

**City of Rancho Palos Verdes
Request for Proposal**

Classification and Compensation Study

Due: On or Before 5:00 p.m.

Monday, June 30, 2014



**City of Rancho Palos Verdes
Human Resources Department**

30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275

Phone: (310) 544-5331

CITY OF RANCHO PALOS VERDES REQUEST FOR PROPOSAL CLASSIFICATION AND COMPENSATION STUDY

1. INTRODUCTION AND PROJECT

The City of Rancho Palos Verdes is requesting proposals for qualified professional consulting services to conduct a city-wide classification and compensation study.

The City will select one firm, based on demonstrated competence and a cost effective approach to design, conduct, and assist in the implementation of a city-wide classification and compensation study.

2. BACKGROUND

The City of Rancho Palos Verdes is a scenic, upscale, residential coastal community, with a population of 42,000, located on the Palos Verdes Peninsula of southwestern Los Angeles County.

The City of Rancho Palos Verdes is a contract city, meaning that some services are provided by contract with agencies (both public and private) and some services are delivered by the City's own employees. Police and fire protection is provided by the Los Angeles County. The County of Los Angeles also provides sanitary, sewer and other specialized public works services, while library services are provided through a special district. Other services provided by the City are solid waste collection, construction and maintenance of streets and other infrastructure, planning and zoning activities, recreational activities, and an extensive system of public parks, open space and trails.

City Government: Rancho Palos Verdes is a General Law City and has operated under the Council-Manager form of government since incorporation in 1973. Policy-making and legislative authority are vested in the governing City Council, which consists of five Council Members, including the Mayor and Mayor Pro-Tem. The City Council is elected on a non-partisan, at-large basis. Council Members are elected to four-year staggered terms with two or three Council Members elected every two years. The Council designates the Mayor and Mayor Pro-Tem for a one-year term. The City Manager is responsible for carrying out the policies and ordinances of the governing council, for overseeing the day-to-day operations of the government, and for appointing the heads of the government's departments. The City is fiscally sound and functions on an annual budget cycle.

Labor Force: The City of Rancho Palos Verdes has 62 authorized full time positions for FY 14-15, and its departments include an Administration Department, Finance Department, Community Development Department, Public Works Department and a Park and Recreation Department. Presently there is one bargaining unit that incorporates all employees minus the management staff.

3. SITUATION

The City has not had a comprehensive classification and compensation review in over 10 years.

The City's classification plan requires an update, with class specifications that are in line with current changes and requirements in the law. Class specifications need to be updated to reflect current job duties and requirements of the position, including physical requirements and essential job functions to comply the American with Disabilities Act (ADA), in addition over the past six months, the City has realigned several positions, resulting in the slight reorganization of several departments.

On July 2, 2002, the City Council adopted a resolution establishing salary ranges for all competitive and management employee positions at the 75th percentile of reported data for the cities surveyed. Since FY 2002-2003, the City adjusted the salary ranges based on the March Consumer Price Index (CPI) to maintain its desired market position. In May 2010, Staff conducted a salary survey from a pool of 38 Southern California cities, of which 13 cities were found to deal with similar issues and have similar organizational and fiscal structure. The survey results indicated that Rancho Palos Verdes salary ranges were, on average, 3.44% below the 75th percentile. Since FY 2010-2011 to present, there have not been any adjustments made to the compensation plan.

4. SCOPE OF SERVICES REQUIRED

The City of Rancho Palos Verdes is seeking the services of a highly qualified consulting firm to assist in:

Classification Plan

1. Updating the classification plan for approximately 50 classifications representing approximately 54 full-time and 30 part-time employees as of April 2014.
2. Develop a classification structure that reflects the City's overall classification and compensation strategy and includes the clear definition of terms and the development of career ladders for full-time and part-time employees.
3. Review the background materials including existing classifications, organizational charts, budgets, salary resolutions and schedules, personnel rules and related information.
4. Conduct orientation and briefing session(s) with employees.
5. Conduct orientation and briefing session(s) with all department heads, managers and supervisors.

6. Develop a comprehensive questionnaire to be completed by all employees.
7. Conduct interviews with all employees in single position classifications, a representative sample of employees in multiple position classifications, and appropriate management personnel to validate the information.
8. Allocate all employees included within the scope of the study to an appropriate job title, job classification and exempt and non-exempt designation pursuant to the Fair Labor Standards Act (FLSA).
9. Develop new classification specifications to reflect current duties, requirements of the position, including physical requirements and essential job functions.
10. The classification specifications shall include the following items:
 - (a) A definition of the job classification;
 - (b) A complete description of the essential job functions;
 - (c) Requirements of education, experience, knowledge, skills and abilities;
 - (d) Supervision exercised and received with definition of lead or supervisory roles;
 - (e) Working environment and/or conditions;
 - (f) Licenses, certifications, driving requirements and physical requirements in compliance with the American with Disabilities Act (ADA); and
 - (g) Appropriate exempt and non-exempt designation under the Fair Labor Standards Act (FLSA).

The consultant will coordinate the varying presentation styles of the project team to ensure a unified philosophy and standardization across all the classifications.

11. Present the final classification and listing showing the recommended allocation of each position.
12. The classification plan shall include an introductory section that describes class concepts and provides information about distinctions of various levels within a class series and other pertinent information.
13. Provide appropriate implementation and maintenance manuals.
14. Conduct training sessions for designated staff.

