



REQUEST FOR PROPOSALS

The City of Foley is soliciting Request for Proposals (RFP's) for:

Compensation and Pay Classification Plan Study

Information regarding the RFP may be obtained at Foley City Hall, 407 East Laurel Avenue, Foley, Alabama, 36535, by calling (251) 943-1545, or, the RFP may be downloaded from the City's website at <http://www.cityoffoley.org>.

To be eligible for consideration, RFP's must meet all requirements contained in the Request for Proposal (RFP) package. It shall be the sole responsibility of the company submitting an RFP to assure receipt of the RFP at Foley City Hall prior to the published time.

Requests for Proposals (RFP's) will be received by the City of Foley at Foley City Hall, 407 East Laurel Avenue, Foley, Alabama 36535 or P.O. Box 1750, Foley, AL 36536 until:

5:00 p.m., on Thursday, November 10, 2022

The City of Foley reserves the right to accept or reject any or all RFP's and to waive technical errors if, in the City's judgment, the best interests of the City will thereby be promoted.

Logan Eberly
Purchasing Agent

City of Foley, Alabama
Request for Proposals
Compensation and Pay Classification Study

<u>RFP SECTION</u>	<u>PAGE</u>
Section I – Purpose	2
Section II – Background.....	2
Section III – Major Study Elements.....	3
Section IV – Scope of Services	4
Section V – Proposal and Submission Requirements	5
Section VI – Proposal Format.....	6
Section VII – Information or Clarification	8
Section XIII – General Conditions.....	8

I. Purpose of Request

The City of Foley, Alabama invites qualified parties to submit a proposal to conduct and implement a comprehensive compensation and pay classification study for the City of Foley. The objectives of this request are to conduct and implement a total compensation plan structure for the City's workforce which will provide both internal and external equity, to establish a classification system that accurately describes the duties, knowledge, skills, abilities and minimum qualifications required for each job class, to determine and implement a program of accurate job descriptions based on job analysis, and to develop a maintenance program for job descriptions and classification recommendations.

II. Background

The City of Foley, Alabama is located in South Baldwin County and is a principal city of the Daphne-Fairhope-Foley Micropolitan Statistical Area which includes all of Baldwin County. The City of Foley serves a population of more than 22,000 resident citizens as well as approximately 8 million tourists who travel to and through the City of Foley each year to shop, dine, and enjoy area beaches. The City operates under a Mayor-Council form of government in which the Mayor operates as the Chief Executive Officer. The City employs approximately 358 permanent full-time employees, 18 permanent part-time employees, and a number of temporary and/or seasonal workers as needed throughout the year. The City is comprised of 23 departments: General Government, Municipal Complex, Municipal Court, Information Technology, Maintenance Shop, Public Works, Public Safety, Police, Fire, Community Development, Environmental, Infrastructure & Development, Street, Engineering, Leisure Services, Library, Parks & Recreation, Sports Tourism, Horticulture, Marketing/Welcome Center, Senior Citizens Center, Nature Parks, and Sanitation (Commercial and Residential).

The Human Resources Division of the General Government Department, under the direction of the City Administrator, is responsible for compensation management. The City utilizes a Pay Classification Plan which contains 35 pay grades containing a minimum, mid, and maximum range of pay. Employees advance through their pay grade based on the performance rating of their annual performance review. Job analysis/evaluation is currently conducted in-house utilizing tools for proper market analysis and to maintain consistency in market analysis methodology using a research-based and field tested approach to make adjustments to pay grade assignments of classifications if necessary.

Currently, the City's Pay Classification Plan contains a total of 202 unique job classifications within the 35 pay grades.

III. Major Study Elements

Using accepted professional methods and standards, the overall study shall focus upon:

