

REQUEST FOR PROPOSALS

FOR

COMPENSATION STUDY with
UPDATE TO PAY GRID

ISSUED BY:

TOWN OF RICHMOND
203 Bridge Street
RICHMOND, VT 05477

Date of Issue
August 27, 2021

Due Date for Proposal
September 20, 2021

I. INTRODUCTION

The Town of Richmond Vermont last updated its pay grid in 2018. This update was completed with in-house staff. Currently the Town is seeking a professional consultant to undertake a compensation study, review job descriptions with staff and Town Manager and propose changes, update the pay grid and provide recommendations for salary ranges for current employees based on analysis of similar positions in similar municipalities, provide guidance on the future use of the grid, and guidance on placement of future hires. The Vermont League of Cities and Towns Compensation Report will be made available to the consultant chosen. Considering similar positions in private business may be appropriate as well.

The study will include a total of 32 positions including: 19 full time positions (30-40 hours per week) 10 part time positions (less than 30 hours per week). 2 per diem police positions, 1 elected treasurer.

II. SCOPE OF WORK

Our goals are: 1) to have competitive 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 grid moving forward

The consultant shall take into consideration the benefits offered by Richmond compared to other municipalities/ employers, years of service with Richmond and years of experience in similar positions with other employers, current and recent open positions in the job market.

Specific requested tasks are:

1. A compensation and grid analysis that includes a survey of wages and benefits of Richmond's current employees and positions compared to similar municipalities/ employers.
2. A compensation and grid analysis that addresses the compression issue when hiring.
3. An evaluation of, and recommendations related to the grid system, pay ranges, and benefits designed to be maintained on a long-term basis.
4. Presentations to employees, Town Manager and the Selectboard.

Proposals shall include a summary of qualifications for the consulting business and an overview of the approach to the work being performed.

III. STANDARDS and DELIVERABLES:

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 Town of Richmond upon completion of the project and become the property of the Town.
3. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed.

Project Milestones. Proposals shall include timetable for each of the following items. Timetable should reflect how many weeks after the notice to proceed is given that each item will be completed

- Data collection, job description review, and analysis
- Preliminary findings meeting with the Town of Richmond Town Manager, any designated staff, and Selectboard members
- Preliminary Findings meeting with Town of Richmond staff
- Final comments delivered to the Consultant
- Final Report delivered to the Town of Richmond

IV. ADMINISTRATIVE INSTRUCTIONS

A timely response to the deadline identified must be received for the SOLICITATION to be considered. Interested parties are required to submit information requests and/or questions in writing either by mail, or email, to Josh Arneson.

Josh Arneson
Town Manager
P.O. Box 285
Richmond, VT 05477
E-Mail: jarneson@richmondvt.gov
802-434-6851

The deadline for submission is September 20, 2021 at 3:00 pm. Submittals received after this deadline will not be considered. Please write on the outside of the **sealed envelope or box**: "Proposal for Compensation Study" and the name of the entity proposing. Six (6) copies of your submittal are required. Proposals will be opened at the Richmond Town Center at 3:05pm on September 20, 2021. **An electronic copy of the proposal shall be submitted after the proposal opening. Electronic copies will not be accepted prior to the proposal opening.**

Proposals must remain valid for at least 60 days.

Proposal opening will also be held via Zoom:

Zoom Link: <https://us02web.zoom.us/j/89142465428?pwd=aUFpVFNhbnlKNVd0VktNenk3dk4rQT09>

Meeting ID: 891 4246 5428

Passcode: 535424

Join by Phone: +1 929 205 6099

Mailing Address

Town of Richmond
P.O. Box 285
Richmond, VT 05477

Physical Address for Delivery

203 Bridge St.
Richmond, VT 05477

In order to be considered responsive to this RFP, each Proposal must contain the following:

V. Proposal Requirements

The Proposal should demonstrate that the Proposer understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Proposer to supply the required services must be demonstrated. In order to assist in the evaluation process, please include the following information in the technical proposal.

A. Cover Letter**B. Statement of Qualifications**

- 1. Contact Information** - List the name of the firm, address, contact person, phone number, and e-mail address.

- 2. Professional Qualifications** – List the names of the principals of the firm and the qualifications of the project manager and key staff assigned to the project

- 3. Firm's Capabilities** - Briefly describe three similar projects, which your firm has completed in the past three years. List the members of each project team and the role played by each member. Please provide references for each project.

C. Methodology

Please provide a detailed explanation of how your firm would approach the work. It may 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 contractor and the Town of Richmond.

D. Cost Proposal Requirements

This is to be a lump sum proposal.

The work shall not be assigned or sublet without previous consent of the Town of Richmond. The contractor shall not either legally or equitable assign any of the moneys payable under this agreement, unless by and with the consent of the Town of Richmond.

VI. CONTRACTOR SELECTION PROCEDURE

The contractor 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 the 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 Town of Richmond reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

All proposals become the property of the Town of Richmond upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the contractor.

Oral Presentations

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

The Town of Richmond Rights

The Town of Richmond reserves the right to reject any or all proposals and to modify or issue changes to the original RFP. Any change will be distributed to all those originally issued the RFP.

The Town of Richmond 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 Town of Richmond. This solicitation of proposals in no way obligates the Town of Richmond to award a contract.

VII. AVAILABLE INFORMATION

1. Information on the Town of Richmond will be provided to the chosen consultant.
2. The VLCT Annual Compensation Report for VT Municipalities

VIII. ADDITIONAL REQUIREMENTS

Equal Employment Opportunity

The contractor 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 Contractor 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 Contractor 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 contractor shall have minimum umbrella coverage or \$1,000,000 per occurrence.