Compensation Plan

1. Identify survey labor market and benchmark classes that represent most closely to the City of Rancho Palos Verdes.

2. Conduct a comprehensive compensation survey using comparable survey agencies, using not only job titles, but duties and responsibilities based upon the classification specifications from the City of Rancho Palos Verdes.
3. Complete an internal salary relationship analysis, including the development of appropriate internal relationship guidelines.
4. Develop external competitive and internal equitable salary recommendations for each classification included within the study.
5. Assign a salary range to each classification which reflects the results of the market survey and the analysis of the internal relationships.
6. Assist in the development of a strategy for implementing the compensation recommendations and plan.
7. Present the final Classification and Compensation Report to the City Council.

5. QUALIFICATION AND CRITERIA

Qualifications: The City of Rancho Palos Verdes will select one firm for all the outlined Scope of Service on the basis of qualifications, experience and cost. The following are the minimum qualifications to be used to evaluate the responses to this Request for Proposals:

1. The proposer has advanced knowledge of the laws and practices relating to employee classification and compensation within a municipal government setting.
2. The proposer has a demonstrated track record of success in handling all aspects of employee classification and compensation and at least five (5) years of providing these services to public entities in the State of California.
3. Each proposer shall provide five references, preferably from governmental agencies, for relevant work performed in the past five years. When possible, include references from cities of a similar size and characteristics to the City of Rancho Palos Verdes.
4. The proposer can demonstrate an understanding of the assignment and knowledge of the skills necessary to serve in the role of the Classification and Compensation Consultant.

Selection Criteria: The City of Rancho Palos Verdes will conduct a comprehensive, fair and impartial evaluation of the proposals received in response to the Request for Proposal. All proposals received from the vendors will be reviewed and evaluated by a committee of qualified personnel. The names, information, or experience of the individual members will not be made available to any vendor. The Evaluation Committee will first screen all proposals submitted, according to the minimum

qualifications set forth above. The following criteria will be used in reviewing and comparing the proposals and in determining the highest scoring bid:

1. 40% Qualifications, background and prior experience of the firm, experience of key staff assigned to oversee services provided to the City of Rancho Palos Verdes, evaluation of size and scope of similar work performed and success on those projects.
2. 30% Cost and Fees to the City of Rancho Palos Verdes for handling matters. Cost is not the sole determining factor but will be taken into consideration. Proposer must offer services at a rate comparable to the rate proposer offers to other governmental agencies for similar work. Offering a higher rate to the City of Rancho Palos Verdes than the comparable rate is grounds for disqualification of the Proposer. If rates differ for different types or levels of service, the Proposer should so state in their proposal.
3. 20% References including past performance of proposer.
4. 10% Responsiveness to the Request for Proposal and quality of the proposal.

6. FORMAT AND DELIVERY OF RESPONSES

Respondents are asked to submit six (6) copies of their proposals **in** sufficient detail to allow for a thorough evaluation and comparative analysis. The proposal should include at minimum, the following information in a sectionalized format addressing all phases of work in the Request for Proposal.

Format: Limit your proposal to 20 typed 8.5" X 11" pages, or fewer, on white bond paper, single sided (excluding cover letter and attachments). You may attach a firm brochure if you wish, but it must be as a separate attachment and independent from the required elements noted above.

1. Use a conventional typeface with a minimum font size of 12 points. Use a 1" margin on all borders.
2. Organize your proposal in the order described above.
3. Provide one (1) unbound original, in addition to the six, of your firm's response and one (1) electronic version.
4. Prominently label the package: "RFP for Classification and Compensation Study" and include the name of the prime respondent.

Cover Letter: All proposals shall include a cover letter which states that the proposal shall remain valid for a period not less than ninety (90) days from the date of submittal. If the proposal contemplates the use of sub-contractors, the sub-contractors shall be identified in the cover letter. If the proposal is submitted by a business entity, the cover letter shall be signed by an officer authorized to contractually bind the business entity. With respect to the business entity, the cover letter shall also include: the identification of the business entity, including the name, address and telephone number of the business entity; and the name, title, address and telephone number of a contact person during the proposal evaluation period.

Introduction: Present an introduction of the proposal and your understanding of the assignment and significant steps, methods and procedures to be employed by the proposer to ensure quality deliverables that can be delivered within the required time frames and your identified budget.

General Scope of Work: Briefly summarize the scope of work as the proposer perceives or envisions it for each area proposed.

Work Plan: Present concepts for conducting the work plan and interrelationship of all products. Define the scope of each task including the depth and scope of analysis or research proposed.

Schedule: As time is of the essence for this assignment, recommend a schedule of work indicating specific milestones.

Fee and Costs: Although an important aspect of consideration, the financial cost estimate will not be the sole justification for consideration. Negotiations may or may not be conducted with the proposer; therefore, the proposal submitted should contain the proposer's most favorable terms and conditions, since selection and award may be made without discussion with any firm. All prices should reflect "not to exceed" amounts per item.

Ability of the Proposer to Perform: Provide a detailed description of the proposer and his/her qualifications, including name(s), title(s), detailed professional resume(s), and past experience in similar work efforts/products of key personnel who will be working on the assignment. