



Request for Proposal:

Classification and Compensation Study

Issued:
June 7, 2024

Due:
June 24, 2024



Introduction

The City of Plymouth is accepting proposals from qualified consultants to conduct a comprehensive classification and compensation study for regular full-time and part-time employees to include a review of internal equity and market competitiveness. Official proposals must be received by the City no later than 3:00 PM CST on June 24, 2024.

The 8,909 people, who call the City of Plymouth, Wisconsin home, know that the community provides a high quality of life in Sheboygan County. The city has an excellent school district, a busy commercial corridor, several large manufactures, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents.

The beautiful Mullet River and Mill Pond Dam is the focal point of the community that splits Eastern Ave from Mill Street. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

The goal of the City is to ensure correct classifications, update job titles, and inform compensation strategy utilizing accepted practice in the management and design of a comprehensive compensation system in accordance with applicable federal and state laws. The creation of this system should solve the following objectives: attract and retain qualified workers, ensure employees are paid competitively to market, and enable the City to maintain a competitive position with other comparable municipalities/utilities in Wisconsin, specifically the Southeastern geographical area.

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 firm/agency shall perform or provide the following:

1. Conduct project information meetings with employees to explain scope and methodology of the study. Conduct interviews with employees and management personnel, as appropriate and required. Conduct progress review meetings with the City Administrator, HR Specialist, and Personnel/Finance Committee at determined intervals.
2. Review existing job descriptions to ensure compliant and accurate Fair Labor Standards Act (FLSA) exemption status. Ensure job descriptions are in full compliance with all federal, state, and local statutes and regulations, including FLSA, Equal Pay Act, EEOC, and the Americans with Disabilities Act (ADA). Recommend changes to job title, as necessary.
3. Identify appropriate benchmarking standards and conduct salary surveys for all positions with comparable municipalities, institutions of higher education, and applicable private sector utilities

within the Wisconsin/Southeastern Wisconsin/Metro Sheboygan geographical area.

4. Review existing compensation and classification structure and policies to determine what revisions are suggested, necessary, or required. Assist the City in the development of a total compensation strategy that meets the needs of the City in fairness, internal equity, and market competitiveness.
5. Report on the quality and cost of the City's benefit plans and make recommendations for changes that integrate into the total compensation package.
6. Prepare a final report for review with City staff and present to Personnel/Finance Committee and City Council for approval; provide implementation support.

City Resources

The City of Plymouth will provide the successful consultant with copies of existing job descriptions for all position titles (as available); copies of current job classifications by title; copies of the current wage schedules; copies of the City of Plymouth organizational chart; copies of current benefit plan documents; copies of the Employee Handbook; and any other available in-house information that may be required to complete the analysis.

Submission Requirements

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point. Proposals should not exceed twenty (20) pages in length. Resumes, licenses, references, and work examples will not count against this page limit. The proposal should be in the order below:

Section One: Introductory Letter

All proposals shall be accompanied by a transmittal letter addressed to Tim Blakeslee, City Administrator, signed by an officer authorized to commit firm resources. The letter shall include the following:

- A. The name of the proposing firm, the primary contact, mailing and physical address, telephone number and email address.
- B. Certification that (1) all information submitted in the proposal is true and correct, (2) the person signing the proposal has the full authority to do so on behalf of the firm, (3) the fees proposed have not been knowingly disclosed, directly or indirectly, to any other firm responding to this RFP, and (4) no attempt has been made by the proposing firm to induce any other company to submit or not submit a response to this RFP for the purpose of restricting competition.

Section Two: Experience and Qualifications

All proposals shall include a brief discussion of the proposing firm, its history, and its general approach to developing municipal compensation strategies that demonstrates the proper understanding of the needs of the City of Plymouth and the proposer's ability to address them.

Section Three: Approach and Methodology

All proposals shall include a detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the consultant firm/agency's understanding of the services to be performed, methodology to be used in benchmarking and determining salary/grade ranges, and the estimated time the project will take from contract date to completion date.

Section Four: References

All proposals shall include a minimum of three client references, with at least one reference being a recent municipal client. References should include the client name, contact person, mailing address, telephone number, and email address.

Section Five: Fee Proposal

All proposals shall include a detailed explanation of the fees and costs to be charged to the City for the services described in this RFP. This should include 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 firm/agency. Each major or important component should detail the estimated length of time necessary to complete and feasibility to finish by September 2024. The City will accept alternative timelines as part of the proposal.

Section Six: Additional Services

Please identify any “special” services the proposing consultant firm/agency can provide and whether such services would be subject to additional costs to the City.

