

REQUEST FOR PROPOSALS



COMPREHENSIVE COMPENSATION AND BENEFITS STUDY

The City of Fairfield, OH is soliciting submittals for the herein described services and/or commodities for the purpose defined in this document. By responding to this request, the offeror agrees to perform in accordance with the terms and conditions set forth in this document in the event that the response is selected for contract award.

CITY OF FAIRFIELD REQUEST FOR PROPOSALS

COMPREHENSIVE COMPENSATION AND BENEFITS STUDY

I. GENERAL INFORMATION

Fairfield is a premier community within Ohio's Butler County. Covering 22 square miles and located approximately 25 minutes north of downtown Cincinnati, Fairfield has a residential population of nearly 43,000 with more than 1,200 corporate, retail, service and light industrial establishments. Operating under a Council-Manager form of government, an elected Mayor and City Council work with an appointed City Manager. City Council also appoints the Law Director and the Clerk of Council. The City Manager's Office oversees and coordinates the seven City departments and implements Council's policy actions. The City employs approximately 265 full-time and 140 year-round part-time employees. Seasonal positions will not be included in this study.

The City currently uses a performance-based compensation plan for non-classified staff. In addition, the City has collective bargaining agreements with the five unions providing municipal services. Unions representing Fairfield employees include: International Association of Firefighters (IAFF) Local #4010, American Federation of State, County and Municipal Employees (AFSCME) Council #8 - Lodge #3646, International Union of Operating Engineers (IUOE) Local #20 and the Fraternal Order of Police (FOP) Lodge #166. The FOP represents two bargaining units, the Police Officers and Police Supervisors.

II. PURPOSE OF RFP

The City strives to offer a competitive, yet cost efficient pay structure. In an effort to meet this goal, the City seeks vendors to perform an in-depth analysis of compensation comparables for various classifications within the municipal service. The study must measure and provide analysis on (a) base salary, (b) pay/step plans, (c) employer-provided medical benefits packages and (d) any other incentive-based or classification-based compensation options.

To ensure study validity and applicability, the City requests compensation analysis using similar-sized local municipalities for comparison. To ensure the local labor competitive market is considered, we request that the Consultant recommend comparator cities for consideration along with a list previously used by the City for similar, less in-depth studies. In addition, some classifications may benefit from being compared to similar classifications within nonprofit and for-profit organizations.

The following components need to be addressed:

- Compare the pay ranges with comparable government, nonprofit and/or for-profit organizations performing the same or similar functions.
- Compare actual employee pay with comparable government, nonprofit or for-profit organizations performing the same or similar functions.
- Compare pay, step plans and special assignment pay with comparable government, nonprofit or for-profit organizations performing the same or similar functions.
- Compare city-provided comprehensive employee benefits packages with comparable government, nonprofit or for-profit organizations performing the same or similar functions.
- Include full-time and regular part-time employees as specified by the City.
- Recommend pay structure features that will provide opportunities for advancement while minimizing salary overlap between levels of responsibility.
- If necessary, recommend adjustments to the pay plan to adequately reflect base pay levels/steps per classification.

III. EXPECTED OUTPUTS

The Consultant will provide the following services:

- Development of salary schedule(s) with minimum, midpoint and maximums, to include range spreads and midpoint progression.
- Assignment of classifications/positions to a salary range (both Benchmarked & Non-Benchmarked positions).
- Any tools that may assist the City of Fairfield in maintaining the pay schedules in the future.
- Presentation of results to City Staff.
- Request for all recommendations to be submitted electronically via Excel.

IV. PROPOSAL REQUIREMENTS

- A detailed description of the plan to achieve the necessary requirements and a plan for accomplishing the work
- A detailed description of the compensation structure methodology to be used if the consultant has a pre-designed system.
- A proposed timeline to include start and completion dates for the study.
- Experience of the firm in conducting similar studies for governmental entities and other comparable studies.
- Professional resumes of all personnel to be involved in the study and a clear indication of the responsibilities of each.

V. CONSULTANT SELECTION CRITERIA

- Qualifications, background and prior experience of the firm and the proposed project team in conducting similar studies, including references.
- Content, technical approach and understanding of the scope of the project.
- Overall project design and methodology.
- Cost as compared with the level of service to be provided.
- Proven ability of the firm to meet work schedules, to communicate and work effectively with government officials and to complete study in a responsive time frame.

The City reserves the right to reject any or all proposals, to accept the proposal considered most advantageous to the City and to waive informalities and irregularities in proposals received. The City may request only a portion of the tasks listed to be completed, and the City reserves the right to award the contract task by task.

VI. INSTRUCTIONS FOR SUBMITTING PROPOSALS

Questions concerning the RFP should be e-mailed to Greg Preece, Assistant City Manager, at gpreece@fairfieldoh.gov. Questions must be received by Friday, October 7, 2016 to allow adequate time to respond prior to the submission deadline. Questions/responses may be sent to all bidders to avoid duplication of effort.

Two (2) hard-copies along with one (1) unbound original of the written proposal and supporting materials must be received by the City of Fairfield at the following location no later than 5:00 p.m. (EDT) on Friday, October 14, 2016.

**City of Fairfield
ATTN: Greg Preece
Assistant City Manager
5350 Pleasant Avenue
Fairfield, OH 45014**

VII. REPORTING REQUIREMENTS

At the conclusion of the project, the consultant will provide the following project reports:

- Twelve (12) printed copies in addition to one PDF copy.
- All written documents must be in MS Word. This includes the requirement for an Executive Summary outlining recommendations
- All spreadsheets and calculations in MS Excel format including formulas.
- All charts, graphs and pictorial representations in MS PowerPoint
- A detailed implementation plan outlining execution strategies/milestones for each recommendation, if adopted. This plan should be practical and within the means of the City's budget.
- The consultants must be available to present the project information and recommendations to City staff at a mutually agreeable date/time.

VIII. TIMELINE

- Following the closing of the RFP Period, the City will review all proposals and, if necessary, schedule interviews with the most qualified offerors. The City anticipates selection of a consultant no later than Tuesday, October 25, 2016.
- Once awarded, the City anticipates the project should be completed, including presentation to staff, no later than Friday, January 13, 2017.