

REQUEST FOR PROPOSAL

Proposals are now being accepted in the Office of the City Manager, 745 Forest Parkway, Forest Park, Georgia 30297 for:

COMPREHENSIVE CLASSIFICATION & COMPENSATION STUDY FOR THE CITY OF FOREST PARK

Proposals must be received in the Office of the City Manager no later than 2:00 p.m. on December 3, 2018.

Any Proposals not received by that time will be returned unopened.

Proposal specifications will be available in the City Manager's Office. The City reserves the right to reject any and all Proposals and to re-advertise. Proposals shall be submitted in a sealed envelope clearly marked "Proposal for Classification/Compensation Study"

City of Forest Park

Request for Proposal of Professional Consulting Services

Comprehensive Compensation/Benefits Review and Update of Classification/Compensation System

Background:

The City desires to enter into a contract with a highly qualified and experienced consulting firm for the purpose of conducting an Employee Classification and Compensation Study. It is the City's strategic objective to attract and retain a highly talented and motivated workforce. Over the years, the City has undergone growth resulting in an increase in recruitment, reorganization of some departments and periodic requests for review of positions. Consequently, a thorough study of the City's Classification and Compensation Plan is warranted.

The City of Forest Park presently has approximately 68 individual full-time job titles for 273 full-time budgeted positions. The City consists of 9 departments ranging in size from one (1) employee to (114). It is a diverse employee population that includes all education and working income levels. Types of work range from entry level labor and clerical to management and professional positions. None of the employees are represented by unions or bargaining agents. The departments are: Office of the City Manager, Finance, Support Services, Planning, Building & Zoning, Recreation and Leisure, Police Services, Fire and EMS Service, Public Works and Information Technology.

Purpose:

Through this Request for Proposal (RFP) The City of Forest Park intends to examine the credentials of potential vendors to conduct a comprehensive market survey, evaluate internal and external compensation equity, review and update the current classification/pay system including review of the performance evaluation instrument, pay structure, and existing job descriptions. A comprehensive review, evaluation, and comparison against other municipalities of their current benefits programs will also be conducted to include all health plans; medical, dental, vision, life, retirement/pension, paid time off, STD/LTD, as well as any other benefits available of which the City of Forest Park may not currently be taking advantage. Also, conducting a review of current practices, policies, and procedures. Areas that should be included, but are not limited to: Recruitment and Hiring, Promotional, Disciplinary and Termination Procedures.

Scope of Services Required

The scope of services shall include, but are not limited to, the following:

Classification Plan It is not anticipated that the current job descriptions will require much change. However, there may be a need for some expansion of duties to incorporate what is currently being performed. There are also some employees that are performing duties that do not fit well within the current job specification and new job descriptions may need to be developed.

1. Meet with City staff to validate scope of services, methodology, timeliness, and other deliverables.

2. Review the background materials including organizational charts, personnel rules, and regulations, job descriptions, and related information.
3. Conduct orientation and briefing session (s) with employees. (In different locations and different times and dates).
4. Conduct orientation briefing session (s) with all department directors, and supervisors.
5. Design an appropriate job questionnaire.
6. Administer the completion of a job questionnaire by all employees that can be used for classification and compensation purposes.
7. Conduct interviews with a representative sample of employees and appropriate supervisory and management personnel
8. Allocate all employees included within the scope of the study to an appropriate job title, job class and exempt and non-exempt designation (FLSA).
9. Update classification specifications to reflect current duties, requirements of the position, including physical requirements and essential functions in compliance with ADA.
10. Prepare up-to-date and accurate job classification specifications for all employees.
11. Design and administer an employee review process.
12. Provide an implementation plan.

Compensation Plan

1. Identify survey labor market and benchmark classes.
2. Conduct a comprehensive compensation survey utilizing comparable survey agencies, using not only job titles, but duties and responsibilities based upon the classification specifications for the City of Forest Park.
3. Complete internal salary relationship analysis, including the development of appropriate internal relationship guidelines.
4. Develop externally competitive and internally equitable salary recommendations for each class included within the study.
5. Assign a salary range to each classification which reflects the results of the market study and the analysis of internal relationships.

6. Present results of survey to management.
7. Assist in development of a strategy for implementing compensation recommendations.
8. Add effectively present data-driven rationale for recommendations in written report, present findings orally and thoroughly defend all challenges to the survey.
9. Provide an implementation plan.
10. Consultant Firm to attend meetings throughout process with employees, the City Manager and/or the City Council to explain methodology, survey results and recommendations. The consultant should budget for two council meetings and four meetings with employees/department heads not including the kick-off meetings with employees.

Performance Evaluation System

1. Review the current performance evaluation system.
2. Revise and modify system to incorporate performance standards as they relate to the class specifications, and to adhere to current employment related laws.