Application Review & Selection

Proposals will be evaluated for specificity, completeness, qualifications of personnel, demonstrated knowledge and experience, breadth and depth of services contemplated to be provided as described in the section entitled Scope of Services. The consultant firm/agency will be selected based on qualifications and demonstrated competence, professional qualifications necessary for the satisfactory performance of the services required, and the agreement may not necessarily be awarded to the lowest responsible proposer. When selecting the consultant firm/agency, the skill and ability of the entity or person performing the services is a key component of the selection criteria. The following criteria will be considered in the application review process:

- A. Qualifications of the proposed team members.
- B. Ability to communicate effectively both verbally and in concise written form.
- C. Ability to work effectively with management, council, and staff.
- D. Cost and availability of services and project completion timeline.
- E. The overall quality of the response and conformance with RFP requirements for content and clear understanding of City of Plymouth needs.
- F. References.

The City Administrator, HR Director, and other designated individuals will review and score submitted proposals, and a group of proposals may be elevated for additional review. Additional review may include one or more interviews, in person or by phone. A reference check will be conducted with the finalists.

The City reserves the right to evaluate other service providers based on its needs, the level of cooperation displayed by proposers, including in the negotiation of contract terms, at any time and without notice. Ultimate acceptance or rejection of the recommended proposal and execution of a contract agreement is the independent sole legal prerogative of the City.

Notification

All consultant firms/agencies will be notified of the decision of award within ten (10) business days of the action. The City reserves the right to reject any and all proposals and to waive informalities and irregularities.

Award of Contract for Successful Consultant Firm/Agency

Upon confirmation, the successful consultant firm/agency will be required to enter into a contractual agreement with the City of Plymouth.

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and the successful consultant firm/agency be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another consultant firm/agency or reject all the proposals. Upon completion of negotiations agreeable to the City and the successful consultant firm/agency, a contract shall be executed.

Special Matters & Requirements

Representations

Proposers are advised to become familiar with all conditions, instructions, and specifications of this RFP. By submitting a proposal, proposer represents and warrants that it has thoroughly examined and is familiar with work required under this RFP, that proposer has conducted such additional investigation as it deems necessary and convenient, that proposer can provide the services requested by the City in a manner that meets the City's objectives and specifications as outlined in this RFP, and that proposer has reviewed and inspected all materials submitted in response to this RFP. Once the consultant firm/agency has been selected, a failure to have read the conditions, instructions, and specifications herein shall not be cause to alter the contract or for proposer to request additional compensation.

Non-Discrimination

By submitting a proposal, the proposer represents that it and its subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of race, religion, sex, color, national origin, sexual orientation, gender identity or gender expression, ancestry, marital status, physical condition, pregnancy or pregnancy-related conditions, political affiliations or opinion, age, or medical condition.

Conditions of Acceptance

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. The City reserves the right to waive any minor irregularities or informalities contained within this RFP, and/or reject any or all proposals received as a result of this request; negotiate with any qualified source or to cancel the RFP in part or whole. The City of Plymouth reserves the right to award in whole or in part, by item or group of items, by section or geographic area, when such action serves the best interest of the City.

Non-Liability

By participating in the RFP process, each respondent agrees to hold the City and its and their officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this RFP.

No Conflict of Interest

Selected consultant firm/agency shall not employ any City employee or City official in the work performed pursuant to this RFP. No officer or employee of the City shall have any financial interest in the proposed RFP.

Insurance Requirements and Responsibilities

Consultant shall provide a description and pertinent information regarding general liability, auto liability, worker's comp, and professional liability insurance, including the amount of coverage.

Reservation of Rights

The City of Plymouth reserves the right to accept any Proposal or alternative Proposal proposed in whole or in part, to reject any or all Proposals or alternative Proposals in whole or in part, to waive irregularity and/or informalities in any Proposal, and to make the award in any manner deemed in the best interest of the City.

The City reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.

The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or that a revised scope be implemented.

Questions or Technical Assistance

All questions and requests for technical assistance concerning this RFP are to be directed to the official contact person via email and shall be submitted no later than June 17, 2024 at 3:30 PM (CST).

Email: tblakeslee@plymouthwi.gov

From the date this RFP is issued until a consultant/firm is selected and selection is announced, consultant firms/agencies are not allowed to communicate outside the process set forth in this RFP with any City employee other than the contracting officer listed above regarding this RFP. The City reserves the right to reject any proposal for violation of this provision. No questions other than written via email will be accepted, and no response other than written via email will be binding upon the City.

Delivery of Proposals

Proposals must be received via email no later than June 24, 2024 by 3:00 PM (CST). Late proposals will not be accepted or considered. Proposals file name and email subject shall be labeled as follows: Classification and Compensation Study – [Name of Consultant Firm/Agency]

Email delivery of proposals to: Tim Blakeslee, City Administrator/Utilities Manager – tblakeslee@plymouthwi.gov

Timeline *(dates subject to change)*

June 7, 2024	Issuance of RFP
June 17, 2024	Questions Due
June 19, 2024	Response to Questions Due
June 24, 2024	Proposals due by 3:00 PM (CST)
June 25 to 28, 2024	Evaluation of Proposals and Interview of Candidates, if needed
July 9, 2024	Committee Review and Recommendation
July 9 or July 30, 2024	Confirmation, Contract Award, and Execution
July 10 or July 31	Project Commences
September 2024	Target Completion