1. Job Analysis/Job Evaluation – Perform a comprehensive, valid and reliable job analysis/evaluation of each job class within the City of Foley for the purpose of determining if the City's current pay grade levels for all of the City's classified positions are still appropriate. The purpose of the job evaluations are to ensure the City's pay structure continues to possess internal and external equity, relative worth (equal pay for equal work), and is inherently non-discriminatory. The evaluation methodology should seek to systematically analyze the duties, responsibilities, specifications and content of each job utilizing, but not being limited to, questionnaires, interviews, and on-site observation.
2. Job Descriptions – Prepare new written job descriptions (in Microsoft Word format) for each job class in the City. Job descriptions to include, but not limited to; job-code, FLSA designation, pay grade, job title, department/division, general statement of job, essential and non-essential duties, essential safety functions, designation of safety/non-safety sensitive, minimum training/experience, and minimum physical requirements.
3. Wage & Salary Survey(s) – Conduct comprehensive wage and salary market survey(s) for the purpose of ensuring that the City's pay plan and pay structure possess external equity and labor market competitiveness. Survey data to be collected from competing jurisdictions, as well as both public and private organizations within the competing labor market(s).
4. Pay Classification Plan – Review and adjust the City's current Pay Classification Plan as necessary integrating the job analysis/evaluation process and the wage and salary data, as derived from the labor market survey(s). A grade level and its associated pay range (min, mid, max) are to be provided for each position classification along with job code and FLSA designation and all supporting documentation.
5. Reports and Recommendations – Provide the City with comprehensive reports to include the Pay Classification Plan, methodologies incorporated in the study, market surveys, anticipated costs to implement pay plan (by department and by total), recommended adjustments, options/recommendations for implementing the new

pay plan, and other reports helpful to the City's overall understanding of the methodologies, results, implementation, and maintenance of the study.

6. Maintenance Program – Develop a maintenance program, including estimated costs, to address the need for new job analysis/evaluation (including pay grade recommendation), creation of new job description(s), and maintenance of Pay Classification Plan.

IV. Scope of Services

An outline of the requested basic services includes, but is not limited to, the following activities:

1. Meet with City administrative officials to assure an understanding of the City's objectives in the project including timeframes for completion of project.
2. Review related background documents including current job descriptions and current pay classification plan.
3. Submit an Action Plan to the City, satisfying to both parties, for accomplishing tasks associated with the compensation and classification study for the City. This plan should delineate the tasks necessary to complete the project along with a reasonable time table for completion.
4. Meet with City employees in several orientation sessions to describe scope of work and methodology.
5. Perform job analysis/evaluation for each full-time and part-time permanent job in the City, utilizing, but not limited to, questionnaires, interviews, and on-site observation.
6. Using the job analysis/evaluation data, prepare written job descriptions for each job classification in the City (Microsoft Word format). Job descriptions to include, but not limited to; job-code, FLSA designation, pay grade, job title, department/division, general statement of job, essential and non-essential duties, safety/non-safety sensitive, minimum training/experience, and minimum physical requirements.
7. Group jobs based upon duties performed and the knowledge, skills, abilities, and minimum qualifications required for job performance.
8. Conduct a wage and benefit survey among competing jurisdictions as well as public and private organizations to determine competitive wages in the appropriate labor market(s).

9. Design or utilize a valid and reliable evaluation system and evaluate jobs to determine proper internal class relationships.
10. Assign each job to a pay grade with a view toward achieving proper internal relationships among classes and making salary ranges competitive with relevant markets, as evidenced by the results of the wage survey, with due consideration of the financial condition of the City.
11. Estimate accurately the cost of installing the pay plan and recommend a methodology for implementation.
12. Develop and recommend a procedure for employee classification appeals.
13. Hear employee classification appeals during initial implementation and recommend appropriate action.
14. Develop and recommend appropriate compensation policies and procedures with consideration for short and long term goals.
15. Provide copies of a preliminary draft report showing the findings of the study for review by management prior to the issuance of the final report(s).
16. Train appropriate Human Resources staff in the job evaluation system and the administration of the pay structure.
17. Make oral presentation of final report including findings, recommendations, etc. to Mayor and City Council.

V. Proposal and Submission Requirements

- a) The proposal and all executed forms must be submitted in a sealed envelope by the date indicated in the RFP. All proposals must be signed by an authorized representative of the Company. The face of the envelope shall be plainly marked identifying the RFP and the submission deadline, date and time. It shall be the sole responsibility of the submitter to assure receipt of the proposal at the destination indicated prior to the published deadline date and time. No proposal will be opened that is received after closing time for receipt of proposals, nor will any offers by telephone, fax, or any electronic means be accepted.
- b) The proposal shall be signed by a representative who is authorized to contractually bind the proposer. Each proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the proposer's capabilities to

satisfy the requirements of the RFP. The emphasis in each proposal must be on completeness and clarity of content. In order to expedite the evaluation of proposals, proposers should follow the format and instructions contained herein.

- c) If the proposer wishes, the proposal may be accompanied with brochures, promotional materials, or displays properly identified. All proposals must be submitted as submitted below. Any attachments must be clearly identified.

VI. Proposal Format

1. Title Page

Show the request for proposal subject, the name of your firm, physical address, website address, telephone number, name of contact person, email address of contact person, and date.

