

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
DECEMBER 3, 2019 AGENDA

Subject:	Type:	Submitted By:
AUTHORIZE REQUEST FOR PROPOSALS COMPENSATION STUDY	◆RESOLUTION ORDINANCE RECEIVE/FILE	RANDY TRAIL HUMAN RESOURCES DIRECTOR

SYNOPSIS

A resolution has been prepared authorizing the issuance of a Request for Proposals for a Compensation Study.

FISCAL IMPACT

The FY19/FY20 Biennial Budget contains funding for the proposed project.

RECOMMENDATION

Approval.

BACKGROUND

The purpose of the Compensation Study is to establish and maintain an equitable, comparable and non-discriminatory wage and salary plan structure for the city. The last Compensation Study was performed in 2016. All of the City's current positions will be included in the study.

The study will enable the City to provide a total compensation package (wages and fringe benefits) to its employees that is adequate, fair and comparable to like public and private employers. The study will involve the following key tasks:

1. Choosing a consultant;
2. Working with the consultant to familiarize its staff with our jobs/job descriptions;
3. Collect wage and benefit data from comparable organizations (consultant);
4. Compare wage and benefit data between the City and the comparable organizations (consultant);
5. Make recommendations to help keep the City's wage and fringe benefit package competitive (consultant).
6. Evaluate recommendations and propose necessary changes to the compensation and benefit plan to the City Council.

A copy of the RFP is on file in the City Clerk's office.

RESOLUTION NO.

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE REQUEST FOR PROPOSALS FOR A CLASSIFICATION, COMPENSATION AND BENEFIT STUDY.

WHEREAS, the Mayor and Council have determined that a classification, compensation and benefit study is necessary; and

WHEREAS, the FY 19/20 Biennial Budget provides funding for the proposed study; and

WHEREAS, proposals will be due January 3, 2020 with the approval of selected firm by the City Council on February 18, 2020, subject to the discretion of the City;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the request for proposals for a classification, compensation and benefit study.

PASSED AND APPROVED THIS 3RD DAY OF DECEMBER, 2019.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

City of La Vista, Nebraska



Request for Proposals

Classification, Compensation and Benefit Study

ISSUE DATE:

December 4, 2019

SUBMISSIONS DUE:

January 3, 2020 – 10:00 a.m. CST*

*Late Proposals Will Be Rejected

REPLY TO:

Pamela A. Buethe
City Clerk
8116 Park View Blvd.
La Vista, NE 68128
pbuethe@cityoflavista.org
402.331.4343

Request for Proposals
Classification, Compensation and Benefit Study
City of La Vista, Nebraska

<u>Action</u>	<u>Date</u>
Release of RFP	December 4, 2019
Deadline for Questions	December 27, 2019
Deadline for Submission of Proposals	January 3, 2020
Finalists Selected	January 10, 2020
Interviews Conducted the week of:	January 20, 2020
Firm Selected	February 4, 2020
Contract Awarded	February 18, 2020

Sealed proposals will be received until 10:00 a.m. local time on January 3, 2020, at the La Vista City Hall, 8116 Park View Boulevard, La Vista, Nebraska, 68128. Proposals received after this time will not be accepted. All correspondence, questions and additional information regarding this RFP must be presented in writing and addressed to City of La Vista, Attn: City Clerk Pam Buethe, 8116 Park View Boulevard, La Vista, Nebraska, 68128, or electronically to pbuethe@cityoflavista.org. Proposal submittals should be addressed as follows:

City of La Vista - Sealed Proposal for Classification, Compensation and Benefit Study

Attn: Pamela A. Buethe, City Clerk
8116 Park View Boulevard
La Vista, NE 68128-2198

The City of La Vista reserves the right to disqualify incomplete proposals, waive minor defects in proposals, waive formalities or irregularities, request additional information from any respondent, change or modify the scope of the project, negotiate terms with one or more of the respondents, reject any or all proposals, and/or take any steps it deems necessary to act in the City's best interest, without penalty.

City of La Vista Classification, Compensation and Benefit Study

Notice

To maintain an equitable and competitive compensation plan, the City of La Vista (the City) invites professional organizations with demonstrated experience (Provider(s)) to submit proposals for the completion of a comprehensive Classification, Compensation and Benefit Study for all classifications within the City.

