

Request for Proposal

Salary Survey and Compensation Study

Issued: December 9, 2021

Due Date: 2:00 P.M., January 24, 2022

The City of Pevely is soliciting proposals from qualified consulting firms, experienced in the development of a job evaluation and compensation system. Our desire is to obtain a consultant who will assist the City of Pevely in reviewing its existing job descriptions and compensation system including all benefits, analyze the current jobs performed by employees, determine the correct market pay for each position, establish the market value of the employee benefits package and provide a market analysis of the total compensation package including salary and benefits.

Proposals should be submitted to the Office of the City Clerk, 401 Main Street., Pevely, MO 63070 and should be received no later than 2:00 p.m. on January 24, 2022.

GENERAL RULES AND CONDITIONS

- I. Proposals submitted in response to this request must carry the signature of the vendor. By signing, the respondent acknowledges his full knowledge of, and agreement with the general specifications, conditions and requirements of this request for proposal.
- II Any act or acts of misrepresentation, collusion or offers of kickback by a vendor will be a basis for disqualification of any proposal submitted. In the event the City enters into an agreement or contract with a vendor who is found to have misrepresented material facts, participated in collusion or offerings of kickbacks, and such conduct is discovered after the execution of an agreement or contract, the City may cancel the agreement or contract without incurring liability, penalty or damages.
- III All inquiries, whether written or oral, shall be submitted within the time limitations specified in the request for proposal. All information provided by the City shall be by Request for Proposal and written addenda thereto, which shall be subscribed by the Department Head or his designee, who shall issue the request for proposal. No other information, provided by others, shall be anything more than informal information and shall not be binding upon the City, nor shall it furnish a basis for legal action by any vendor or prospective vendor against the City.
- IV Proposals received later than the time and date specified in the request, as the bid opening will not be considered. Amendments to, or withdrawals of proposals received later than the time and date specified as the bid opening will not be operative.
- V The City of Pevely reserves the right to accept or reject any and all proposals, as deemed, in its sole discretion, to be in the best interest of the City. The City reserves the right to reject any proposal if the vendor is delinquent in the payment of any taxes, fees or licenses owed to the City. In the event a vendor is delinquent in any payment to the City, the City may offset the delinquent amount due against sums owed the vendor.
- VI The City of Pevely may make such investigation as deemed necessary to determine the ability of the vendor to discharge the agreement or contract. The vendor shall furnish the City with all such information and data as may be required for that purpose. The City reserves the right to reject any bid if

the vendor fails to satisfactorily convince the City that he is properly qualified to carry out the obligations of the agreement or contract, and to satisfactorily complete the work called for herein.

- VIII The City of Pevely is exempt from all federal and state excise, sales and use taxes.
- IX The services provided must comply with all applicable laws of the Federal Government and the State of Missouri.
- X The successful vendor must be fully licensed and bonded, as may be required, by the City of Pevely and State of Missouri.
- XI The City may withhold acceptance of, or reject any services, which, upon examination, is found not to meet the specifications' requirements.
- XII Proposals must be submitted in writing and include executed non-kickback and non-collusion agreements on the forms provided with this request for proposal.

Purpose and Objectives:

The purpose of the compensation study is to address changes in City operations and staffing, which may have affected the type, scope, and level of work being performed and appropriate compensation. Services provided include police, dispatch, parks, street maintenance, wastewater management, water, code enforcement, animal welfare, and general administrative functions, encompassing approximately 46 employees.

The objective is to have a credible compensation study that recognizes these changes, ensures positions performing similar work with essentially the same level of complexity, responsibility and knowledge, skills and abilities are classified together, provides salaries commensurate with assigned duties, clearly outline promotional opportunities and provides recognizable compensation growth; provides justifiable pay differential between classes and maintains currency with relative labor markets. In addition, the City seeks recommendations on ongoing strategies for implementing a merit based performance pay.

