



City of Auburn, Maine

Financial Services

Jill Eastman, Director

www.auburnmaine.gov | 207.333.6601

60 Court Street, Auburn, Maine 04210

August 22, 2017

Dear Bidder;

The City of Auburn, a municipal corporation (hereinafter "the City"), is accepting written proposals for services for the performance of a **Compensation and Classification Study**.

The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine is necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: cost, professional qualifications, experience, and references. The City may hold interviews prior to award of contract.

Proposals must be submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly: **"Compensation and Classification Study – Bid 2018-009."**

Questions regarding this Request for Proposals should be directed via email to Christine Mumau, Human Resources Director: CMumau@auburnmaine.gov; or Derek Boulanger, Facilities Manager/Purchasing Agent: DBoulanger@auburnmaine.gov.

Please submit your proposal in a sealed envelope to the City of Auburn **by 2:00 p.m. on September 14, 2017**. Proposals must be received by **Derek Boulanger, Facilities Manager/Purchasing Agent, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. Proposals will be opened at 2:00 PM at Auburn City Hall. The City will not accept late bids.

Sincerely,

A handwritten signature in black ink, appearing to read "DBL", is written over a horizontal line.

Derek Boulanger
Facilities Manager/Purchasing Agent

Table of Contents

REQUEST FOR PROPOSALS	3
SCOPE OF SERVICES.....	3
ADDITIONAL REQUIREMENTS	4
GENERAL CONDITIONS	6
CONDITIONS AND INSTRUCTIONS TO BIDDERS	7
PROPOSAL FORM:	8
PROPOSAL FORMAT	9

REQUEST FOR PROPOSALS

The City is requesting proposals from qualified consultants to conduct a comprehensive **Classification and Compensation study** and analysis for regular full-time and part-time employees.

The successful bidder must demonstrate an understanding of the complex structure and operations of municipal government and extensive experience with pay, benefits, classification, union contracts and personnel issues in local government.

The purpose of requesting proposals is for the City to determine which consultant or firm can offer the highest quality of service at the most beneficial cost to the City.

Questions regarding this Request for Proposals should be directed to Christine Mumau, Human Resources Director: CMumau@auburnmaine.gov (207) 333-6601, Ext. 1416; or Derek Boulanger, Facilities Manager/Purchasing Agent: DBoulanger@auburnmaine.gov (207) 333-6601, Ext. 1135.

SCOPE OF SERVICES

The selected firm/organization will be responsible for conducting a Compensation and Classification Study for approximately 100 employee positions within the City of Auburn, Maine (hereinafter "the City"). A list of current positions is available upon request.

It is the intent of the City to conduct a wage and benefit market analysis based on municipalities of similar size and scope of services comparable to the City of Auburn. This total compensation and position classification study will be for all employees, union and non union; exempt and non-exempt. The study shall evaluate the internal equity among positions, including updating the existing job descriptions, and to conduct a comprehensive, current market analysis of the city's wage and benefit structure based on the data received from the surveyed entities. The following list outlines specific requirements:

The consultant shall perform and/or provide the following:

1. Conduct project information meetings with employees to explain scope and methodology of the project.
2. Review all current job classifications and analyze, document, and validate same for knowledge, skills, abilities, essential functions, education and experience relevance and hierarchical consistency, job definitions, distinguishing characteristics, supervision received and exercised, and special requirements, including licensing and certification requirements.
3. Conduct interviews with employees and appropriate supervisory and management personnel, as required. Update and validate job descriptions in collaboration with HR Director.
4. Develop and conduct a comprehensive labor market salary and benefit survey for the Central/Southern Maine statistical area that reflects both the public sector and private industry of

like size, scope of services and complexity of the City of Auburn. The consultant/group should propose the structure of this survey, including the number and type of comparables to be used.

5. Develop a position classification system for all City employees based upon an objective analysis and evaluation of job content. Such compensation plan must provide internal equity and yet be competitive in the marketplace to attract and retain qualified employees.

6. Prepare cost analysis and strategies for incumbents whose salaries fall below the proposed minimum of the range following reclassification, and strategies for those incumbents whose salaries are higher than the maximum of the range. Proposal should include recommendations for appropriate follow-up actions, factoring in considerations as appropriate, including market competitiveness, internal equity, implementation, funding and timing options, and feasibility.

7. A sustainable, user-friendly, and easy to communicate employee performance evaluation system specific to the needs of the City.

