



CITY OF RIVER FALLS, WI

REQUEST FOR PROPOSAL

**CLASSIFICATION AND
COMPENSATION STUDY**

Release Date: Sept 1, 2022

Due date: Nov 1, 2022

CITY OF RIVER FALLS REQUEST FOR PROPOSAL

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Section 1 – Invitation

CITY OF RIVER FALLS
REQUEST FOR PROPOSAL (RFP)
Classification and Compensation Study

Proposals Due by 5:00 p.m. Nov 1, 2022

The City of River Falls is seeking proposals from qualified consultants to conduct a comprehensive classification and compensation study and analysis for regular full-time and part-time employees.

Format must be consistent with the requirements of the RFP. Please provide options that may create efficiencies, make improvements, and take advantage of new, applicable technologies.

Submittals must be made in electronic form to:

kbergstrom@rfcity.org by 5:00 p.m. on Nov 1, 2022.

Responses must clearly address all the items listed in this request for proposal.

Section 2 – Introduction and General Information

A. Background

The City of River Falls is a full-service community providing a high level of service to its residents. Services include Police, Fire, City Administration, Public Works, Municipal Utilities (Electric, Water, and Wastewater), Community Development/Engineering, Recreation, and Library. The City of River Falls is in two counties, St. Croix, and Pierce, and is home to approximately 16,000 residents and 6,000 college students. Around half of River Falls' residents commute to the St. Paul-Minneapolis region to work, as the city is located 25-30 miles east of the Twin Cities. The City of River Falls is also home to the University of Wisconsin River Falls (UWRF); an NCAA Division III institution that has been a staple for the River Falls community since 1874.

The City of River Falls is a Municipal Corporation with authority vested in the City Council and the Mayor, who is the Chief Executive Officer (CEO) of the City. River Falls, like many other Wisconsin cities under the Home-Rule Charter of Wisconsin, has the power to govern itself regarding local matters except whether the State has specifically prohibited that power. The city is managed under the Council/City Administrator form of government.

Each year, the city strives to meet the highest standards of fiscal performance, accountability, and stewardship. The city maintains an Aa2 rating by Moody’s Investor’s Services. The annual budget serves as the foundation for the City’s financial planning and control. The City of River Falls fiscal year begins January 1st and ends December 31st.

B. Timeline for Procurement Process

The City has made every effort to include enough information in this RFP for the proposer to develop a responsive proposal. The City encourages proposers to submit the most comprehensive and competitive proposal available. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal, unless protected by copyright, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance, by the individual or firm, of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the City of River Falls and individual or firm selected.

The City reserves the right to reject all proposals, cancel all or part of this RFP, waive any minor irregularities, and request additional information from proposers. The City will not reimburse proposers of this RFP for any expenses incurred in preparing proposals, or for the attendance at interviews. This RFP does not obligate the City to accept or contract for any service.

The timing of the proposal is as follows:

TIMELINE	
Distribution of RFP	September 1, 2022
Proposal submission Due Date	November 1, 2022
Initial proposal review	November 4, 2022
Interview with finalists	Week of November 14, 2022
Notification to proposers	Week of November 28, 2022
Process to begin with consultant	January 2, 2023

Proposal Submission

Proposals must be received by the city no later than 5:00 p.m., November 1, 2022.

Proposal Review

The City Administrator, Assistant City Administrator and Human Resources Director will evaluate all proposals and summarize the findings.

Interview with the Finalists

The finalists may be asked to schedule a meeting with the selection team.

Section 3 – Scope of Services

The study shall evaluate the City’s present salary and benefit structure as compared to the specific job market for comparable positions in the private and public sectors. The consultant shall perform or provide the following:

1. Conduct project information meetings with employees to explain scope and methodology of the project. Provide materials appropriate for inclusion on the City’s intranet site and employee mailings.
2. Review all current job classifications and analyze, document, and validate same for knowledge, skills, essential functions, education and experience relevance and hierarchical consistency, job definition, distinguishing characteristics, supervision received and exercised, specific requirements including licensing and certification requirements.
3. Conduct interviews with employees and appropriate supervisory and management personnel, as required.
4. Conduct a market analysis of comparable organizational compensation wage schedule(s). These schedules should be internally equitable and competitive in external markets, both public and private within the Minneapolis/St. Paul Metropolitan Statistical Area and West Central Wisconsin.
5. Verify proper EEOC equal pay act guidelines are being followed and evaluate positions for proper FLSA exemption placement.
6. Comment on the quality and cost of the City’s benefit systems, make recommendations for changes that integrate into the total compensation system. This should be estimated as a separate cost item in the proposal.
7. Identify potential pay compression issues and provide alternative solutions.
8. Prepare final report for review with selected city staff. May be asked to present a final report to City Council.
9. Conduct employee classification appeals after plan adoption.