General Information

La Vista is one of the fastest growing cities in the State of Nebraska with a population of approximately 18,000. It is a relatively young progressive city situated southwest of the Omaha Metropolitan Area. The City has a Mayor-Council form of government and employs a professional City Administrator to serve as the chief administrative officer of the City. La Vista has seven departments including Administration, Administrative Services, Community Development, Library, Police, Public Works, and Recreation.

Background

La Vista has approximately 114 full-time employees working in 56 job classifications. The City also has approximately 65 part-time employees in an additional 15 job classifications. The pay system has been periodically updated with new classifications being added and/or others being reclassified as necessary. The City last conducted a classification and compensation study in 2016.

The City has adopted a pay for performance system for merit-based employee pay increases. The City Council approves the Pay Matrix annually, and performance reviews are completed in April with increases going into effect the following October 1st.

Scope of Work

The City's goal is to provide employees with a compensation package (wages and benefits) that is fair and equitable internally and comparable externally to other entities, both public and private (where applicable). Entities included in the comparability array shall be from the State of Nebraska, the Omaha Metropolitan Statistical Area (MSA), and similar regional MSAs. A combination of arrays may be used for various categories of positions. The provider selected to complete this study must provide:

1. An internal analysis of job descriptions and work performed by associates to gain an understanding of job classifications and ensure proper classification. All positions are to be included in the study.
2. An internal analysis of the classifications within each paygrade to ensure that equal work between differing jobs within the City is being compensated equally.

3. A comparison between paygrades and classifications within the City and those of other comparable entities.
4. Data-driven recommendations for needed changes to job classifications, paygrades and/or the placement of classifications within those paygrades.
5. A comparison of the benefits offered by the City and those of other comparable entities.

Any classification/compensation system recommended must meet all legal requirements, be valid and reliable, be totally non-discriminatory and provide for compliance with all pertinent federal, state and local requirements including but not limited to Nebraska State Statute, FLSA, EEO/AA and ADA.

Required Contents of Proposals

The purpose of the proposal process is to allow Providers the opportunity to demonstrate and clearly articulate the qualifications, service level, costs for services, competency and capacity of the firm seeking to perform this compensation study. Proposals must include information of sufficient volume and clarity to ensure that the Provider's methodology and final results will be regarded as expert, impartial, legally defensible and fair.

At a minimum, each proposal must include the following:

1. Transmittal Letter – Provide a transmittal letter signed by an authorized representative of the firm.
2. Background & Qualifications – Provide a brief history of the firm, services offered, type of organization and the names of principals.
3. Prior Experience - Provide details about the firm's experience conducting similar classification and compensation studies for public entities.
4. Contact Information – Provide the organization web address, the physical address and the telephone number of the office out of which the services will be rendered. Include also the contact information for the project manager.
5. Staffing – Provide resumes summarizing the qualifications and expertise of the individuals who will conduct the survey along with a clear definition of their responsibilities within the process.
6. Subcontractors – Provide information about any subcontractors that will work on the project along with a description of services they will provide.

7. Statement of Methodology – Provide a statement describing the firm’s understanding of the scope of work and the processes it intends to use to complete the study.
8. Structure and Content of the Work Product – Provide information about the structure of the final report and recommendations for the study. Include samples of final reports similar to previously completed studies.
9. Work Schedule – Provide a timeline for completing the project including the tasks required in addition to the starting and completion dates of those tasks. The City expects the study to be completed by May 1, 2020. It is expected that the study will commence as soon as possible after a firm has been selected.
10. Fees – Provide a project cost estimate based upon the proposal submitted. List hourly billing rates for positions working on the project. Estimate a “lump-sum” breakdown for each major element of the consultant’s work for the project. Also, estimate a total to be billed for reimbursable expenses including copies, long distance and authorized travel. An agreement on all fees will need to be reached as part of the contract negotiations, which will commence following the approval of the recommended firm by the Mayor and City Council. If an agreement as to fees is not reached with the selected firm, another highly ranked firm will be recommended to the Mayor and City Council for approval.
11. References – Provide the names, addresses, telephone numbers and contact names for at least five other comparable municipalities for which similar services have been performed in the past five years. One negative reference should be included from an organization for which the outcome of a study did not fully meet that organization’s expectations.
12. Miscellaneous – Disclose any conflicts or perceived conflicts of interest including relationships with employees or elected officials of the City and identify how those conflicts will be resolved. List any previous engagements with the City, any exceptions that may limit the scope of work and any other information you believe will be helpful in reaching a decision within the bidding process.