8. Consultant will prepare and provide a copy of the draft report to City Manager, Assistant City Manager and HR Director for review and consideration. Upon approval of City Manager, consultant will prepare final report. The final report will be presented to the City in both hard copy and electronic copy format. Consultant will provide an electronic copy of the completed plan, materials, and classification manual, in Microsoft Word format, to the City Manager, Assistant City Manager and Human Resources Director. Consultant will provide fifteen (15) hard copies of the completed final report.

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

ADDITIONAL REQUIREMENTS

Timeline: It is expected that the majority of scope of services and deliverables shall be completed by **January 15, 2018**.

Meetings: During the course of the study, it is expected that the selected consultant/group will be available to participate as requested in strategic planning reviews with the City Manager, Assistant City Manager, HR Director and others as deemed appropriate by the City Manager.

Expenses: All travel and related anticipated expenses associated with the project shall be included in the cost proposal.

General Administration: The City Manager or Assistant City Manager shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices for services provided in furtherance of the Scope of Services and in conformance with the contract.

Change Orders: The City shall have the right to change, increase, or decrease the scope of the Work by giving reasonable notice thereof to the Consultant. The value of such change orders shall be negotiated between the City and the consultant/group. No change order shall become effective until executed by both the consultant/group and the City.

Insurance: The Consultant shall not commence work before obtaining all insurance required under this paragraph and such insurance has been approved by the City. It is a requirement that the City be named as an Additional Insured on the General Liability and Automobile Liability policies.

GENERAL CONDITIONS

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and Consultant or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. The Bidder is responsible for all approved sub-contracted work. The Bidder is responsible for managing all aspects of sub-contracting work. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Bidders shall use the enclosed bid form.
2. Proposals must be completed in full, in ink and must be signed by firm official. Proposals **MUST be notarized** prior to bid being sealed and may be disqualified if not notarized. Proposals may be withdrawn prior to the time set for the official opening.
3. Proposals will be opened publicly. Bidders or representatives may be present at opening.
4. Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the consultants/firms submitting an RFP, or to cancel all or part of this RFP.
5. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
6. No contract may be assigned without the written consent of the Finance Director or her designee.
7. Please state "**Classification and Compensation Study – #2018-009**", on submitted, sealed envelope.
8. The City of Auburn reserves the right to waive any formality and technicality, whichever is deemed best for the interest of the City of Auburn.
9. The contract period for the successful consultant/firm will be three months from the executed contract date. The target completion date of this study is January 15, 2018. Each proposal is irrevocable for a period of sixty (60) days after the proposal due date.
10. Award 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

A proposal review team will be assigned to evaluate all responsive proposals received by the City. The team will consider the information in the proposals as outlined above. It should be noted that the contract resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the "best interest" of the City. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award. It is anticipated that the selection will be completed by October 5, 2017. Review Process - The City of Auburn reserves the right to reject any or all submittals. The City may request one or more firms to provide additional information and/or interview with City staff.

PROPOSAL FORM:

Due **Thursday, September 14, 2017**

To: City of Auburn
Derek Boulanger,
Facilities Manager/Purchasing Agent
60 Court Street
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for sixty days (60) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Company _____
Name (print) _____ Telephone # _____
Title _____ Fax # _____
Address _____
Email Address _____
Web Site _____

STATE OF MAINE
_____, SS.

Date: _____

Personally appeared _____ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public

Print Name

Commission Expires

PROPOSAL FORMAT

Proposals shall contain the following information:

1. Cover letter - On a cover sheet to the proposal, provide the official name, address phone number and e-mail address of the applicant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.
2. Bid proposal form
3. Experience and Qualifications
 - a. General statement of professional qualifications, experience, capacity, and a brief description of the organization
 - b. Specific experience - include a brief description of the experience and qualifications of the proposed staff member(s) who will be performing the services
 - c. A list of public entities for which the consultant has conducted comprehensive classification and compensation studies (within the past five years)
 - d. A list of three recent client references, including contact name, telephone number, email address and mailing address
 - e. Résumés of the principal(s) who will be providing the services under this contract and an indication of the number of hours each principal is expected to devote to this project
 - f. Samples of work product, such as completed compensation plans from similar municipal entities and/or other comparable studies
4. Approach/Methodology - Detailed description of the services and methods by which the Services set forth in the RFP will be performed. The description shall include proposer's understanding of the services to be provided; methodology to be used in benchmarking and determining salary ranges; and the estimated time the project will take from contract date to completion date.
5. Cost Proposal – Bidder will submit three (3) copies of the signed proposal. This section should contain a complete breakdown of all costs relating to the content of the proposal, including the maximized total cost, as well as an itemized breakdown of the compensation required to accomplish the full performance of all tasks outlined in the proposal. Include an hourly rate schedule for additional work that may be requested not included in this proposal.