2. Table of Contents

Clearly identify the material by section and page number.

3. Letter of Transmittal limited to one or two printed pages

- a) Briefly state your firm's understanding of the work to be done and provide a commitment to perform the work.
- b) Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, email addresses, and telephone numbers.

4. Profile or Proposer

- a) State whether your organization is national, regional, or local.
- b) State the location of the office from which the work is to be performed.
- c) Describe the firm's experience in the design and implementation of classification and pay systems for public and/or private employers and the number of years engaged in this type work. Provide a list of current and prior clients for who you have designed and implemented such systems, especially in the area of municipal government. Include the contact person's name and telephone number and indicate the type of services performed and the duration of the project. Proposers are encouraged to submit samples of final reports from similar projects.

- d) State if you have been involved in litigation within the last five years or if there is any pending litigation arising out of your performance of compensation and/or pay classification studies. If so, please give a brief explanation of the issues involved.

5. Summary of Proposer's Qualifications

- a) Identify the Project Manager and each individual who will work on the project. Include resumes for each person to be assigned. The resumes may be included as an appendix.
- b) Describe the experience of each of the consultants assigned to this project as it relates to designing and implementing private and public classification pay systems. Describe the relevant background of each individual.
- c) Describe what City staff support you anticipate for the project.

6. Project understanding, proposed approach, and methodology.

Describe your approach to performing the contracted work. This should include the following:

- a) Type of services provided. Discuss your role and that of other parties involved in the design, data gathering, data analysis, and recommendation process. State how many employees in each job classification and from among all affected employees will be interviewed following completion of position description questionnaires. Describe your plans for orienting employees in regard to the study's methodology.
- b) Submit a sample report typical of what you have provided to other public sector employers.
- c) Discuss your standard recommendation as to compensation survey sampling size and benchmark selection criteria. What are your recommendations for this survey? How do you normally identify the organizations and/or competitive market for participation in the compensation survey?
- d) Describe your implementation plan, including the employee appeal process.
- e) Discuss your project plan for this project outlining major tasks and responsibilities, time frames and staff assigned.

7. Summary of the proposer's fee statement

The proposal will show the fee schedule. Express your fee in a lump sum not-to-exceed maximum amount. Additionally,

- a) Indicate your expectations concerning reimbursement for travel, per diem expenses, photocopying, or other incidental expenses.
- b) If additional work is required beyond the scope of this contract, how would those services be billed? This may include additional presentations, tasks added after the contract, or follow-up assistance as requested.

8. Project Time Schedule

Provide a detailed time schedule for the project. The time schedule provided shall also include appropriate meetings with key City staff at identified stages of the project to discuss results of the analysis, methodology, and to preview the final recommendation of the study.

VII. Information or Clarification

For questions relating to this Request for Proposals, contact Purchasing Agent/Grants & Agreements Administrator Logan Eberly at 251-970-1867 or leberly@cityoffoley.org.

VIII. General Conditions

To insure acceptance, all entities submitting Request for Proposals (RFP's) to the City of Foley shall be governed by the following conditions, attached specifications and related form unless otherwise specified. RFP's not submitted in accordance with the Response Guidelines may be rejected, and RFP's not complying with the general conditions will be subject to rejection.

1. Intent of RFPs: It is the intent of the RFP attached hereto to set forth and describe certain item(s) and/or service(s) including all costs necessary to provide these items or services.
2. The City reserves the right to select the "lowest responsible bidder" as the best interest of the City may require, to award the contract from any of the proposals, to reject any and all proposals, and to waive any informalities in proposals received.
3. All materials submitted in response to the RFP become the property of the City of Foley and will be returned only at the option of the City. The City has the right to use

any or all ideas presented in any response to the RFP whether amended or not, and selection or rejection of the proposal does not affect this right.