Procedures and Conditions:

- Proposals should include a brief history and introduction of the company or firm, and the firm's understanding of the services to be performed. Proposals should be divided into three components: The Classification Plan, the Compensations Plan and the Performance Evaluation System. Proposals should also include the methodologies to be used for each component. Cost of each component should be identified, and a total project cost. Completion of the four components of the study is to be complete within 120 days after award.
- A proposed time schedule including the number and description of the meetings to be held in the City should be specified.
- All proposals should include names, addresses, telephone numbers, and contact persons at five (5) other public jurisdictions.
- List all full-time, professional employees of your firm that you would assign to this project. (Do not include clerical or support staff; do include and separately report and identify personnel from any third party or subcontractor.) Designate a project manager. Include an organizational chart of the project team and describe the role to be performed by each person on the chart.

- An Original and 3 copies of the completed RFP must be submitted to the City of Forest Park, 745 Forest Parkway, Forest Park, GA 30297 City Manager's Office before 2:00 p.m., on December 3, 2018 to be eligible for consideration. No RFP will be accepted after the above stated date and time.
- City of Forest Park reserves the right to reject any or all RFP's submitted; client references, required clarification or additional information or interviews with respondents.
- An evaluation committee will determine the firm/consultant believed to be most responsive and responsible to provide requested services. All RFP responses will be evaluated for completeness and clarity according to criteria established in the RFP.
- All questions regarding this Request for Proposal should be submitted in writing or by email to:

City of Forest Park
 Attn: Christine Terrell, Director of Support Services
 785 Forest Parkway, GA 30297
cterrell@forestparkga.org
 404-608-2347

- All costs related to the preparation, submittal, and/or presentation of this RFP are the responsibility of the respondent and will not be assumed in full or in part by the City of Forest Park.
- Provide a comprehensive outline of the steps you propose in order to meet the services required in the RFP. This detail should indicate what is to be done; by title and name of the individual responsible to do it: and when it is to be completed.
- At your option, you may provide any additional supporting documentation or information that would be helpful in evaluating your firm's qualifications and commitment.

Method of Evaluation

The City of Forest Park will review and evaluate all proposals submitted in response to this RFP. The City will conduct a preliminary evaluation of all proposals on the basis of the information provided as well as compliance with the minimum qualifications set forth in the RFP. Failure to comply with any mandatory requirement may disqualify a proposal.

The City of Forest Park will consider the following criteria in evaluating the proposal submitted for award and is not listed in order of importance.

The reputation of the Firm based on references.

The Firm's experience, specifically municipal experience, in a project of this size and type.

The qualification and experience of key personnel assigned to the project.

The quality, availability and adaptability of the services to the particular needs requested.

The proposed pricing and fee schedule.

Following the review of proposals, The City of Forest Park reserves the right to request additional information, request revised fee schedules, and to schedule interviews for presentation.

Presentations

Any vendor who submits a proposal may be required to make an on-site presentation of its capability to perform as described in its proposal to the City. Such a presentation will be at the vendor's expense and will provide an opportunity for the firm to clarify its proposal to ensure a thorough mutual understanding. The Support Services Department will schedule such presentation if deemed necessary.

Bonding and Insurance Requirements:

- A) Statutory Workers Compensation Insurance
Employers Liability

Bodily Injury Accident - \$100,000 Each Accident

Bodily Injury Disease - \$500,000 Policy Limit

Bodily Injury by Disease - \$100,000 Each Employee
- B) Comprehensive General Liability Insurance
\$500,000 Limit of Liability per Occurrence for bodily injury and property damage.
- C) Auto Liability Insurance
\$500,000 Limit of liability per occurrence for bodily injury and property damage.
Comprehensive form covering all owned, non-owned and hired vehicles.
- D) Umbrella Liability Insurance - \$1,000,000 Limit of liability
- E) Professional Liability Insurance - \$1,000,000 Limit

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PROPOSAL FORM

The undersigned declares that before preparing their proposal, they read carefully the instructions and requirements for bidders and that their proposal is made with full knowledge of the kind, quality and quantity of services to be furnished, and that their said proposal is as stated on these pages. The Undersigned offers and agrees, if this proposal is accepted, within 120 days from the date of award, the services of said study will be complete.

Compensation Study \$ _____

Classification Plan \$ _____

Performance Evaluation System \$ _____

Audit of Recruitment, Hiring, Promotions,
Disciplinary, and Termination Procedures
with regards to each Dept. \$ _____

Total \$ _____

Signature _____

Date _____

Phone Number _____

Fax Number _____

E-Mail Address _____

Web site address _____

NON-COLLUSION OATH

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned Bidder being duly sworn on oath, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Contractor herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Contractor, or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

He or she further states that no person or person, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

Oath and Affirmation

I hereby affirm under the penalties for perjury that the facts and information contained in the foregoing bid for City of Forest Park are true and correct.

Dated this day _____ of _____, _____

Authorized Signature for Contractor: _____

Title: _____

Contractor's name (print): _____

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC FOR THE STATE OF _____

My Commission Expires: _____

Notary Public Signature _____

Printed Name: _____

Phone Number: _____

Address: _____

(Note: Notary seal required for foreign Contractor.)