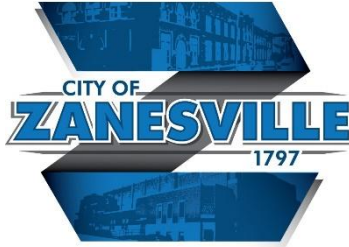


REQUEST FOR QUALIFICATIONS (RFQ)



COMPENSATION/WAGE SURVEY/ JOB DESCRIPTION REVIEW

The City of Zanesville, OH is soliciting submittals for the herein described services and/or commodities for the purpose defined in the document. By responding to this request, the offeror agrees to perform in accordance with the terms and conditions set forth in this document in the event that the response is selected for contract award.

THE CITY OF ZANESVILLE
REQUEST FOR
QUALIFICATIONS
COMPENSATION/WAGE SURVEY/JOB DESCRIPTION REVIEW

I. GENERAL INFORMATION

The City of Zanesville is the largest city in Muskingum County (Ohio). Covering 12 square miles and located approximately 52 miles (1 hr.) east of Columbus, Zanesville has a population of nearly 25,000. The City of Zanesville operates under a Mayor/Council form of government. Other elected officials include the Law Director, Auditor, Municipal Court Judge and Treasurer. The Mayor appoints the Public Safety Director, the Public Service Director and the Community Development Director. The Public Safety Director oversees and coordinates Police, Fire, Code, City Maintenance and Traffic Signals. The Public Service Director oversees public works such as Street, Sanitation, Water and Wastewater. The Community Development Director oversees Zoning and Planning.

The City currently uses a Pay Grade & Range plan for unaffiliated employees. In addition, the City has eight collective bargaining units providing municipal services. Unions representing the City of Zanesville employees include: International Association of Fire Fighters (IAFF) Local #88, Zanesville Professional Fire Officers Association, American Federation of State, County and Municipal Employees (AFSCME) Council #8 – Local #1573, and Fraternal Order of Police (FOP). The FOP represents five bargaining units; the Police Officers, Captains, Sergeants & Lieutenants, Police Secretaries & Records Clerks and Corrections Officers.

II. PURPOSE OF RFQ

The City strives to offer a competitive pay structure. In an effort to meet this goal, the City seeks a vendor to perform an in-depth analysis of compensation comparables for various classifications within the municipal service. Our desire is to obtain a consultant who will assist the City in reviewing the existing job descriptions and compensation system, analyze the current jobs performed by employees and determine the correct market pay with comparable cities for each position. The study must measure and provide analysis on (a) base salary, (b) pay/step plans, (c) employer-provided medical benefits packages and (d) any other incentive-based or classification-based compensation options. We expect the consultant to make recommendations for improvements to the existing system and implementation of a new job descriptions and compensation system along with any adjustments to pay and benefits that may be needed

To ensure study validity and applicability, the City requests compensation analysis using similar sized local municipalities for comparison. To ensure the labor competitive market's considered, we request that the consultant recommend comparator cities for consideration along with a list previously used by the City for similar, less in-depth studies. In addition, some classifications may benefit from being compared to similar classifications within non-profit and for-profit organizations.

The following components need to be addressed:

- The consultant will review the current job descriptions and compensation system and determine the need for a new compensation system, which would assure internal equity and external competitiveness.
- The review will not include bargaining unit positions. Only wages of between 80-90 unaffiliated positions will be included in the review.
- Compare the pay ranges with comparable local (Zanesville and surrounding communities) government, nonprofit and/or for-profit organizations.
- Compare actual employee pay with comparable local (Zanesville and surrounding communities) government, nonprofit or for – profit organizations performing the same or similar functions
- Compare pay, step plans and special assignment pay with comparable local (Zanesville and surrounding communities) government, nonprofit or for-profit organizations performing the same or similar functions.
- Include full-time and regular part-time employees as specified by the City.
- Recommend pay structures features that will provide opportunities for advancement while minimizing salary overlap between levels of responsibility.
- If necessary, recommend adjustments to the pay plan to adequately reflect base pay levels/steps per classification.
- Retention & recruitment strategies.

III. EXPECTED OUTPUTS

The Consultant will provide the following services:

- Recommendations for improvements to existing job descriptions.
- Development of salary schedule(s) with minimum, midpoint and maximums, to include range spreads and midpoint progression.
- Assignment of classifications/positions to a salary range (both Benchmarked & Non-Benchmarked positions).
- Any tools that may assist the City of Zanesville in maintaining the pay schedules in the future.
- Presentation of results to City Staff.
- Request for all recommendations to be submitted electronically via Excel.

IV. PROPOSAL REQUIREMENTS

- A detailed description of the plan to achieve the necessary requirements and a plan for accomplishing the work.
- A detailed description of the compensation structure methodology to be used if the consultant has a pre-designed system.
- A proposed timeline to include start and completion dates for the study.
- Experience of the firm in conducting similar studies for governmental entities and other comparable studies.
- Professional resumes of all personnel to be involved in the study and a clear indication of the responsibilities of each.