4. Legal Requirements: All applicable provisions of Federal, State, County and local laws including all ordinances, rules and regulations shall govern the development, submittal and evaluation of all RFP's received in response to these specifications, and shall govern any and all claims between person(s) submitting an RFP hereto and the City of Foley, by and through its officers, employees and authorized representatives. A lack of knowledge by the company submitting the RFP concerning any of the aforementioned shall not constitute a cognizable defense against the legal effect thereof.
5. RFP Submission: The proposal and all executed forms must be submitted in a sealed envelope by the date indicated in the RFP. All proposals must be signed by an authorized representative of the Company. The face of the envelope shall be plainly marked identifying the RFP and the submission deadline, date and time. It shall be the sole responsibility of the submitter to assure receipt of the proposal at the destination indicated prior to the published deadline date and time. No proposal will be opened that is received after closing time for receipt of proposals, nor will any offers by telephone, fax, or any electronic means be accepted.
6. Exceptions to Specifications: During the drafting of written specifications, a sincere effort is made to describe products and services best suited to the needs of the City; however, in order that fair consideration is given in evaluating proposals, all exceptions to or deviations from the specifications as written must be noted and fully explained. The Mayor and City Council are the final authority in determining the acceptability of any exceptions to specifications.
7. After initial review of the proposals, the City of Foley may invite consultants for an interview to discuss the proposal and meet its representatives, particularly key personnel who would be assigned to the project. It is understood that the City shall entail no costs as a result of this interview, nor bear any obligation in further consideration of the proposal.
8. The HR Director will conduct contract negotiations with the proposer whose proposal is selected as most beneficial to the City in terms of both quality and costs. Until City Council acts formally to authorize the HR Director to enter into a contract with the project consultant, and until such contract is signed by both parties, the City is legally obligated in no respect.

9. RFP Withdrawals: RFP's may be withdrawn by written request received from respondent prior to the time fixed for the submission deadline but no RFP may be withdrawn after closing time for receipt of RFP's for a period of sixty (60) days. Negligence on the part of the respondent in preparing the proposal confers no right for the withdrawal of the proposal after the fixed date and time.
10. Rejection of Proposals: The City of Foley reserves the right to accept or reject any or all proposals, to award proposals on a split-order basis, to waive any minor irregularities, technicalities, or informalities, and to re-advertise for RFP's when deemed in the best interest of the City of Foley.
11. If there is any reason for believing that collusion exists among the respondents, any or all proposals may be rejected, and those participating in such collusion may be barred from submitting proposals on the same or other work with the City of Foley.
12. Delivery: Proposals shall include all freight cost to Foley, Alabama to point(s) specified herein or specified at the time the purchase order is placed. No title to the item(s) ordered nor any risk of loss shall be passed to the City of Foley until after receipt of delivery has been acknowledged by an authorized representative of the City of Foley.
13. Taxes: The City of Foley, a Municipal Corporation, is a tax exempt entity per Section 40-23-4(11), Code of Alabama 1975. The City of Foley is exempt from all state and local sales taxes. This should not be construed to mean that contractors or suppliers doing business with the City of Foley are exempt from paying tax (General Conditions, Section 1.11 Permits and Taxes).
14. Permits and Taxes: The contractor shall procure all permits, pay all charges, fees and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.
15. Compliance with Federally Funded Programs: The selected company shall assure the City of compliance with any and all special provisions (if applicable) contained in the contract. These provisions may include but are not limited to maintaining a Drug-Free Workplace, compliance with Clean Air and Water Laws and Regulations, and compliance with Equal Opportunity and Non-Segregated Facilities guidelines.
16. Equal Employment Opportunity. Consultant shall provide a written statement that it does not and will not discriminate against any person, employee, or applicants for employment because of race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), genetic information, citizenship or military obligations.

17. Proof of Liability & Worker's Comp Insurance: If applicable, Proof of Liability and/or Worker's Comp Insurance must be included in the RFP packet. If a company is not covered by Worker's Comp Insurance, labor and material charges should be separated on the proposal. This should be done in order for the City to determine the Worker's Comp rate (in accordance with the City's current Worker's Comp fee schedule) that will be deducted from payment to the company performing the work.
18. If, in the opinion of The City of Foley, a proposal contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by Company, the proposal may be disqualified from further consideration.
19. Expenses: Expenses for developing an RFP and addressing information requests herein are solely and entirely the responsibility of Company and shall not be chargeable in any manner to the City of Foley.
20. Alabama Immigration Law (Beason-Hammon Alabama Taxpayer and Citizen Protection Act): Contractor must be in compliance with Alabama's Immigration Law, otherwise known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Section 31-13-9, Code of Alabama 1975. If the contractor employs persons in the State of Alabama, the contractor must provide documentation with this bid that they are enrolled in the E-Verify program. Additionally, the contractor should be advised that if they employ persons (anywhere), award of the contract is conditioned on the contractor not knowingly employing, hiring for employment or continuing to employ an unauthorized alien within the State of Alabama. Any awarded contract will contain a provision whereby the contractor promises not to violate federal immigration law.

Proof of E-Verify documentation will be in the form of a copy of the signed Memorandum of Understanding (MOU) generated upon completion of the E-Verify program.

**The City of Foley encourages all vendors to list job openings with
Alabama Works.**