

REQUEST FOR PROPOSAL  
FOR  
CLASSIFICATION AND COMPENSATION STUDY

City of Roseville, Minnesota  
2660 Civic Center Drive  
Roseville, MN 55113

<b>Release Date:</b>	January 10, 2023
<b>Proposal Must be Received No Later Than:</b>	4:30 p.m. on February 3, 2023
<b>Submitted to:</b>	<a href="mailto:HR@CityofRoseville.com">HR@CityofRoseville.com</a> Human Resources 2660 Civic Center Drive Roseville, MN 55113 Phone: 651-792-7001

## I. Purpose

- A. Roseville is currently soliciting proposals from qualified consulting firms, experienced in the development of a job evaluation and compensation system. It is desired to obtain a consultant who will assist the City in the following:
  - i. Conducting a full market analysis of our current pay ranges/compensation package.
  - ii. Reviewing the existing job evaluation and compensation system and make recommendations for improvements to the existing system or implementation and training of a new job evaluation and compensation system.
- B. All prospective consultants will be afforded full opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, or disability in consideration for an award of any Contract entered into pursuant to this notice.
- C. This Request for Proposal (RFP) is an invitation by the City of Roseville for consultants to submit an offer, which may be subject to subsequent discussion. It is not a request for competitive bids. Submittal of a proposal does not create any right in or expectation to a Contract with the City of Roseville. Roseville reserves the right to reject any or all proposals and the City further declares that it will incur no financial obligations for any costs by any company in preparation of their proposal.

## II. Statement of Qualifications

- A. To be considered, a consultant must be a full-service consulting firm with expertise in compensation structure analysis and maintenance and market pay analysis. The consultant must also be able to provide full support in the reclassification and classification of positions and have the tools available to train Roseville staff in this process. The consultant should be able to demonstrate that its job evaluation and compensation system has been successfully implemented in at least three government entities, preferably within the State of Minnesota.

## III. Criteria for Selection

- A. Members of a selection committee will evaluate each submitted proposal to determine those firms who may be invited for oral interview. The selection committee will recommend a contract with one firm after reviewing qualifications.
- B. All proposals submitted will be evaluated using the following criteria:
  - i. Compliance with RFP
  - ii. Understanding of the project

- iii. Services to be provided
- iv. Type of job evaluation system(s) the firm is familiar with
- v. Ease and method of post contract maintenance of the classification and compensation system
- vi. Ability to complete the work within the time specified
- vii. Qualifications of the firm, including but not limited to its experience and personnel assigned to the project and any subcontractors, if any
- viii. Professional references
- ix. Results of oral interview/presentation
- x. Cost

#### IV. Cost and Fee Arrangements

- A. The consultant must provide a proposal with maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this Request for Proposal.

#### V. City of Roseville Background Information

- A. *Community Highlights*-According to the 2020 census, the City of Roseville has a population of 36,254. Roseville is a suburban community bordering both Minneapolis and St. Paul.
- B. *Employee Demographics*- The City of Roseville employs approximately 220 regular employees in the following departments: Administration, Community Development, Finance Department, Fire Department, Parks and Recreation, Police Department, and Public Works Department. All union compensation is governed by contract, however the city is seeking to include these as part of the market analysis. There are a total of six collective bargaining units across various departments. At any given time, there are any number of seasonal/temporary/intern employees. There are 99 current job classification descriptions (not including seasonal positions), of which 19 are classified as union positions. A copy of job titles may be found in Appendix "B."
- C. *Department breakdown -*

	Non-Union	Union	Seasonal
Administration	10	0	0
Community Development	12	0	1
Finance	15	0	0
Fire	4	5	0
Parks and Recreation	11	4	31
Police	13	4	0
Public Works	15	6	4
Total	<b>80</b>	<b>19</b>	<b>36</b>

- D. *Existing Compensation System*-Currently, the City of Roseville uses the Employer's Association compensation system.

## VI. Overall Scope of Work

- A. *Communications Expectations*-The successful consultant will be required to meet with the key personnel at the initiation and conclusion of each phase of the study. Additionally, any reports on the results of the study or recommendations during any part of the project will also be provided in writing. The City further expects ongoing and open communications between designated City representatives and the consultant over the course of the project. All products and recommendations must comply with applicable State and Federal law and enhance the City's ability to obtain and retain qualified personnel.
- B. *Timetable for the Compensation Study*- Once a consultant has been identified and approved by the City Council; the Compensation Committee would like to begin market analysis and job evaluation/pay structure analysis as soon as possible, but no later than March 1, 2023.
- C. Additionally, the Compensation Committee would ideally like the market analysis with recommendations complete by June 1, 2023, with a presentation of results to the City Council in early July. Ideally, the entire project to be complete by August 1, 2023. The committee is open to considering other timelines based on consultant resources or past experience. Any recommendations exceeding the preferred timeline need to be provided in detail in the consultant's proposal.

