



CITY OF ROCK HILL

827 N. Rock Hill Road • Rock Hill, MO 63119 • (314) 968-1410 • Fax (314) 968- 4843

REQUEST FOR PROPOSAL EMPLOYEE COMPENSATION CONSULTING SERVICES

INTRODUCTION

A. General Information

The City of Rock Hill, Missouri, (City) is issuing a Request for Proposals (RFP) from qualified firms to assist the organization in evaluating its overall employee pay plan.

B. Background

The City of Rock Hill has a population of approximately 4,750 and operates under the City Administrator form of government. The City provides general municipal services and employs approximately 30 full-time employees, 1 part-time employee, approximately 5 seasonal employees. The City recognizes that its current compensations levels are not competitive and wishes to establish a more competitive compensation package.

The City of Rock Hill does not utilize a “step” plan for all full and part time employees. The City has provided across the board raises at the beginning of the fiscal year as finances allow. In Fiscal Year 23/24 the city provided a 4% raise to all employees except the Fire Department. Firefighters, except the Fire Chief, are represented by the IAFF through a Collective Bargaining Agreement and their competitive salary evaluation is included in the scope of this project. The IAFF is the only union representing employees in the City.

To the best of our knowledge the City has not before enlisted the assistance of any outside firm to conduct a formal comprehensive review of its employee pay plan.

The successful firm will be expected to work with management during all phases of this project, including onsite meetings, and will be expected to present the final recommendations to the Board of Aldermen.

The City employees are divided into the following departments:



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Estimated City of Rock Hill Employee Breakdown Beginning Calendar Year 2021

Department	Full Time Employees	Part Time Employees	Seasonal Employees	Total Employees
Administration	2	1	0	3
Court	1	0	0	1
Fire	10	0	0	10
Parks	1	0	4	5
Police	12	0	0	12
Public Works	6	0	1	7
Total	32	1	5	38

SCOPE OF SERVICES

The City would like to update the current total compensation to provide market comparative compensation to employees, including the value of benefits that also balances internal equity.

The City is requesting proposals for the following areas of work.

1. Compensation and Benefits Study
 - Assist with the identification of other organizations to serve as a compensation benchmark.
 - Survey the benchmark organizations to obtain their compensation data.
 - Develop a new compensation matrix with grades and ranges based upon the benchmark data and internal equity.
 - Assist with updating or developing job descriptions for each job.
 - Analyze each job to determine its proper status as exempt or non-exempt from overtime pay.
 - Recommend preferred practices to assist the City establish an employee performance evaluation process.
 - Prepare written report to include a comparison, by position, of the full market compensation and benefit plans.
 - Prepare cost analysis for implementation of recommended changes to the pay and classification system.
2. Final Report requirements
 - Methods used to conduct the salary survey results and methodology of job evaluation.
 - Summarized position comparison data.
 - Recommended classification plan.
 - Recommended pay structure.
 - Recommendations for maintaining future market competitiveness.
 - Other recommendations.



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3. Other miscellaneous requirements

- Provide administration manual with plan maintenance procedures.
- Provide sample documents to be used to communicate the compensation system change to current employees, and a summary document to communicate the full compensation system to current and future employees, both to be provided in reproducible hardcopy and electronic copies.

4. Sample Timeline

Estimated Milestone Dates	Task
	Proposals due by this date at 5:00 PM
	Successful firm notified
	Planning meeting with City management team approving final project work and timelines
	Firm begins project work, including compilation of survey data
	Preliminary data collection complete
	Onsite meetings with management discussing detailed findings regarding market compensation and benefits
	Draft Final Report submitted for review
	Final Report submitted
	Presentation of Final Report to the Mayor and Board of Aldermen

COMPARISON CITIES

The selection of the benchmark organizations may be controversial. There will be concerns about comparability, especially when it comes to budget size, population and level of service from the organization. It is important that the elected officials accept the list of benchmark organizations, the City envisions a committee comprised of some of them along with key City Staff to work with the consultant to identify the benchmarks.

