



CITY OF SPRING LAKE PARK

REQUEST FOR PROPOSALS

CLASSIFICATION AND COMPENSATION STUDY

CITY OF SPRING LAKE PARK  
1301 81<sup>st</sup> AVENUE NE  
SPRING LAKE PARK, MN 55432  
763-784-6491  
[www.slpmn.org](http://www.slpmn.org)

## General Information

The City of Spring Lake Park is soliciting proposals for professional services for the completion of a Classification and Compensation Study. The study is to include a review of current city job descriptions and classifications, establishment of a job evaluation system, and a review of internal equity and market competitiveness of its full-time and part-time positions.

### Introduction

Qualified firms are invited to submit proposals for the completion of the Classification and Compensation Study based on the information contained in this Request for Proposal (RFP).

#### *General Conditions and Stipulations*

- The City reserves the right to accept or reject any or all proposals and to waive formalities and select the responder that best meets the needs of the City. The City's objective is to select a consultant who will provide the best possible service at the best possible cost while meeting the RFP specifications. The City is not obligated to award the contract based on cost alone.
- During the evaluation process, the City reserves the right to request additional information or clarification on information submitted. Minor revisions to original proposals, if requested by the City, may be negotiated following the proposal deadline and prior to being submitted to the City Council for approval.
- All proposals must comply with Federal and State laws and regulations pertaining to compensation standards, including, but not limited to, pay equity, FLSA and ADA.

### Background

#### *City Description*

The City of Spring Lake Park is an established community in the Twin Cities metropolitan area with a population of approximately 6,800. The City is a statutory city with a Council/Administrator form of government. The City is governed by a City Council composed of a Mayor and four Councilmembers.

#### *Employee Demographics*

The City of Spring Lake Park has an authorized strength of 31 full-time employees and 2 part-time employees. Of these, 16 employees are organized in the following unions:

- International Union of Operating Engineers Local No. 49 which represents our Public Works Department Maintenance Workers (6 employees).
- Law Enforcement Labor Services, Inc, Local No. 7 which represents our Police Patrol Officers (8 employees).
- Law Enforcement Labor Services, Inc, Local No. 265, which represents our Police Sergeants (2 employees).

The collective bargaining agreements are two-year contracts that expire on December 31, 2021.

A list of all positions titles is included in Appendix A of this RFP.

#### *Existing Classification and Compensation System*

The City of Spring Lake Park last conducted a compensation study in 1999, with implementation in 2000. The current system is based on the State job match system. The system has evolved, with incremental

changes being made from time to time. The City has been found compliant with pay equity requirements in the past. The City's next report is due in January 2021.

Non-union exempt and non-exempt positions are paid on a step program with 6 steps. The IUOE union employees are paid on a step program, starting at 90% of wage, increasing to 95% of wage after the first year of service, and concluding at 100% of wage after the second year of service. LELS Local #7 has a step program with 6 steps and three longevity steps. LELS Local 265 are paid on a step program with 6 steps.

## Project Scope

### *City Goals*

The goal of the City is to update its classification and compensation system and policies using accepted practices and in accordance with applicable federal and state laws. Key outcomes are:

- To enable the City to maintain a competitive position with other comparable cities in the attraction and retention of qualified employees.
- To develop and maintain a Classification and Compensation Plan that is consistent with the city's compensation philosophy and appropriate and commensurate with the breadth and depth of services being offered to and provided for in the community.
- To develop and maintain a Classification and Compensation Plan that is easy to communicate to stakeholders, and is understandable and flexible.
- To achieve and maintain compliance with the Minnesota Local Government Pay Equity Act and all applicable State and Federal laws and regulations that affect the plan.

### *Scope of Work*

The successful consultant will provide professional services to evaluate and analyze the City's needs and design, develop and implement a position classification and compensation process and plan that includes the following:

- Audit existing job descriptions; revising job descriptions as needed to align job descriptions with employee job duties. Provide a standardized job description template; ensuring consistency in formatting and content across all job descriptions. Review exempt/nonexempt designations under the Fair Labor Standards Act guidelines based on updated job descriptions.
- Recommend a job evaluation system. Using job descriptions, conduct a thorough evaluation of each position to determine job value based on the criteria of the recommended system. Establish a classification (job-ranking) hierarchy.
- Conduct a wage/labor market survey and complete an analysis of the city's pay structure, evaluating internal equity and external competitiveness. Work with staff to establish a list of comparable cities. Recommend pay grade adjustments, as needed. Review and (re)assign all positions to appropriate pay grade. Test system to verify ranking structure and ensure compliance and equity.
- Produce Classification and Compensation Plan document including an overall plan, forms and procedures that are clear and understandable. Provide implementation support and training on the system.
- Present findings and recommendations, including written and oral reports, at various meetings, including employee groups, union groups and City Council.

