

Request for Proposals
City of Albany Comprehensive
Classification & Compensation
Study



Release Date:
August 1, 2018
Response Due By:
August 30, 2018 –
4 PM

Request for Proposals City of Albany Comprehensive Classification & Compensation Study

The City of Albany is requesting proposals from qualified firms or individuals interested in conducting a comprehensive Classification & Compensation study. The study will be for the following employee groups: SEIU (Service Employees International Union, Local 1021), AFFA (Albany Fire Fighters' Association) and APOA (Albany Peace Officers' Association), and the Management/Confidential (Unrepresented) employees group. This document outlines the scope of work for consulting services. Four (4) copies of the proposal shall be submitted in writing, and an electronic version via email to:

**Melissa Rojas, Human Resources Director
City of Albany**

1000 San Pablo Avenue, Albany CA 94706

email: mrojas@albanyca.org

Attn: RFP Classification & Compensation Study

I. INTRODUCTION

The City of Albany is a Charter City operating under the Council/City Manager form of government. The City was incorporated in 1908 and has a current population of approximately 18,500 residents. Albany is known for the excellent quality of its K-12 school district, and small town ambiance in an urban setting.

The City Council consists of five members elected at-large to four year terms. Annually the City Council selects one of its members to serve as Mayor and another as Vice Mayor. The City Council appoints a City Manager as the Chief Executive Officer of the city government. The Council also appoints the City Clerk, City Attorney, and all Department Head positions. Reporting directly to the City Manager are the departments of Administration, Community Development, Finance, Fire, Human Resources, Police, Public Works, and Recreation & Community Services.

The City is comprised of the following departments: Fire, Police, Finance, Public Works, Community Development, Recreation & Community Services, and the Administration Department including Human Resources, Information Technology, City Clerk, Community Media, City Attorney, and City Manager.

The City has reviewed and revised job descriptions as the need arises but has not conducted a comprehensive classification and compensation review. The City employs approximately 100 budgeted full-time employees, and approximately 50 part-time, hourly employees. Pertinent classification lists for the classification and compensation study are attached to this RFP. Attachment A lists all full-time classifications according to bargaining unit.

Memoranda of Understandings, existing job specifications, and salary and benefit information can be found on the City’s website at www.albanymca.org. The job classifications covered by each bargaining unit are included in the applicable Memorandum of Understanding.

Projected Timeline

The following is an outline of the anticipated schedule for the proposal review, contract award, and study process. Schedule is tentative and subject to change:

WORK TO BE COMPLETED

RFP released.....	August 2, 2018
RFP Responses due.....	August 30, 2018 at 4PM*
Evaluation of Proposals Period	September 4 – 7, 2018
Consultant Interviews.....	September 10 – 14, 2018
City Council Review for Approval.....	October 1, 2018
Project start date.....	October 2, 2018
Draft Study due.....	January 2019
Final Report due.....	February 2019

***submissions will not be accepted after the deadline**

All materials submitted in accordance with this RFP become the property of the City and will not be returned. If you have any questions regarding this RFP, please contact Melissa Rojas: mrojas@albanymca.org. Any other contact with City personnel related to this RFP, prior to the formal appointment of the Consultant, is expressly prohibited.

Scope of Services

Classification

The Classification Study will include, but is not limited to:

1. Review current classification specifications and analyze essential duties, knowledge, skill, ability, education and experience relevance, series/class hierarchy, conformity with ADA language relative to essential job functions (including physical requirements), position summaries, class characteristics, supervision received and exercised, position duties, special requirements including license and certification requirements, and Fair Labor Standards Act (FLSA) status (exempt/non-exempt).
2. Conduct orientation and briefing sessions to explain the scope of the study to affected employees and association representatives.
3. Develop and distribute job-related questionnaires.
4. Review and analyze completed job-related questionnaires.
5. Conduct interviews with all or a representative sample of covered employees.
6. Review various job series in terms of appropriateness.
7. As appropriate, recommend new classes and/or recommend deletion of outdated or unnecessary classes.
8. Draft updated, accurate class specifications in a format approved by Human Resources, classification specifications shall include the following items:
 - (a) A summary of the job classification
 - (b) Class characteristics describing supervision exercised and received with definition of lead or supervisory roles and series/class hierarchy
 - (c) A complete description of the essential job functions
 - (d) Requirements of education, experience, knowledge, skills and abilities

- (e) Working environment and/or physical demands
 - (f) Licenses, certifications, driving requirements, physical requirements in compliance with the American with Disabilities Act (ADA), and applicable additional requirements
 - (g) Appropriate exempt and non-exempt designation under the Fair Labor Standards Act (FLSA)
9. Provide periodic status reports on progress as requested.
 10. Provide finalized class specifications and recommend an appropriate classification for each employee, including identifying discrepancies between existing and proposed classifications and explanation of correction.