Section 4 – City Resources

The city will provide copies of all pay ranges, job classifications, job descriptions, and any other available in-house information that the successful consultant may require to complete the study.

Section 5 – Requirements of the Proposal

Introduction

Provide the official name, address, phone number, fax number and email of the consulting firm, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

Experience and Qualifications

- a. A brief description of the organization
- b. Names and a brief description of the experiences and qualifications of the proposed staff members(s) who will be performing the services.
- c. A list of three recent client references, where the firm has performed a comprehensive classification and compensation study, along with reference contact name and title, telephone number and email address at each entity.

Approach/Methods Used to Perform the Project – Detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the following items:

- a. Proposer’s understanding of the services to be provided.
- b. Methodology to be used in benchmarking and determining salary ranges.
- c. Estimated time the project will take from contract date to completion date.

Cost Proposal

- a. The total not-to-exceed cost, as well as an itemized breakdown of the cost associated with major or important components, as determined by the consultant.
- b. Clearly define, identify, and provide an estimate of additional services and/or reimbursable expenses not included in the basic fee.

Section 6 – Proposal Submission

Interested firms must submit an electronic copy of the proposal by 5:00 p.m. Tuesday, November 1st to:

Karen Bergstrom
Human Resources Director
715-426-3444
kbergstrom@rfcity.com
City of River Falls
222 Lewis Street
River Falls, WI 54022

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Law.

Section 7 – Evaluation Process

Evaluation Criteria – The following will be considered in the selection of a consultant:

- Relevant experience in similar-sized public entities
- Qualifications
- Understanding of city-related issues and employee relations
- Team compatibility, including the ability to work with city staff based on references and other supporting information
- Unique resources the firm may bring regarding innovative techniques
- The professional reputation of the firm

Proposals will be evaluated based on value of proposal to the city. Some proposers may be asked to interview with the City. All proposals submitted will be the primary document upon which each proposal will be evaluated.

The City reserves the right to reject all proposals, to waive any information or irregularities in any proposal, and to use any ideas in a proposal regardless of whether that proposal is selected.

The target completion date of this study is May 1, 2023.

Questions or request for clarification regarding this RFP may be directed to Karen Bergstrom, Human Resources Director, by phone at (715)-426-3444 or by email to kbergstrom@rfcity.org.

POSITIONS FOR EVALUATION

58 positions	# of Employees in position		
Customer Service Reps	4	City Planner	1
Clerk of Court	1	Assistant City Engineer	0
Account Clerk	3	Library Director	1
Administrative Assistant	2	Community Services Director/City Clerk	1
Community Development Asst	1	Public Works Director	1
Police Services Specialist	2	Deputy Chief of Police	1
Deputy City Clerk	2	Electric Superintendent	1
HR Specialist	1	Fire Chief	1
Payroll Specialist	1	City Engineer	1
IT Specialist	3	Human Resources Director	1
PW Maintenance Worker	8	Finance Director	1
Facilities Maintenance Worker II	1	Utility Director	1
Police Services Specialist Supervisor	1	Community Development Director	1
Water/WW Operator in training	3	Chief of Police	1
Facilities Maintenance Worker Lead	1	Assistant City Administrator	1
Planning and Engineering Tech	1	Safety Coordinator	current contract
Water/WW Operator	4		
Mechanic	2		
Assistant to the City Administrator	1		
Electric Meter Technician	2		
PW Maintenance Lead	2		
Communications Coordinator	1		
Mechanic Lead	1		
Recreation Manager	1		
Librarian	4		
Engineering Technician	1		
Waste Water Operator Lead	0		
Building Inspector/Code Enforcement Officer	1		
Planner	2		
Conservation & Efficiency Coordinator	1		
Senior Financial Analyst	1		
Facilities Maintenance Supervisor	1		
Senior Accountant	2		
Civil Engineer	0		
Journeyman Lineworker	4		
Talent Programs Manager	1		
Senior Planner	0		
Economic Development Manager	1		
IT Manager	1		
Journeyman Lineworker Lead	2		
Senior Civil Engineer	2		
Water/WW Superintendent	1		