V. CONSULTANT SELECTION CRITERIA

- Qualifications, background and prior experience of the firm and the proposed project team in conducting similar studies, including references.
- Content, technical approach and understanding of the scope of the project.
- Overall project design and methodology
- Cost as compared with the level of service to be provided.
- Proven ability of the firm to meet work schedules, to communicate and work effectively with government officials and to complete study in a responsive time frame.

The City reserves the right to reject any or all proposals, to accept the proposal considered most advantageous to the City and to waive informalities and irregularities in proposals received. The City may request only a portion of the tasks listed to be completed, and the City reserves the right to award the contract task by task.

VI. INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS

Questions concerning the RFQ should be emailed to Darla Wooten, Human Resources Manager, at darla.wooten@coz.org.

Two (2) hard-copies along with one (1) unbound original of the written proposal and supporting materials must be received by the City of Zanesville at the following location no later than **4:00 p.m. (EDT) on Friday, January 11, 2019.**

**City of Zanesville
Attn: Darla Wooten
Human Resources Manager
401 Market Street
Zanesville, OH 43701**

Summary of RFQ Process Deadlines

The following is the schedule for responding to this RFQ. The schedule is subject to change:

- | | |
|--------------------------------|---------------------------------------|
| • December 14, 2018 | RFQ issued |
| • December 28, 2018 | Deadline for submitting RFQ questions |
| • January 4, 2019 | City response to questions |
| • January 11, 2019 (4:00 p.m.) | RFQ Responses Due |
| • January 18, 2019 | City selection of firm |

VII. REPORTING REQUIREMENTS

At the conclusion of the project, the consultant will provide the following project reports:

- Five (5) printed copies in addition to one PDF Copy
- All written documents must be a Word document. This includes the requirement for an Executive Summary outlining recommendations.
- All spreadsheets and calculations in Excel format including formulas.
- All charts, graphs and pictorial representations in PowerPoint.
- A detailed implementation plan outlining execution strategies/milestones for each recommendation, if adopted. This plan should be practical and within the means of the City's budget.
- The consultants must be available to present the project information and recommendations to City staff at a mutually agreeable date/time.

VIII. SELECTION PROCESS

- Following RFQ opening at the time and location specified in the advertisement, the original copy of the submittal shall be retained by COZ.
- The submittals will be transmitted to the Selection Committee
- The Selection Committee may invite two (2) or more respondents to attend an interview. Respondents will be contacted to schedule a time and location for the interview.
- The Selection Committee will evaluate and rank firms accordingly and make preliminary award
- The firm selected will be asked to negotiate a final scope of work and price and to develop a contract. Should negotiations fail to result in the development of a contract; the next highest ranking firm will be offered the opportunity to continue the process. This method may continue until an agreement is reached.
- Final rankings will be forwarded to the Zanesville City Council for consideration of negotiated contract.

IX. EVALUATION CRITERIA

Submittals received in reply to this request will be evaluated using the following criteria and scored based on a maximum of 100 points. Submittals will be evaluated and the most qualified competitor will be selected, subject to negotiations of fair and reasonable compensation.

Qualifications and Experience (with same type of industry and organization)	25 pts
Project Design and Methodology	25 pts
Rates, Fees and Expenses	40 pts
References	10 pts

X. CITY RIGHTS RESERVED

- The City reserves the rights to accept or reject all or portions of any response(s) to the RFQ, to waive any formalities of the RFQ process, to re-advertise the RFQ, to amend the terms of the RFQ, to extend the dates provided herein, to suspend the procurement if the desired outcomes are not achieved, to award the contract to the most responsive and responsible respondent(s) as deemed in the best interest of the City, and/or to proceed to provide the services otherwise, as the City may determine in its sole discretion is in the best interest of the City.
- No reimbursement will be made by the City for any costs incurred in responding to this RFQ, developing or submitting responses to the RFQ, or attendance at a site inspection, pre- bid conference or interviews.
- The City reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of any response to the RFQ and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the respondent(s), proposed sub Consultants, independent Consultants and suppliers. The purpose of such investigation is to satisfy the City that the respondent has the experience, resources and commercial reputation necessary to perform the work and support any warranties in the prescribed manner and time.
- In the event the RFQ responses are considered for an award, the City reserves the right to award the Project to the firm that demonstrates the best ability to fulfill the requirements for the performing the subject services. The successful firm will be chosen based on the qualifications, evaluation of submittals and a possible interview. The City reserves the right to conduct such discussions or negotiations with Proposers or other entities as it deems necessary to assist in the evaluation of any proposal, to secure maximum clarification and completeness of any proposal, and select the proposal that best meets the requirements of the City and the public interest.

The City of Zanesville is an Affirmative Action/Equal Opportunity Employer