- Post contract services including review of new job descriptions and determination of points and salary for new positions.

#### *Proposal Format*

Proposals submitted in response to this RFP should contain the following information:

- A. *Cover Letter.* Introduce your firm and confirm your interest in performing the study.
- B. *Firm Background.* Include a description of your organization and a general overview of the firm's services and the firm's experience in completing classification and compensation studies. Identify and describe the experience, qualifications and credentials of the project team or individual(s) proposed to do the work, specifically detailing experience with government entities.
- C. *Proposed Work Plan.* Outline the steps and tasks to be performed, and the relative scheduling of those tasks. The work plan should detail key events, methods, and estimated hours and the timeline for completion. Identify your approach to creating union and non-union employee involvement in the process.
- D. *References.* Provide at least three client references of similar sized public sector clients with which the firm has worked within the past five years. Provide a contact person, telephone number, email address and mailing address, as well as a brief description of the services provided.
- E. *Cost Proposal.* Provide a not to exceed cost breakdown of your firm's rates, fees, and charges for services, by phase and for the total project. Provide a proposed payment schedule. Proposals shall identify costs for all aspects including potential areas in which the city can provide assistance that will result in cost savings to the City. Please provide an hourly rate for post-contract services. Detail all optional services proposed and their associated costs.
- F. *Insurance.* Please provide proof of professional liability (E&O) insurance. The bidder is required to maintain insurance protecting it from all claims the bidder may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to bidder's professional services required under the contract. Contractor is required to carry the following limits: \$1,000,000 per claim or event; \$2,000,000 annual aggregate.

#### *Evaluation Criteria*

Proposals will be evaluated per the following criteria:

- Company and key personnel qualifications
- Project plan, study, proposed system and implementation
- Project approach
- Timeline
- Cost

## Other

Questions regarding this RFP shall be directed to:

Daniel Buchholtz  
Administrator, Clerk/Treasurer  
City of Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432  
p: 763-792-7211; f: 763-792-7257  
[dbuchholtz@slpmn.org](mailto:dbuchholtz@slpmn.org)

The City reserves the right to reject any and all proposals for any or no reason and furthermore reserve the right to accept any proposal deemed to be in the best interest of the City.

The City shall not be liable for any expenses incurred by the company, including but not limited to, expenses associated with the preparation of the proposal, attendance at an oral presentation, onsite visit(s) or demonstrations, or preparation of a compensation schedule or final contract negotiations.

Prior to any work being performed, the successful proposer shall provide a certificate of insurance, including but not limited to general liability, automobile liability and workers' compensation coverage. Policy coverage limits for the general liability and automobile liability shall be in amounts equal to the city's potential liability.

The bidder must disclose any actual, apparent, direct, indirect or potential conflicts of interest that may exist with respect to the company, management or employees of the company or other persons relative to the services to be provided.

Two copies of the proposal are to be submitted by 4:30pm on Friday, August 28, 2020 to Daniel Buchholtz at the above address.

Finalists may be required to make a presentation to an employee committee and/or City Council/employee subcommittee for evaluation.

## Appendix A – City of Spring Lake Park Position Titles

### 1. **ADMINISTRATION**

- City Administrator (1)
- Executive Assistant (1)
- Accountant (1)
- Accounts Payable/Special Projects Coordinator (1)
- Receptionist/Permit Technician (1)
- Utility Billing Clerk (1)

### 2. **POLICE DEPARTMENT**

- Police Chief (1)
- Sergeants (2)
- Patrol Officer (7)
- Investigator (1)
- Police Records Technicians (3)

### 3. **CODE ENFORCEMENT:**

- Building Official (1)
- Building Inspector (1)\*
- PT Code Enforcement Inspector (1)

### 4. **PUBLIC WORKS**

- Public Works Director (1)
- Lead Maintenance Worker (1)
- Public Works Maintenance Worker (5)

### 5. **RECREATION**

- Park and Recreation Director (1)
- Recreation Program Coordinator (2)
- PT Office Support Specialist (1)\*\*

\*This classification is used if City is unable to hire a fully certified Building Official and must work with employee to obtain full licensure. Upon receipt of full licensure, employee is promoted to Building Official.

\*\*New position