subject to subsequent discussion. Submittal of a proposal does not create any right or expectation to a Contract with the City of Marshfield. The City of Marshfield reserves the right to reject any or all proposals and the City further declares that it will incur no financial obligations for any costs by any firm in preparation of their proposal.

Qualified firms may submit their sealed proposal responses on or before **April 28, 2017 by 5:00 p.m.** to:

Jennifer Rachu
Human Resource Manager/Assistant to the City Administrator
City of Marshfield
630 S. Central Avenue, Suite 721
Marshfield, WI 54449

Dollar Cost Bids shall be submitted in a separate sealed envelope marked as follows: Sealed Dollar Cost Bid Proposal for City of Marshfield Compensation Market Study.

II. Statement of Qualifications and Approach

To be considered, a vendor must be a consulting firm with expertise in evaluating pay scales, job descriptions, organizational charts, and market pay analyses. The consultant should be able to provide references from other municipalities or government agencies where similar work was performed.

III. Criteria for Selection

The Human Resources Manager/Assistant to the City Administrator, with input from the City Administration and Review Team, will evaluate each proposal and select a firm to recommend to the City Council to enter into a contract for service. The City Council will provide final approval of the selection.

All proposals submitted will be evaluated using the following criteria:

- Compliance with the RFP
- Understanding of the project
- Services to be provided
- Ability to complete the work within the time specified
- Qualifications of the firm, including but not limited to its experience and personnel assigned to the project and any subcontractors, if any.
- Cost

IV. Cost and Fee Arrangements

The consultant must provide a proposal with maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this Request for Proposal.

V. City of Marshfield Background Information

Currently the City of Marshfield has a step and range compensation system. There are 26 ranges encompassing 78 positions on the non-exempt and exempt scale. There are 9 steps per pay grade with a 4%-7% increase between midpoints of pay grades. It takes an employee up to 4 years to move across the scale to their midpoint (Step 4) of the pay scale. Currently employees do not move beyond Step 4 of the pay range. A pay for performance program for Steps 5-9 is currently being developed. Employees typically receive a percentage increase annually on July 1 (as approved by the City Council). The advancement through the salary steps 1-4 is based upon satisfactory performance and continuous service in the same classification. The next adjustment to this scale is scheduled for July 1, 2017.

The City's Police and Fire Departments are represented by Collective Bargaining Agreements (CBAs). As part of the recent negotiations with the bargaining unit of the Police Department, an agreement was reached to conduct an in-depth compensation market review for the current represented positions. As a result, the City requires the positions highlighted in **Attachment A** to be completed no later than July 7, 2017 with the remaining non-represented positions completed by September 1, 2017.

VI. Scope of Work/Timeline

The City expects ongoing and open communications between designated City representatives and the consultant over the course of each phase. All products and recommendations must comply with applicable State and Federal laws and enhance the City's ability to recruit and retain qualified personnel.

Proposed Timeline	DATE
Request for Proposal Issued	April 5, 2017
Due date for Proposal	April 28, 2017 by 5:00 p.m.
Evaluation of Proposals Period	May 1, 2017 – May 12, 2017
Selected Firm Notified	May 24 (following council approval)
Finalized Agreement	June 1, 2017
Completion Date of identified PD positions	July 7, 2017

Completion Date of full list of positions	September 1, 2017
---	-------------------

The City of Marshfield will provide the following information to the successful consultant:

- Copies of all existing job descriptions
- Copies of all wage and salary schedules
- Copies of City of Marshfield's organizational charts
- Copies of the collective bargaining agreement

VII: Specifications for Job Evaluation/Compensation

The following are the consulting services related to the classification and compensation study:

- The consultant will review the current job descriptions, organizational chart and compensation system to assure internal equity and external competitiveness and may include desk audits where concerns may arise.
- Conduct a comprehensive survey of external regional labor market cities/counties, **Attachment A**, impacting the Marshfield area job market for all full-time and regular part-time benefited positions in **Attachment B**. This shall include public sector jobs within the same essential duties and functions. This will include a review and market analysis of salary.
- Make recommendations for changes to current classification system which assures internal equality and external competitiveness. The method in which to perform this analysis is to be determined by the consultant. The data will be based on wages and benefits established for fiscal year 2017-2018. For pay purposes, the City of Marshfield's pay adjustments begin July 1st and ends June 30th. The City currently has a 1 year agreement with the Police Department's bargaining group, set to expire on December 31, 2017. Compensation information from the Collective Bargaining Agreement will be provided to the selected firm.
- The consultant will provide City staff with 6 copies of the final compensation study.
- The Consultant will present the results of survey to the Human Resources Manager/Assistant to the City Administrator and the Review Team.
- If required, the Consultant will meet with City Council to review results.

