

REQUEST FOR PROPOSAL

FOR

COMPENSATION STUDY

ISSUED BY:

CITY OF ESSEX JUNCTION

2 Lincoln St.

Essex Junction, VT 05452

Date of Issue

4/20/2023

Due Date for Proposal

5/20/2023

I. INTRODUCTION

Essex Junction is a city in Chittenden County, Vermont, United States. As of the 2020 U.S. Census, the population was 10,590. It was incorporated as a village on November 15, 1892. Essex Junction became Vermont's 10th city on July 1, 2022, after the Town of Essex and the Village of Essex Junction separated per the voters of Essex Junction.

The City is seeking a professional consultant to undertake a compensation study, including a review of job descriptions with staff, the HR Director, and the City Manager. The City is seeking recommendations to existing pay scales in our Association contract and recommended salary ranges for non-association employees designed to be maintained long-term. The recommendations should be based on an analysis of similar positions in similar municipalities. Similar positions in private business may be appropriate as well.

The City of Essex Junction last conducted a compensation analysis in 2020. The Vermont League of Cities and Towns' Compensation Report and past Gallagher Flynn & Company compensation surveys will be available to the chosen Consultant.

The study will include 43 full-time positions (30-40 hours per week) and seven part-time positions (less than 30 hours per week).

II. SCOPE OF WORK

Our goals are: 1) to have competitive wage and salary ranges comparable to municipalities of the same size and nature; 2) to examine total compensation, including benefits; 3) to have guidance related to the pay scale grid moving forward; 4) to complete a pay equality analysis.

The Consultant shall take into consideration the benefits offered by the City of Essex Junction compared to other municipalities/employers, years of service with Essex Junction and years of experience in similar positions with other employers, current and recent open positions in the job market, and total compensation for similar positions with similar employers.

Specific requested tasks are:

1. An organizational meeting with the Essex Junction HR Director and City Manager to discuss the goals and objectives of the study.
2. A thorough job analysis process, including a review of position duties and essential functions, utilizing the job descriptions.
3. A compensation and pay grid analysis that includes a survey of wages and benefits of Essex Junction's current employees and positions compared to similar municipalities/employers.
4. Recommendations on the pay grid system, pay ranges, and benefits designed to be maintained long-term to ensure Essex Junction is a competitive employer.
5. A compensation and pay grid analysis that addresses the compression issue when hiring.

6. An internal equity analysis with recommendations to address any pay gaps.
7. A preliminary findings meeting with City representatives including but not limited to the City of Essex Junction City Manager and HR Director.
8. A final report, with an executive summary, delivered to Essex Junction.

III. HOW TO APPLY

To be considered, please submit a proposal in Microsoft Word or PDF explaining your interest in the scope of work and addressing the categories below.

Cover Letter: Please indicate your interest and contact information.

- **Qualifications:** Please summarize the qualifications and experience of your organization with a focus on those who would be leading this work.
- **Proposal:** Please provide a detailed explanation of how your firm would approach the scope of work. It should include a description of tasks, products, milestones, and timetables. Task descriptions should fully discuss the steps to be followed in carrying out the work. Sufficient detail should be presented to show a clear understanding of the work and the proposed approach. A timetable should accompany the work description showing the expected sequence of tasks and resource requirements for both the Consultant and the City of Essex Junction.
- **Success:** Define what measures you will use to evaluate and define success for the scope of work.
- **Availability:** Please indicate your availability for this work, including the expected start date.
- **RFP Consultant Costs:** Please provide estimated hours and hourly rate associated with each task/deliverable for the RFP Consultant scope of work.
- **References:** Please provide names and contact information for three references who can speak to your qualifications, along with a brief description of the work performed for them if not already referenced.
- **Licensing:** Please indicate if you are licensed to do business in the State of Vermont. Consultants are not required to be licensed to respond to this RFP, but they will be required to obtain a license prior to being awarded this contract.

The deadline for submission is 4 pm on May 20, 2023. Questions must be submitted by May 3, 2023. All responses to submitted questions will be posted on May 5, 2023. Submittals received after this deadline will not be considered. **Proposals must be submitted electronically to Colleen Dwyer, HR Director, at cdwyer@essexjunction.org.**

The City of Essex Junction anticipates making a selection by June 30, 2023.

All proposals become the property of the City of Essex Junction upon submission and are public documents. If proprietary information is submitted, to the extent permitted by law, The City of Essex Junction will keep confidential such information. The cost of preparing,

submitting, and presenting a proposal is the sole expense of the Consultant. **Proposals must remain valid for at least 60 days.**

Any information requests and/or questions shall be submitted in writing by email to Colleen Dwyer, HR Director, at cdwyer@essexjunction.org.

IV. CONSULTANT SELECTION PROCEDURE

The Consultant will be evaluated based on the following factors. These factors are not listed in any order of priority:

1. Approach - Respondents will be evaluated as to their understanding of the work, how well the proposed work and schedule to complete the work address the project requirements, and the completeness and innovation evident in the approach to the project and the proposed work.
2. Experience and Capability - Respondents will be evaluated with respect to their experience both in terms of past efforts in this type of work and the level of commitment to this project.
3. Project Cost - The cost will be an important consideration in the selection, although it will not be the sole determining factor.
4. Other value-added tools and services - Responses will be evaluated on the inclusion of other related information that will produce a better product.

The City of Essex Junction reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The evaluation of proposals shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Essex Junction is an Equal Opportunity Employer and encourages proposals from qualified minority and women-owned businesses.

Interviews to Discuss Proposals

If deemed necessary, a short list of qualified consultants may be selected from those who submitted proposals for informal oral presentations. Oral presentations, if requested, will take place at the City of Essex Junction offices and may be done in person and/or remotely.

The City of Essex Junction Rights

The City of Essex Junction reserves the right to modify or issue changes to the original RFP. Any change will be distributed to all those originally issued the RFP.

The City of Essex Junction also reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the City of Essex Junction. This solicitation of proposals in no way obligates the City of Essex Junction to award a contract.

VII. AVAILABLE INFORMATION

9. Information on the City of Essex Junction, including association contracts, personnel policy, and job descriptions, will be provided to the chosen Consultant.
10. The VLCT Annual Compensation Report for VT Municipalities
11. The previous compensation study conducted by Gallagher Flynn & Company for Essex Junction.

VIII. DELIVERABLES and ADDITIONAL REQUIREMENTS

1. All documents should be provided in digital format (MS Word, MS PowerPoint, MS Excel).
2. All data, databases, reports, designs, and materials, in digital format, created under this project shall be transferred to the City of Essex Junction upon completion of the project and become the property of the City.
3. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed.

The work shall not be assigned or sublet without previous consent of the City of Essex Junction. The Consultant shall not either legally or equitably assign any of the moneys payable under this agreement unless by and with the consent of the City of Essex Junction.

Equal Employment Opportunity

The Consultant shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375, and as supplemented by the Department of Labor regulations (41DFR Part 60). The Consultant shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapters 6 and 7, relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

Insurance

The Consultant shall take out and maintain during the life of this project such Comprehensive General Bodily Injury Liability Insurance and Property Damage Liability Insurance as shall protect them and any employee for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this project, whether such operations by themselves or by any employee or by anyone directly or indirectly employed by them. The Consultant shall have minimum umbrella coverage or \$1,000,000 per occurrence.