



REQUEST FOR PROPOSALS: Compensation and Classification Study

The City of Willmar, a community of 19,600, seeks a proposal on conducting a compensation and classification study for the workforce. The City has approximately 100 FTEs, plus seasonal employees primarily in Parks and Recreation and Public Works. The City also has four bargaining units. AFSCME represents Public Works employees and a separate General Unit. Law Enforcement is represented by Law Enforcement Labor Services (LELS) and the Department Head, Confidential and Supervisory employees are also organized. The last compensation study conducted by the City of Willmar was in 2001.

The City of Willmar operates with a \$31 M budget of which \$15.2 M is dedicated for general purposes and \$8 M for Wastewater Treatment, which operates as an enterprise fund. The City also owns the Municipal Utility and Rice Hospital, although neither of those entities is included in the scope of this proposal. Recreation Services are provided through a Joint Powers Agreement with Willmar Area Public Schools.

The study should include:

- Review of 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 any special requirements, licensing and/or certifications.
- Interviews with employees and appropriate supervisory and management personnel, as required.
- The Consultant shall determine the appropriate labor market for the compensation study. The consultant should not limit the labor market to one single source.
- Comment on the quality and cost of the City's benefit systems, make recommendations for changes.
- Identify potential pay compression issues and provide alternative solutions.
- Analyze the impact of any potential changes on the City's compliance with pay equity.
- The Consultant will recommend appropriate salary ranges for existing or proposed positions based on the Classification Study and on the compensation survey results.
- The Consultant shall prepare written report of recommendations, including discussion of method, techniques and data used to develop the Classification & Compensation Study.
- The Consultant shall provide written instructional information to allow City of Willmar staff to conduct individual audits and adjustments consistent with the study methods until the next formal study is conducted.

Requirements of the Proposals:

- Successful proposals will provide a project schedule, including key milestones.

- Proposals will also describe the methodology to be used to gather the appropriate information.
- Proposers should also identify and quantify in terms of time, the nature and scope or services to be provided by City staff to assist in the project's completion.
- Provide 3 references of similar organizational assessments completed. The submission of proposals will also include the company profiles, staffing of the firm, proposed process timeline and any potential statements regarding conflict of interest.
- Changes to the proposals can be completed upon the written request of either party, but must be approved in writing by both parties. These proposals will be reviewed in an open (not sealed bid) evaluation comparing each of them to the above objectives.
- The City of Willmar retains the right to cancel the request for proposals at any time, and has no obligation to act on any or all of the proposals. This RFP is valid for 60 days from receipt of the proposals.
- After award of the successful proposal, the City and Respondent will work to accomplish the task in an expeditious manner as reflected by the critical path time line submitted with the proposal.
- After approval of the draft assessment and its results by the City, Respondent will make a final presentation of the findings of the assessment and recommendations to the full City Council at a regularly scheduled meeting. The final presentation will include a complete summary of all the deliverables listed in the RFP. For the final presentation, Respondent will provide 10 copies in a bound format for the use of the City Council and one electronic version of the document suitable for making additional copies as the City requires.

Right of cancellation

- At any time during the performance of the work, the City of Willmar can choose to terminate the contract with a 30 day notice in writing to the Respondent. The City of Willmar will ask the Respondent to cease work, accumulate billing up to that time and submit to the City of Willmar all work completed to date and the final bill for payment.

Please submit 5 copies of the proposal by 4:00 p.m., Tuesday, January 8, 2012 to the following contact:

City of Willmar

Attn: Charlene Stevens, City Administrator

333 SW 6th Street, P.O. Box 755

Willmar, MN 56201

Any questions related to this information can be directed to:

Charlene Stevens - (320) 235-4913 or cstevens@willmarmn.gov

City of Willmar Organizational Chart (By Function)

Electorate

Mayor & Council

Boards

Pioneerland Library
Community Education & Recreation
Rice Hospital
Housing and Redevelopment Authority
Kandiyohi Area Transit
Convention and Visitors Bureau
Zoning Appeals

Commissions

Planning
Municipal Utilities
Police Civil Service
Cable Advisory
Charter
Airport

Advisory Committees

Legal

Administration
Information Systems

Public Works

Engineering
Wastewater Treatment
Maintenance
Sewer/Water
Service Center
Airport
Civic Center

**Community Ed
& Recreation**

Park Development
Leisure Services
Community/Senior
Center

**Planning &
Development**

Economic Development
Planning & Zoning
Inspectional Services

**Clerk
Treasurer**

Treasurer
Assessing
Elections
WRAC
Transit

Finance

Budget
Accounting
Payroll

Police

Law Enforcement

Fire

Fire Protection &
Prevention