VIII: Specification for Proposals

All proposals submitted in response to this request for proposals must contain the following information in the stated order:

1. Name, address, telephone number of the Consulting firm.
2. Description of the firm (corporation, partnership, etc.) and year established.
3. State of incorporation, if any, and type of ownership.
4. Name and biography of all proposed consultant(s)/facilitator(s).
5. Name, title and business address of person responsible for submitting the proposal.
6. Listing of any subcontractors, if any, and the scope of work they will perform.
7. Description of the scope of involvement of city staff.

8. Narrative proposal on what approach and techniques the consultant will use in identifying and evaluating information provided.
9. Describe the process used and submit the forms, questionnaires and instruments used or proposed for use in this study.
10. Narrative proposal on scope of work as identified above.
11. An estimate of time to complete the project and a proposed timeline of work tasks, with the date of final completion of the project. Reference proposed timetable on page 3 as a guide.
12. A breakdown of the firm's rates, fees and charges for services, by phase and for total project, and a proposed payment schedule.
13. At least three references, including individual contact name, name of company and phone from other municipalities or government agencies where similar work was performed.

IX. Timetable for Submission

For consideration to be given to any proposal submitted pursuant to this RFP, 6 copies of the submittal materials must be received on **April 28, 2017 by 5:00 p.m.**, at the address listed on page 1 of this Request for Proposal.

Late proposals are not accepted and will be returned unopened to the sender. The City reserves the right to reject any or all proposals submitted.

X. Contact with City Personnel

At no time shall the consultant, its agents, representatives or contracted personnel contact or otherwise communicate with City department personnel without prior arrangement with the Human Resources Manager/Assistant to the City Administrator or her designee, for the purposes of negotiating, modifying, changing or interpreting the proposal or specifications. Any changes, modifications, or interpretations must be handled by one source uniformly for all consultants. All questions relating to the statements contained in the RFP are to be addressed in writing to Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator, 630 S. Central Avenue, Marshfield WI 54449 or via e-mail to jennifer.rachu@ci.marshfield.wi.us

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

XI. Consulting Firm Submittal Form

The submittal form shall be physically signed by an officer of the firm(s) and include the following:

- Firm name, mailing address and telephone number.
- Contact name, title, telephone number and email address of the individual authorized to commit the respondent.
- Name(s), title(s), telephone number(s), and email address(s) of the individual(s) to be the official contact person(s) regarding all matters concerning the proposal.

- A statement ensuring validity of the proposal for at least 90 days.

XII. Addenda to RFP

If it becomes necessary to revise any part of this RFP, respondents will be notified.

The selected provider will enter into a contract with the City of Marshfield for consulting services for a term to be mutually agreed upon by the City and selected firm.

The proposal review process shall include, but not be limited to, the following activities:

A. Proposed Evaluation Criteria

All proposals will be reviewed by the Human Resources Manager/ Assistant to the City Administrator to determine responsiveness. Unresponsive proposals will be removed from consideration and notified in writing.

Responsive proposals will be reviewed and evaluated by the Human Resources Manager/Assistant to the City Administrator and members of the Review Team. Staff will screen and select a smaller group of finalists for an in-depth interview.

Proposals will be evaluated using some or all of the following criteria in its evaluation and comparison of submitted proposals. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance.

- Bidder's compliance with specifications as set forth in the RFP.
- Experience, training, credentials, and experience.
- The firm's past experience and performance on comparable studies.
- Proposed project timeline & completion.
- Recent references from comparable clients.
- Costs and Fees

The City shall have absolute discretion in determining the applicability and weight or relative weight of some or all of the criteria listed above and is not required to select the lowest monetary proposer.

B. Right to Reject Proposals:

The City of Marshfield reserves the right to reject any or all proposals if deemed in its best interest to do so. Any award made for this engagement will be made to the bidder which, in the opinion of the City, is best qualified to conduct the classification and compensation study. The selection of the proposal will be made at the sole discretion of the City.