SUBMISSION REQUIREMENTS

The proposal for services must, at a minimum, include the following:

- The firm's name and location of the office providing the services under the contract, telephone number and e-mail address.
- A general description of the firm, including size, number of employees, primary business, and other business or services offered.
- Identification of the project manager who will be the primary contact through all phases of the project, as well as identification of other personnel who will be



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performing engagement work and estimated expected contribution to the project in percentage of hours.

- Summary information regarding the qualifications and professional experience of staff who will perform work under this engagement.
- Description of the firm's experience in providing services similar to those in the Scope of Services for municipal clients.
- List of references of at least three municipal clients for which services were provided that are similar to those in the Scope of Services of this document. References should include client name, address, telephone number and email address for the contact person in each organization. Also include the services provided and total fees paid by each referenced agency for the project.
- Description of the firm's understanding of the requested services including the proposed approach, specific project steps including detailed information regarding the number and length of onsite work, timeline to include specific milestones, and interim and final work products. Innovative approaches or concepts, especially those reducing project cost, are encouraged.
- Fees should be submitted on the Proposal Submission Form, or similar form, provided in this document.
- Proposal Submission Form should include a signature of a representative of the firm with acknowledgement that such individual is authorized to bind the firm contractually.
- Proposals shall provide a statement as to whether any portion of work performed under this proposal will be subcontracted or performed under a partnership or joint venture. Information on such entities must be included in the proposal such as related experience and qualifications of assigned staff.
- Proposal shall state whether any survey information will be obtained from a centralized data source such as the City Tech database or publicsalary.com.
- Submissions should also include sample interim and final report formats.

SELECTION CRITERIA

All proposals will be reviewed to determine compliance with requirements of the RFP. Primary factors in the evaluation include, but will not necessarily be limited to:

- Firm's demonstrated experience in providing similar services to municipal clients as identified in the Scope of Services.
- Staff's demonstrated qualifications and expertise regarding relevant experience with municipal clients.
- The ability of the firm to provide the requested services as demonstrated in the proposal.
- Firm's past record of performance, if any, with respect to quality of work and ability to meet stated timelines.
- The quality, conciseness, and completeness of the proposal.



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- Project timeline.
- Proposed fees.

SUBMISSION OF PROPOSAL AND OTHER RELATED INFORMATION

Proposals should be brief and concise (6-10 pages, excluding cover page and proposal submission form), plus sample reports. Interested firms shall submit **one (1) printed and bound copy of their submission and one (1) flash drive containing the entire submission (including sample reports) in PDF format.** The deadline for proposal submission is below:

4:00 P.M. on Wednesday, October 18, 2023

All responses should be delivered by the stated deadline to:

Garrett Schlett
Interim City Administrator
City of Rock Hill
827 N Rock Hill Road
Rock Hill, MO 63119

Firms are expected to fully utilize the city's web site to gain more information and answer most questions from this resource. Questions regarding the RFP that cannot be answered from study of the City's web site should be directed in writing to Garrett Schlett, primary contact for the City at:

Garrett Schlett
Interim City Administrator (314) 561-4303
gschlett@rockhillmo.net

A proposal may be withdrawn any time prior to the deadline by written notification. The proposal may be resubmitted with any modifications, prior to the deadline.

The City reserves the right to accept or reject any and all proposals or to choose no firm. The successful firm will be required to meet standard City insurance requirements.



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PROPOSAL SUBMISSION FORM

Note: Failure to provide the information requested on this form may be cause for rejection of your proposal on the grounds of non-responsiveness.

Business Name: _____

Federal Tax ID Number: _____

Street Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Mailing Zip: _____

Telephone: _____ E-Mail: _____

FEE PROPOSAL

TASK	FEE PROPOSED
Compensation and Benefits Study	\$
TOTAL	\$

AUTHORIZED SIGNATURE

Must be signed by a person having the authority to contractually bind the business listed above.

Signature

Date

Print Name and Title

Phone Number