



REQUEST FOR PROPOSALS

Pay Plan Consultant

The City of Arnold is accepting proposals from qualified firms to provide pay plan consulting services. All proposers must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated. The deadline for submitting your proposal is Friday July 21, 2017, at 5:00 p.m. Central Time. Proposals can be mailed to 2101 Jeffco Boulevard, Arnold, MO 63010 or emailed to brichison@arnoldmo.org. Email delivery is preferred.

All proposals submitted shall be subject to acceptance or rejection and the City of Arnold specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the proposal process and select a proposal in part or in any manner deemed to be in the best interest of the City. All questions should be directed to City Administrator Bryan Richison at brichison@arnoldmo.org.

PURPOSE/OBJECTIVE

The purpose of this "Request for Proposals" is to obtain the services of a qualified firm to provide assistance with a comprehensive review of the City's employee pay plan. The City will review all proposals and conduct interviews with select firms before making a final selection.

SCOPE OF SERVICES

- A. Assist with the identification of other organizations to serve as a compensation benchmark.
- B. Survey the benchmark organizations to obtain their compensation data.
- C. Develop a new compensation matrix with grades and steps based upon the benchmark data and internal equity.
- D. Assist with updating or developing job descriptions for each job.
- E. Analyze each to job to determine its proper status as exempt or non-exempt from overtime pay.
- F. Review the City's current employee performance evaluation process and discuss ideas for improvement.
- G. Assist in the development of a process to determine when long-term or returning part-time employees receive pay increases.

PROJECT DESCRIPTION

To the best of our knowledge the City has never conducted a comprehensive review of its employee pay plan. We use a grade a step system that has worked well. Employees move up one step each year if they receive an adequate performance review. Most recently the City has implemented across the board cost of living increases in the amount of 2%, but there were previous years when the across the board adjustments were larger or smaller. We are open to

discussing a more performance based plan with ranges, minimums and maximums, but there are concerns about how well such an approach would work in practice.

The majority of our job descriptions have not been reviewed or updated in a long time. There are some jobs without job descriptions. There are jobs that exist on our pay matrix that are not currently filled. Some of these jobs can be eliminated, others may be needed in the future and will need an updated job description.

The selection of the benchmark organizations may be controversial. There will be concerns about comparability, especially when it comes to population and budget size. It is important that the elected officials accept the list of benchmark organizations, so we envision a committee comprised of some of them along with the City Administrator will work with the consultant to identify the benchmarks. It is likely these meeting will need to be held in the evenings.

Discussions about job descriptions, internal equity, policies and evaluations will be held with the City's management team. These meetings can take place during normal business hours. The consultant will also be expected to be a part of meetings with employees to explain the process, discuss the results and answer their questions.

Our pay matrix has grades for part-time employees. Some of the part-time positions are permanent, with the same person holding the position for a number of years. Other part-time positions are more seasonal, but the same person may return for multiple seasons. There is no consistency when, or if, part-time employees are given pay increases.

Our Police Department has unionized and we are just finishing year one of a three year contract. The only positions not covered by the contract at the Police Chief, the Major and the Administrative Assistants. Pay increases for the positions covered by the union are set in the contract, which may make it difficult to integrate these positions into an updated pay matrix and still keep some sort of internal equity.

QUALIFICATIONS

Please provide a summary description of your firm and your experience serving as a compensation consultant. If you have worked with municipal clients in the past, please make sure to indicate that in your proposal.

PRICING

Your fee should be a lump sum or a not to exceed amount. If you have specific payments terms, please include those with your proposal.

WORK AUTHORIZATION AND DOCUMENTATION

Effective January 1, 2009, pursuant to 285.530 RSMo, for any bid/proposal in excess of \$5,000, the company must affirm its enrollment and participation in a federal work authorization program

with respect to the employees proposed to work in connection with the services requested herein by:

- Submitting a completed, notarized copy of Exhibit A, Affidavit of Work Authorization and returning with bid/proposal documents and
- Upon contract award, providing documentation affirming the company's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

INSURANCE AND LEGAL RESPONSIBILITY

A. INSURANCE: The Contractor shall obtain and maintain such insurance from an insurance company satisfactory to Owner and authorized to write casualty insurance in the State of Missouri as will protect himself, his subcontractors and the Owner from claims for bodily injury, death or property damage which may arise from any and all operations and under this Contract. Any such insurance policy shall name the Owner as an additional named insured. The Contractor shall not commence work under this contract until he has obtained all insurance required under this paragraph and shall have filed the certificate of insurance or the certified copy of the insurance policy with the Owner. Each insurance policy shall contain a clause providing that it shall not be cancelled by the insurance company without thirty (30) days written notice to the Owner of an intention to cancel. The amounts of such insurance shall be as indicated below:

(This certificate of insurance shall indicate the City of Arnold as additional insured and contain the appropriate signed endorsements as required by the City.)

(1) Workmen's Compensation and Employer's Liability Insurance:

Workmen's Compensation and Employer's Liability Insurance shall be secured and maintained as required by State where the work is located.

(2) Public Liability, Bodily Injury, and Property Damage:

- Injury or death of one person - \$1,000,000
- Injury to more than one person in a single accident - \$2,000,000
- Property Damage - \$1,000,000

(3) Automobile and Truck Public Liability, Bodily Injury, and Property Damage:

- Injury or death of one person - \$1,000,000
- Injury to more than one person in a single accident - \$2,000,000

- Property Damage - \$1,000,000

(4) If the contractor maintains higher limits than the minimums required above, the City requires and shall be entitled to coverage for the higher limits maintained by the contractor.

(5) If the City determines appropriate a certificate of insurance must be filed with the City providing builders risk insurance for the proposed project.

- B. INDEMNITY: The Contractor shall indemnify and save harmless City and its officers and agents and employees from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature or act of the Contractor, his agents or employees, in the execution of the work or in the guarding of it.
- C. No provision of this agreement shall constitute a waiver of the City's right to assert a defense basis on sovereign immunity, official immunity of any other immunity available under law.

Exhibit A
Affidavit of Work Authorization

Comes now _____(name) as _____(office held)
first being duly sworn, on my oath, affirm _____(company
name) is enrolled and will continue to participate in a federal work authorization program
in respect to employees that will work in connection with the contracted services related
to **Electronic Content Management System**, for the duration of the contract, if
awarded in accordance with RSMo Chapter 285.530 (2). I also affirm that
_____ (company name) does not and will not knowingly employ a
person who is an unauthorized alien in connection with the contracted services related
to **Electronic Content Management System** for the duration of the contract, if
awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands
that false statements made in this filing are subject to the penalties provided under Section
575.040, RSMo).

Signature

Printed Name

Title

Date

Subscribed and sworn to before me the _____ day of _____. I am
commissioned as a notary public within the county of _____, State of
_____, and my commission expires on _____.

Signature of notary

Date