XIII. Disclosure of Proposals

Proposals will be kept confidential until such time as the City has completed its evaluation. Proposers are cautioned that the agreement and proposals submitted are public records in accordance with Wisconsin Public Records requirements.

All proposals submitted in response to this RFP will become the property of the City of Marshfield and a matter of public record. The vendor must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any firm claiming such an exemption must also state in its proposal that the firm agrees to hold harmless, indemnify and defend the City and its agents, officials and employees in any action or claim brought against the City for its refusal to disclose such materials, trade secrets or other proprietary information to any party making a request therefore. Any firm failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

XIV. Pre-Contractual Expenses

Any cost incurred by the proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the proposer. The City of Marshfield shall not, in any event, be liable for any pre-contractual expenses incurred by any bidder. In addition, no bidder shall include any such expenses as part of the price proposed.

XV. Authority to Withdraw Request for Proposal and/or Not Award Contract.

The City of Marshfield reserves the right to withdraw this RFP at any time without prior notice. Further, the City expressly reserves the right to postpone the opening of proposal for its own convenience and to reject any and all proposals in response to this RFP without indicating any reasons for such rejection(s).

XVI. Consultant's Independence

Consultant is an independent contractor with respect to all services performed under this Contract. Consultant accepts full and exclusive liability for the payment of any and all premiums, contributions, or taxes for worker's compensation, Social Security, unemployment benefits, health benefits, sick leave or other employee benefits now and hereinafter imposed under any state or federal law which are measured as wages, salaries or other remuneration paid to persons employed by Consultant on work performed under the terms of this Contract. Consultant shall defend, indemnify and hold harmless the City from any claims or liability for such contributions or taxes. Nothing contained in this Contract nor any act of the City, or consultant, shall be deemed or construed to create any third party beneficiary or principal and agent association or relationship involving the City. Consultant is not the City's agent and Consultant has no authority to take any action or execute any documents on behalf of the City.

XVII. Sub-Contractor

The use of any sub-contractor must be approved in advance in writing by the City and must meet the requirements of this RFP. Use of sub-contractors must be clearly explained in the proposal,

and major sub-consultants must be identified by name. Primary consultants shall be wholly responsible for the entire performance whether or not sub-consultants are used.

XVIII. Price Changes

All prices shall be firm and not subject to increase during the period of the Contract.

XIX. Laws of Governance

The selected firm will be required to comply with all existing State and Federal laws including applicable equal opportunity employment provisions. The Contract shall also be construed and governed in accordance with the law of the State of Wisconsin and the City of Marshfield.

Consultant shall comply with all federal, state and local laws, ordinances and regulations applicable to the work. Consultant, at its own expense, shall secure all occupational and professional licenses and permits from public or private sources necessary for the fulfillment of its obligations under this Contract.

XX. Modification, Mistakes or Withdrawal of Proposals

Responses to this RFP may be modified or withdrawn by written, e-mail or facsimile notice prior to the date specified for receipt of proposals. A proposal may be withdrawn by the vendor or its authorized representative prior to 5:00 p.m. on April 28, 2017. Telephone withdrawals are not permitted. If the apparent best qualified firm discovers a mistake, of a serious and significant nature, in its proposal which is unfavorable prior to the issuance of a Contract, it may request consideration to modify or withdraw the proposal. The City reserves the right to reject any and all requests for correction or withdrawal of proposal received after the date shown in the specifications. In all cases, the decision of the City Council is final. A mistake in proposal will not be considered once a contract is issued.

XXI. Reservation of Rights

The City of Marshfield reserves the right to:

- Accept or reject any and all proposals received in response to this RFP, and to re-advertise for new submittals.
- Waive or modify any irregularities in proposals received after prior notification to the vendor.
- Request the submission of proposal modifications at any time before the award is made, if such is in the best interest of the City.
- Consider proposals or modifications received at any time before the award is made, if such is in the best interest of the City.
- Request clarification and/or additional information from the vendor during the evaluation process.

- In the event of Contract termination, enter into Contract negotiations with other qualified firms that submitted acceptable proposals, rather than redoing the proposal process for the project.
- Negotiate with the selected consultant to include further services not identified in this RFP.

XXII. Expiration of the Proposal

The City of Marshfield reserves the right to waive any defects in the offer of any vendor, to reject any or all offers and to request additional information from any or all vendors.

XXIII. Work Results

The work results and the reports may not be released by the Consultant without prior written consent of the City of Marshfield.

Thank you in advance for your interest in the City of Marshfield, WI.