Instructions and other Considerations

1. Interested firms shall submit one (1) unbound original single-sided copy on standard weight paper (no heavy weight paper or tabbed dividers), six (6) printed bound copies, and one (1) flash drive containing a pdf file of the proposal.
2. Faxes or electronic submissions, or any other media other than listed in #1 are not acceptable.

3. Any Proposer may withdraw his/her Proposal, either personally or by written request, at any time prior to the closing time for receipt of Proposals.
4. All amendments to Proposals must be signed and returned to the City Clerk with the Proposal on the specified due date and time.
5. Proposals received after the scheduled closing time for receipt of Proposals will be returned, unopened, to the Proposer(s).
6. All Proposals may be rejected if the City determines that rejection is in the public interest.
7. Questions regarding the Scope of Work received less than five business days before the Proposal opening shall not be answered. Any interpretation or correction of the proposed documents will be made only by addendum, duly issued, and a copy of such addendum will be mailed or delivered to all who are known to have received a set of Proposal documents. The City of La Vista is not responsible for any other explanations or interpretations of the proposed documents.
8. Any addenda will be posted on the City's website www.cityoflavista.org. Each Proposer may ascertain prior to submitting his/her Proposal that he/she is in receipt of all addenda issued by telephoning the City Clerk's office at (402) 331-4343, or emailing the same at pbuethe@cityoflavista.org. Proposer shall acknowledge all addenda in accordance with the instructions on the Proposal.
9. All Proposal prices shall be guaranteed by the Proposer to remain unchanged for a period of six months (180) days from and including the date of the Proposal opening.
10. The selected firm is expected to maintain the highest level of confidentiality involving information considered such.
11. All deliverables must be created presented in Microsoft Word or Excel.
12. The City of La Vista retains all rights, titles to and ownership of data, material and documentation resulting from this study, and/or prepared for the City.
13. The City will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, in conducting a presentation or any other related activities.

Evaluation of Proposals

Proposals will be evaluated in accordance with the criteria listed below:

1. Proposal responsiveness, a clear understanding of project scope, approach and detailed work plan, including timeline.
2. Personnel assigned to this project, quality, experience in Classification, Compensation and Benefit Studies, the education of individual(s) selected to perform the project and completeness of resume(s).
3. Cost
4. Firm's experience and qualification in providing consulting services of similar nature and firm's experience with cities, counties or other units of government.

Approximately three firms will be selected as finalists for interviews with a panel of city officials. These interviews will be scheduled for the week of January 20, 2020. Firms will be selected for interviews based on the criteria above. A final selection will be based on these criteria and the ability to of the finalist to successfully negotiate a contract with the City of La Vista.

The panel will rate the firms interviewed and staff will make a recommendation to the Mayor and City Council on or about February 4, 2020. Contract negotiations will commence following approval of recommended firm by the Mayor and Council. If a contract agreement is not reached with the selected firm, another finalist may be recommended to the Mayor and City Council for approval followed by contract negotiations and final approval by the Mayor and City Council.

Tentative Schedule

The following dates are being provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify the dates as necessary.

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Proposal Submission

All proposals shall be submitted to:

City of La Vista - Sealed Proposal for Classification, Compensation and Benefit Study

Attn: Pamela A. Buethe, City Clerk
8116 Park View Boulevard
La Vista, NE 68128-2198
Phone: 402.331.4343
Fax: 402.331.4375
Email: pbuethe@ci.la-vista.ne.us

The copies must be received by 10:00 a.m. on January 3, 2020.

It should be noted that all information submitted to the City is subject to the open records laws of the State of Nebraska. Proprietary information must be appropriately marked.

The City of La Vista reserves the right to disqualify incomplete proposals, waive minor defects in the proposals, waive informalities of irregularities, request additional information from any respondent, change or modify the scope of the project, negotiate terms with one or more of the respondents, reject any or all proposals, and/or take any steps it deems necessary to act in the City's best interest, without penalty.