## VII. Scope of Services

- A. Conduct a full market analysis of the compensation, classification and benefit structure for regular (non-seasonal) designated positions in Appendix B. This should include providing an action plan that specifies how the analysis will be conducted including how input and involvement of staff will occur, what steps will be taken to ensure objectivity and impartiality, and how the market rates for similar jobs in the relevant market will be identified.
- B. The City is also seeking to create a pay plan for seasonal positions with a market analysis completed as part of the proposal. The list of those jobs can be found at the end of Appendix B. Proposals should list this as a separate line item when providing cost and timeline.
- C. Determine the need for a new compensation and classification system or recommend improvements to the current system based on results from the market analysis that meets the requirements of the law, recognizes tenure, assures internal equity and external competitiveness, has the ability to be coordinated with current labor agreements, and incorporates the market conditions identified in the study.
- D. Design and recommend an implementation strategy for the updated compensation system with the lowest financial impact on the city operating process and greatest gain to positions that fall outside of a designated range. This plan may be implemented over multiple years.
- E. Upon implementation of the compensation system, the consultant will provide training to City staff on the utilization and maintenance of the system. Additionally, the consultant will provide the necessary

documentation and other materials so the City will be able to maintain the system independent of the consultant following the implementation of the job evaluation/compensation plan.

- F. The successful consultant must agree to comply with all federal, state, and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, national origin, sex, marital status, status with regard to public assistance, disability or age.

## VIII. Specifications for Proposals

- A. All proposals submitted in response to this request for proposals must contain the following information in the stated order:
  1. Name, address and telephone number of the firm.
  2. Description of the firm (corporation, partnership, etc.) and year established.
  3. Description of experience in developing and/or maintaining classification and compensation systems in governmental jurisdictions, particularly in City Government.
  4. Name(s) of all partner (s), principal(s) and/or owner(s) of the firm.
  5. Name and biography of all proposed consultants/facilitator(s).
  6. Name, title and business address of person responsible for submitting this proposal.
  7. Listing of proposed subcontractors, if any, and the scope of work they will perform.
  8. Description of the scope of involvement of city staff.
  9. Narrative proposal on what approach and techniques the consultant will use in identifying and evaluating information provided. Describe the process you use and submit the forms, questionnaires and instruments used or proposed for use in this study.
  10. Description of the type of job evaluation system(s) the firm is familiar with, including discussion of factors deemed necessary for successful implementation and maintenance of the system(s).
  11. Narrative proposal on scope of work as identified above. Please include a statement regarding how the firm intends to ensure equity is considered and incorporated into the proposed pay structure and compensation system.
  12. An estimate of time required to complete the project and a proposed timeline of work tasks, including the date of final completion of the project.
  13. A breakdown of the firm's rates, fees and charges for services, by phase and for total project, and a proposed payment schedule. Responses should also include a completed Appendix A.
  14. Proposed contract terms.
  15. A statement ensuring validity of the proposal for at least ninety (90) days.
  16. At least three references, preferable other governmental units, including an individual contact name,

name of organization and phone number, the City may contact regarding projects of similar size and content as outlined in this request (both union and non-union wage and classification systems and implementation approaches).

## IX. Submittal Requirements

- A. For consideration to be given to any proposal submitted pursuant to this RFP, proposal materials must be submitted by 4:30 p.m., February 3, 2023.

Human Resources  
City of Roseville  
2660 Civic Center Drive  
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Phone: 651-792-7001  
Email: [HR@Cityofroseville.com](mailto:HR@Cityofroseville.com)

## X. Reservation of Rights

The City of Roseville reserves the right to:

- A. Accept or reject any and all proposals received in response to this RFP for any or no reason, and to re-advertise for new submittals.
- B. Waive or modify any irregularities in proposals received after prior notification to the consultant.
- C. Request the submission of proposal modifications at any time before the award is made, if such request is in the best interest of the City.
- D. Consider proposals or modifications received at any time before the award is made, if such request is in the best interest in the City.
- E. Request clarification and/or additional information from the consultant during the evaluation process. Said clarification or additional information shall be provided within two working days and shall be provided in writing.
- F. Utilize any and all ideas submitted in the proposals received unless those ideas are covered by legal patent or proprietary rights and the patent of those rights is indicated by the consultant. Proposals will become the property of the City of Roseville.
- G. In the event of Contract termination, enter into Contract negotiations with other qualified firms that submitted acceptable proposals, rather than redoing the proposal process for the project.
- H. Negotiate with the selected consultant to include further services not identified in this RFP.
- I. To negotiate with one or more respondents.