City of Marshfield
Human Resources Manager/Assistant to the City Administrator
630 S. Central Avenue, Suite 721
Marshfield, WI 54449

ATTACHMENT A

Labor Market Cities
Stevens Point, WI
Wausau, WI
Wisconsin Rapids, WI
Labor Market Counties
Wood County
Portage County

Consultant is expected to provide recommendations for comparables in addition to those listed. Final list of comparables will be determined in conjunction with the City.

ATTACHMENT B

List of Positions – 78 Total

Police Department (Highlighted positions to be completed by 7/1/2017)

	Department	Position
1	Police	Police Chief
2	Police	Assistant Police Chief
3	Police	Police Lieutenant-Detective Bureau
4	Police	Police Lieutenant-Patrol (Shift)
5	Police	PD Staff Services Supervisor
6	Police	Police Detective
7	Police	Police Officer (Drug Officer)
8	Police	Police Officer (FTO)
9	Police	Police Officer (K-9)
10	Police	Police Officer (Lead)
11	Police	Police Officer (Patrol)
12	Police	Police Officer (Police School Liaison Officer)
13	Police	Police Officer (Traffic Safety/Crime Prevention)
14	Police	Ordinance Enforcement Officer
15	Police	Administrative Assistant III
16	Police	Police Records Specialist
17	Police	Custodian

City of Marshfield Non-Represented Group (Positions to be completed by 9/1/2017)

	Department	Position
1	Administration	City Administrator
2	Administration	HR Manager/Assist. to the CA
3	Administration/Mayor's Office	Administrative Assistant III
4	Assessor	City Assessor
5	Assessor	Property Appraiser
6	Assessor	Administrative Assistant II
7	Clerk	City Clerk
8	Clerk	Deputy Clerk
9	Clerk	Administrative Assistant I
10	Development Services	Director, Development Services
11	Development Services	City Planner
12	Development Services	Commercial Building Inspector
13	Development Services	Electrical Inspector/Asst Bldg Insp
14	Development Services	Plumbing Insp/Asst Bldg Insp
15	Development Services	Zoning Administrator
16	Development Services	UDC Inspector
17	Development Services	Administrative Assistant II
18	Finance	Finance Director

19	Finance	Accounting Manager
20	Finance	Accountant
21	Finance	Payroll Technician
22	Finance	Accounting Technician
23	Finance	Accounting Clerk
24	Fire	Fire Chief
25	Fire	Deputy Fire Chief
26	Fire	Administrative Assistant III
27	Municipal Court	Municipal Court Clerk
28	Parks & Recreation	Parks & Recreation Director
29	Parks & Recreation	Parks & Recreation Supv II
30	Parks & Recreation	Parks & Recreation Maint Supv
31	Parks & Recreation	Administrative Assistant II
32	Parks & Recreation-Maintenance	Classification II
33	Parks & Recreation-Maintenance	Classification III
34	Parks & Recreation-Maintenance	Grounds Specialist
35	Parks & Recreation-Zoo	Zoo Keeper
36	Parks and Rec-Cemetery	Cemetery Coordinator/Caretaker
37	Parks and Rec-Cemetery	Cemetery Caretaker Assistant
38	Public Works	Public Works Director
39	Public Works	GIS Coordinator
40	Public Works	Administrative Assistant II
41	Public Works	Facilities Maint. Coordinator
42	Public Works-Engineering	City Engineer
43	Public Works-Engineering	Assistant City Engineer
44	Public Works-Engineering	Civil Engineer II
45	Public Works-Engineering	Civil Engineer I
46	Public Works-Engineering	Engineering Technician
47	Public Works-Street Division	Street Superintendent
48	Public Works-Street Division	Asst Street Superintendent
49	Public Works-Street Division	Mechanic
50	Public Works-Street Division	Classification II
51	Public Works-Street Division	Classification III
52	Public Works-Street Division	Classification IV
53	Public Works-Street Division	Administrative Assistant II
54	Public Works-Wastewater Division	Wastewater Superintendent
55	Public Works-Wastewater Division	Asst Wastewater Superintendent
56	Public Works-Wastewater Division	Wastewater Operator - Level 4 (Certified)
57	Public Works-Wastewater Division	Wastewater Operator
58	Public Works-Wastewater Division	Administrative Assistant II
59	Technology	Technology Director
60	Technology	Technology Analyst
61	Technology	Technology Technician