Compensation

The Compensation Study will include:

1. Review of current compensation practices and related issues.
2. Complete internal salary relationship analysis including the development of appropriate internal relationship guidelines (internal equity).
3. Recommend salary relationship/differentials between classes in each class series.
4. Recommend logical and defensible comparable agencies (external equity).
5. Conduct a comprehensive total compensation survey using comparable survey agencies, using not only job titles, but duties and responsibilities based upon the classification specifications from the City.
6. Make recommendations, if needed, to compensation plan based on Fair Labor Standards Act (FLSA) status (exempt/non-exempt).
7. Recommend salary survey benchmarks in conjunction with relevant benchmark classifications.
8. Develop externally competitive and internally equitable salary recommendations for each job class included in the study.

9. Recommend implementation strategies including calculating the cost of implementing the plan.
10. Provide written documentation of assessment methodology, including discussion of methods, techniques, and data used to develop the Classification and Compensation Report.
11. Present draft results to management and bargaining unit in a group meeting and throughout duration of the process if requested or needed.
12. Present and explain proposed Classification and Compensation Report to Council and throughout duration of the process if requested or needed.
13. Train City staff in the methodology used to systematically assess job classifications in order to maintain internal compensation equity in the future when adding, changing or deleting classifications.

RFP Requirements & Submissions

Each proposal should be organized to clearly address the following requirements, at a minimum:

1. Cover letter to briefly state the consultant's understanding of the work to be performed, the commitment to perform the work in the required timelines, and why the consultant believes it is best qualified to perform the duties and tasks outlined and described in scope of work contained in this request. It should be signed by an official with the legal authority to commit the resources of the firm.
2. Consultant name and/or business name, DBA (if applicable) and principal contact person, including office location, address, telephone number, fax number and email address.
3. Provide a brief history of the Consultant and any sub-consultants undertaking the work. Provide details on the Consultant's experience conducting similar studies and projects. Please specify the roles performed in those projects by key personnel.
4. Identify key staff to be assigned to this project, provide resumes for each key staff member.
5. Provide a statement describing the "Scope of Services" as you understand it. Provide a detailed description of the plan to achieve the

- necessary requirements and a plan for accomplishing the work-this plan should describe the approach, methodology and procedures to be employed to gather the data, analyze findings and develop recommendations as requested.
6. Describe the way in which the work product will be structured and presented upon completion.
 7. Describe any optional services you provide which would be of interest and assistance to a classification and compensation study. Identify the personnel associated with each service, if applicable.
 8. Provide a timeline indicating tasks required and the start/completion dates for each.
 9. The fee proposal shall include:
 - (a) A rate schedule for each component and total cost estimate, not to exceed amount for the work described under "Scope of Services."
 - (b) A rate schedule for computing any extra work not specified in the contracted "Scope of Services."
 - (c) Amount to be deducted from total cost estimate because consultant is conducting (or has conducted in the past 6 months) salary surveys of comparable jurisdictions/positions, the data from which can be shared rather than independently gathered.
 10. Please provide at least three references, all public agencies, for which comparable services have been rendered in the past five years. These agencies must be able to verify your firm's experience and qualifications. Be sure to include agency name, addresses, e-mail addresses, telephone numbers, and contact persons.
 11. Proposals should expressly state that the offer, including all pricing quotes, will remain in effect for the entire term of the contract (up to two years).

Insurance Requirements

The Consultant must agree to indemnify, hold the City harmless, and defend the City, its officers, officials, agents, employees, and volunteers from all claims and legal action for damages arising from their performance under an agreement.

Prior to and during the performance of an agreement, the Consultant shall

maintain at its own expense insurance coverage consistent with the City's Insurance Requirements (Attachment B).

Selection and Award

The final award will be based on consideration of the entire proposal for, but not limited to, proposal completeness, ability to meet requested service needs, experience in conducting classification and compensation surveys, and the cost to the City. The City is under no obligation to award a contract to the lowest cost proposal. However, additional consideration will be given to those who provide the best value for the services requested.

