

**CITY OF ST. JOHNS
REQUEST FOR PROPOSALS
CLASSIFICATION AND COMPENSATION STUDY**

The City of St. Johns will receive sealed proposals for assisting the City of St. Johns in a classification and compensation study until **11:00 a.m., June 20, 2017** in the office of the City Clerk, City of St. Johns, 100 E. State Street, Suite #1100, P.O. Box 477, St. Johns, Michigan, 48879-0477, at which time and place all proposals will be opened and read aloud.

Three copies of the proposals shall be submitted. Specifications are on file at the office of the City Clerk. To request the proposal documents, or for questions regarding the process contact the City of St. Johns Clerk's Office at (989) 224-8944, ext. 223 or by e-mail mseavey@ci.saint-johns.mi.us.

The City of St. Johns reserves the right to reject any or all bids and to waive any defects in the bids in the best interest of the City of St. Johns and to accept the proposal which, in the opinion of the Commission, best serves the interest and needs of the City of St. Johns.

If only one proposal is received said proposal will be presented unopened to the city commission at their next regular meeting. The city commission, at said meeting, may or may not open and/or award based on the sole bid in the city commission's discretion.

The City of St. Johns does not discriminate on the basis of race, color, age, religion, sex, disability, and national origin; nor does it discriminate on the basis of handicap status and activities, as to employment or the provision of services. The City of St. Johns is an equal opportunity employer.

Please mark your envelope: **“CLASSIFICATION AND COMPENSATION STUDY”**.

Mindy J. Seavey
City Clerk

PROJECT DEVELOPMENT

It is the intent of the City of St. Johns (city) to select a qualified firm to assist the city in a classification and compensation study which includes a comparison of fringe benefits.

Background

The city currently has job descriptions, a classification instrument, and salary and hourly schedules. The salary schedule includes 10 grade classifications (5 currently in use), each with five step years of service increments (currently 12 non-union salary employees). The hourly schedule includes 7 grade classifications (3 currently in use), each with five step years of service increments (currently 16 non-union hourly employees).

The city has 22 paid, on-call firefighters whose pay is based on position (chief, assistant chief, captain, lieutenant, firefighter, probationary firefighter); 5 regular part-time employees with a 5 step wage scale; and police union employees with contracts expiring June 30, 2018: 6 patrol officers (POAM) with a 6 step classification (starting, 1 through 5 years); 2 sergeants (COAM) with a 2 step classification (starting & 6 months).

Project Description

The qualified consultant will have the expertise to provide city with a range of classification and compensation study related services. Such services will include comprehensive review and revision to overall classification plans for non-union salary and hourly full-time employees; union employees; firefighters; and regular part-time employees.

The selected firm will perform all duties assigned by city including, but not limited to, the following:

1. Review the existing position classifications and perform a complete job analysis of all position classifications to include the appropriate development of a job analysis questionnaire to be completed by all non-union salary and hourly full-time employees, union employees, firefighters, and regular part-time employees.
2. Revise existing position classifications based on findings of the analysis and develop new classification specifications for positions or completely revise the classification instrument, as determined by the analysis.
3. Perform a comprehensive wage and salary survey among comparable municipal organizations within the State of Michigan. This survey would include the identification of comparable positions among the surveyed employers and an analysis of wages and salaries of the positions identified from the surveyed employers including a comparison of fringe benefits.
4. Recommendations for adjustments and alignment of the city's non-union salary and hourly schedule range table as well as the police union range tables (COAM & POAM) based on the job analysis and the results of the comprehensive wage and salary survey.
5. A review of related policies as necessary.
6. Written and oral presentations to the city commission and administration, as necessary, during the course of the study and preparation of the final report.

Proposals must include the following:

1. An overview of the firm and its experience and the qualifications for this project.
2. A comprehensive narrative statement that sets out the methodology to be used for the classification and compensation study.

3. A minimum of three reference names and contact information for similar projects that the firm has completed in the past three years.
4. Cost of the study.
5. Proof of liability and workers compensation insurance if bid is awarded.

Proposals will be evaluated based on the following:

1. Quality of proposal/responsiveness to needs
2. Cost – proposal will be considered valid for 45 days after the proposal closing date unless otherwise stated.
3. Demonstrated ability to provide the services based on references.
4. Professional credentials.
5. Timeframe for starting and completing the project.
6. City's opinion regarding the firm which will best serve the needs of the city.

Contact City Clerk Mindy Seavey at mseavey@ci.saint-johns.mi.us for clarification.

The proposal schedule is as follows:

- June 5, 2017:** Your interest in submitting a proposal for this study due by 2:00 p.m. to: mseavey@ci.saint-johns.mi.us (in order to get answers to any questions transmitted to you)
- June 5, 2017:** Questions due via email only, by 2:00 p.m. to: mseavey@ci.saint-johns.mi.us
- June 12, 2017:** Answers transmitted to all interested firms by 2:00 p.m.
- June 20, 2017:** Bids due by 11:00 a.m.

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PROJECT START AND COMPLETION DATE:

The city would like the project to start within 30 days after award of the proposal and be completed by September 30, 2017.

Proposed alternate completion date (if applicable): _____.

PROPOSAL

I/we agree to furnish the City of St. Johns the classification and compensation study as specified above for an amount not to exceed:

\$ _____

Amount in words _____ Dollars

Signature: _____

Date: _____, 2017

Print or type

Name: _____

Company: _____

Address: _____

Telephone #: _____

Fax #: _____

E-mail: _____

Federal I.D. Number: _____