For further information, contact:

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THANK YOU FOR YOUR INTEREST IN THE CITY OF ROSEVILLE

# APPENDIX A

## Proposal for Analysis of Compensation and Pay System Structure and Implementation

\_\_\_\_\_ Agrees to provide the City of Roseville with professional consulting services and we will provide the following:

Compensation Study/Market Analysis	\$ _____
Amend or Establish Compensation System	\$ _____
Implementation Strategy for Compensation System	\$ _____
Training for Maintenance of System	\$ _____
Other	\$ _____
Total	\$ _____

Along with this proposal we have included background information about our firm, references, project schedule, cost and pricing analysis and project overview.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX B

Accountant	
Accounting Tech I	
Accounting Technician II	
Accounting Technician III	
Administrative Coordinator	
Administrative CSO	
Assistant Building Official	
Assistant City Engineer	
Assistant City Manager	
Assistant Finance Director	
Assistant Fire Chief	
Assistant Parks & Recreation Director	
Assistant Public Works Director/City Engineer	
Battalion Chief	Union
Building Inspector	
Building Official	
City Hall Front Desk Receptionist	
City Manager	
City Planner	
Code Compliance Coordinator	
Code Compliance Officer	
Community Development Director	
Community Relations Coordinator	
Community Relations Manager	
Community Relations Specialist	
Community Service Officer	
Customer Service Representative	
Customer Service Representative/Permit Technician	
Database Specialist	
Department Assistant	
Deputy City Clerk	
Detective	Union
Economic Development GIS Specialist	
Engineering Project Coordinator	
Engineering Technician III	
Environmental Manager	
Equity and Inclusion Manager	
Finance Director	
Fire Chief	
Fire Inspector/Firefighter	Union

Fire Lieutenant	Union
Firefighter Cadet	
Firefighter/EMT	Union
Firefighter/Paramedic	Union
Forestry Coordinator	
GIS Coordinator	
Golf Course Superintendent	
Homeless Outreach and Housing Navigator	
Housing & Economic Development Program Manager	
Human Resources Assistant	
Human Resources Generalist	
Ice Arena Maintenance Worker	
Ice Arena Maintenance Worker - Ice & Golf Course	
Investigative Analyst	
Lead License Center Representative	
Lead Passport/Auto Dealer Representative	
License Center Manager	
License Center Representative - Motor Vehicle	
License Center Representative - Passport	
Maintenance Support Specialist	
Maintenance Worker II - Parks & Recreation	Union
Maintenance Worker II - Streets	Union
Maintenance Worker II - Utilities	Union
Mechanic	Union
Motor Vehicle Supervisor	
Naturalist	
Office Assistant	
Parks & Recreation Department Assistant	
Parks & Recreation Director	
Parks Superintendent	
Passport Supervisor	
Police Cadet	
Police Chief	
Police Community Relations Specialist	
Police Deputy Chief	Union
Police Lieutenant	Union
Police Lieutenant	Union
Police Officer	Union
Police Records Technician	
Police Records Technician II	
Police Sergeant	Union
Property Room Technician	
Public Works Director	

Public Works Superintendent - Street	Union
Public Works Superintendent - Utilities	Union
Recreation Program Supervisor	
Recreation Superintendent	
Right of Way Coordinator	
Senior Planner	
Senior Project Coordinator	
Skating Center Superintendent	
Sr. Department Assistant	
Support Services Manager	
Sustainability Specialist	
Utility Billing Clerk	
Volunteer Manager	
Working Foreman	Union
Seasonal - Skate Guard	
Seasonal Customer Service Representative Part Time	
Seasonal Dance Instructor	
Seasonal Evening Field Supervisor	
Seasonal Facility Supervisor	
Seasonal Gardner	
Seasonal Golf Course Clerk	
Seasonal Golf Course Starter	
Seasonal Gymnastics Instructor	
Seasonal Ice Rink Attendant	
Seasonal Inspector	
Seasonal Naturalist - Part Time	
Seasonal Nature Center Program Coordinator	
Seasonal Park and Recreation Intern	
Seasonal Parks Lead Facility Supervisor	
Seasonal Parks Maintenance Worker	
Seasonal Parks Maintenance Worker - WEEKENDS	
Seasonal Part Time Field Supervisor	
Seasonal Part-Time - Maintenance Worker and Concert Assistant	
Seasonal Part-Time Adult Basketball Site Supervisor	
Seasonal Part-Time Dance Program Coordinator	
Seasonal Preschool Program Senior Lead	
Seasonal Rec Connect and Leaders in Training Lead	
Seasonal Recreation Coordinator	
Seasonal Recreation Program Lead	
Seasonal Recreation Staff	
Seasonal Skating School Coordinator - Part Time	
Seasonal Streets Maintenance	
Seasonal Tennis Instructor	

Seasonal Turf & Grounds Maintenance Worker

Seasonal Utilities Maintenance

Seasonal Zamboni Driver

Seasonal/Part-time Gymnasium Facility Supervisor