General Information

1. The City of Albany reserves the exclusive right on its selection of a consultant.
2. All proposals submitted will be subject to public records laws.
3. The City reserves the right to cancel or reissue the RFP or revise the timeline at any time.
4. The City reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process. The City may accept any proposal if such action is believed to be in the best interest of the City.
5. The City is not liable for any cost incurred by the proposer prior to execution of a contract.
6. The City reserves the right to negotiate scope and cost with the consultant.
7. The project team shall be approved by the City of Albany. The City must approve any changes in the project team.

Attachments

Attachment A: List of All Full-Time Classifications for Classification and Compensation Study

Attachment B: City's Insurance Requirements

Proposal Time Line

Deadline for proposals is 4:00PM August 30, 2018.

Deliver four printed copies proposals, and an electronic version via email to:

Melissa Rojas, Human Resources Director

City of Albany, 1000 San Pablo Avenue, Albany, CA 94706

Attention: Classification & Compensation Study RFP

mrojas@albanyca.org

Attachment A

List of All Full-Time Classifications for Classification and Compensation Study

Accountant	Office Assistant I
Accounting Technician I/II	Office Assistant II
Accounting Technician III	On-Call Communications Clerk
Administrative Secretary	Parking Enforcement & Traffic Control Technician
Assistant City Manager	Part-Time, On-Call Police Clerk Typist
Assistant Engineer	Planning Manager
Assistant to the City Manager	Police Administrative Specialist
Associate Engineer	Police Chief
Building Inspector I	Police Lieutenant
Building Inspector II	Police Officer
Building Plans Examiner	Police Sergeant
CIP Program Manager	Police Services Technician I
City Clerk	Police Services Technician II
City Clerk/Assistant City Manager	Program Aide
City Manager	Program Assistant
Civilian Clerk Typist I	Program Leader I
Civilian Clerk Typist II	Program Leader II
Communications Clerk	Program Leader III
Community Development Assistant	Program Manager
Community Development Associate	Project Manager
Community Development Director	Public Works Director/City Engineer
Community Development Technician	Recreation & Community Services Director
Community Engagement Specialist	Recreation Coordinator I
Community Services Manager	Recreation Coordinator II
Facilities & Maintenance Manager	Recreation Supervisor
Finance Director	Secretary to the City Manager
Financial Analyst	Senior Accountant
Fire Captain	Senior Engineer
Fire Chief	Senior & Human Services Director
Fire Engineer	Senior Planner
Firefighter/Paramedic	Senior Recreation Supervisor
Fire Inspector	Urban Forestry Coordinator
Fire Lieutenant	
Human Resources Analyst	
Human Resources Director	
Human Resources Technician	
Information Technology Analyst	
Intern	
Lead Maintenance Worker	
Library Board Liaison	
Maintenance Worker I	
Maintenance Worker II	
Management Analyst	
Neighborhood Services Manager	

EXHIBIT B INSURANCE

CONSULTANT shall procure and maintain for the duration of the contract such insurance, in the forms and amounts specified by CITY, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, his/her agents, representatives, employees or subcontractors.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE.** CONSULTANT shall maintain minimum limits of Insurance as follows:

1. **General Liability:** \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. **Workers Compensation and Employers Liability:** Workers Compensation limits as required by the Labor Code of the State of California.
4. **Professional Liability Insurance:** \$1,000,000 of Professional Liability Insurance (Errors and Omissions). The policy shall provide 30 days advance written notice to CITY for cancellation or reduction in coverage.

B. **DEDUCTIBLES AND SELF-INSURED RETENTIONS.** Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officers, officials, consultants and volunteers; or the CONSULTANT shall provide a financial guarantee satisfactory to the CITY guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. **OTHER INSURANCE PROVISIONS.** The general liability and automobile policies are to contain, or be endorsed to contain, the following provisions:

1. The CITY, its officers, officials, employees, consultants, and volunteers are to be covered as insured with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the CONSULTANT; and with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operation. General liability coverage can be proved in the form of an endorsement to the CONSULTANT'S insurance or as a separate owners policy.

2. For any claims related to this project, the contractor's insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested has been given to the CITY.

D. ACCEPTABILITY OF INSURERS. Insurance is to be placed with a current A.M. Best's rating of no less than A:II.

E. VERIFICATION OF COVERAGE. CONSULTANT shall furnish the CITY with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the CITY or on other than the entity's forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the CITY before work commences. The CITY reserves the right to require complete, certified copies of all required insurance policies including endorsements affecting the coverage required by these specifications at any time.

F. SUBCONTRACTORS. CONSULTANT shall include all subcontractors as insureds under its policies or each subcontractor shall furnish separate certificates and endorsements. All coverages for subcontractors shall be subject to all of the requirements stated herein.