



City of
Jonesville

REQUEST FOR PROPOSALS
COMPENSATION STUDY

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City's Demographics

The City of Jonesville is a small rural municipality with a population of approximately 2,215 covering an area of approximately 2.92 square miles in Hillsdale County, Michigan.

Project Description

The City of Jonesville is seeking proposals from experienced agencies, firms, or practitioners to complete a compensation study encompassing 14 job classifications. It is the intent of the City to develop a contemporary and competitive compensation package for City employees. The goal is to create a system that includes a compensation plan that is competitive in the current municipal employee market and enhances the City's ability to recruit, retain and fairly compensate quality employees.

It is expected that the Compensation Study will achieve the following objectives:

- Develop an understanding of the specific duties and responsibilities of each employee included in the study.
- Review current job descriptions and offer recommended updates to content or format.
- Complete a competitive labor market survey of wages and benefits for similarly situated public employers.
- Develop an updated pay grade structure and ranges based on job evaluations and a customized review of the competitive labor market.
- Incorporate appropriate compensation for required and desired licensing, including water and waste water licenses.
- Recommend methodologies for evaluating the current pay status and the impact to modifying current pay levels and moving employees through the pay grades over time.
- Provide the tools necessary for ongoing job description development and updates, position reclassification processes and other compensation system procedures.

The City anticipates the study will generally proceed along the following outline and incorporate the noted key tasks; but the final work plan will be developed with input from the successful respondent.

1. Meet with the City Manager to define the Work Plan
2. Collect and review compensation documentation, including but not limited to job descriptions, benefits data, and personnel manual.
3. Conduct employee orientation and describe data collection process
4. Complete individual employee interviews or questionnaires as needed
5. Develop assessment of employee benefits other than wages
6. Analyze City Compensation Package relative to similarly situated public employers
7. Review pay grades and pay ranges for each classification and license level
8. Develop pay progression options
9. Prepare a recommended Compensation Plan
10. Draft recommended Administrative Procedures for implementation
11. Submit Draft Report for review by City Manager
12. Present Final Report to the City Council

Instructions to Respondents

Proposal Contents:

Proposals should include, but are not limited to, the following sections:

- Section 1: Proposed work plan and primary tasks, including a project timeline.
- Section 2: Project cost information, including: the lump sum project cost with a breakdown illustrating the costs of various tasks; an estimate of the amount of staff time required to complete the project, including the approximate time expected to be allocated to each staff member; the number of meetings/site visits included in the project cost; and the firm's fee schedule for additional work.
- Section 3: Statement of qualifications, including the name, address, and brief history of the firm. The resumes of key personnel that would be assigned to the project, along with a list of their responsibilities within the project should also be provided.

Submittal of Proposals:

To be considered, three (3) copies of the completed proposal must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS – COMPENSATION STUDY and received by 1:30 p.m. on Monday, October 1, 2018 by mail or hand delivery to:

City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250

Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the City Clerk before the stated proposal opening time.

Questions regarding the proposal may be directed by email to:

Jeffrey M. Gray, City Manager
City of Jonesville
manager@jonesville.org

Questions must be received by Monday, September 24, 2018. Answers will be posted as they are received in the Bids section of the City's website at www.jonesville.org for the benefit of all interested firms. It is the responsibility of the interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

Award of Contract:

It is anticipated that a contract will be awarded in October of 2018. The City desires a professional services contract with a not-to-exceed fee for the required services. The contract will provide for monthly billing on a time and materials basis for the services provided. In addition, the contract will include language to allow the project to be terminated by joint agreement of the parties with full compensation being made to the consultant for expenses incurred and work completed to termination date.

Reservations:

The City reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.