Services to be provided:

1. The consultant will review the current job descriptions and compensation system and determine whether a new compensation system is needed to assure internal equity and external competitiveness.
2. Examine equity of pay among preset full-time employees based on qualification, experience, responsibilities, and tenure. Identify problems areas within the internal compensation system and suggest implementation methods to correct identified problems.
3. Conduct a comprehensive survey of external regional labor market impacting the job markets for all positions in the City.
 - a. This shall include public sector and private sector jobs with the same essential duties and functions.
 - b. Market Analysis should include surveying and collecting data from other cities and counties to include salary, benefits, and staffing levels. In addition, state-wide averages on salary and benefits would be preferred.
 - c. Cities that should be included in analysis are Festus, Crystal City, Herculaneum. Hillsboro, Arnold and other comparable cities along with Jefferson, Franklin, Washington, and St. Louis Counties.

4. Determine an appropriate salary and benefit structure, develop and present to administration recommendations and impact studies including the cost, if any, of implementing the proposed compensation with current employees and future impact of recommended changes.
5. If new compensation system is implemented, provide training to staff on the utilization and maintenance of the system. Additionally, provide necessary documentation and other materials for the City to maintain the system independently of the consultant following the implementation of the job evaluation/compensation plan.

Proposal Instructions:

Proposals must be received by the City Clerk by 2:00 p.m., January 24, 2022. Proposals shall be submitted in sealed envelopes and addressed to:

Office of the City Clerk
401 Main Street
Pevely, MO 63070

Each proposal shall have marked on the outside of the envelope “Salary Survey and Compensation Study RFP.” Proposals must be submitted in writing and include executed non-kickback and non-collusion agreements on the forms provided with this request for proposals. Three original copies of the proposal must be provided along with an electronic version in Microsoft Word or PDF format.

Proposals should also include:

- Detailed description of your organization
- Estimate of time and expenses that will be charged to project. Specific breakdown of all expenses with a maximum amount not to be exceeded.
- References from other municipalities or government agencies where similar work was performed.

To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. Any optional items should be priced separately from this RFP.

Questions regarding this proposal should be addressed to:

Andy Hixson, City Administrator

ahixson@cityofpevely.org

636-224-9125

Bidder's signature MUST appear on this form. Signature of bidder indicated he/she understands and will comply with the terms and conditions set forth within the Invitation for Bid.

CITY OF PEVELY
Non-Kickback and Non-Collusion Affidavit

I, being of lawful age and a duly authorized agent for _____,
regarding the attached bid, proposal, or contract with the City of Pevely, Missouri for
_____, do hereby swear/affirm that this affidavit is true and correct.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer for whom I am an authorized agent in this matter, has been a party to any collusion, among bidders or other competitors in restraint of freedom of competition by causing or contributing to cause anyone to refrain from bidding, or by being a party to any agreement or understanding among or between any persons, firms, or corporations to bid at a fixed or determinable price.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer for whom I am an authorized agent have been a party to any collusion with any city official or employee of the City of Pevely as to quantity, quality, or price in this prospective bid, contract or proposal; or any other terms of said undertaking; nor have I or we been a party to any discussion between other competitors and any official of the City of Pevely concerning the exchange of money or other things of value for special consideration in the letting of this bid, proposal or contract.

I do hereby swear/affirm that the work, contractual undertaking, services or materials as described by this invoice or other billing claim has been delivered, completed, or supplied in accordance with the specifications, orders, bids, requests, or contract furnished and executed by the City of Pevely, Missouri for the above-mentioned bid. Furthermore, no consideration, either directly or indirectly, has or will be made to any elected official, officer or employee of the City of Pevely or any other person, firm, or corporation to obtain payment of the claim or to procure the contract or purchase order pursuant to which this claim is made.

Bidder's Signature

Please type or print name and address of bidder.

Phone Number _____

STATE OF _____)
)SS
COUNTY OF _____)

On this ____ day of _____, 20__, before me personally appeared _____, to me known to be the person(s) described in and who executed the forgoing instrument and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in _____ County, _____, the day and year first above written.

Signature

Notary Public

My Commission expires: _____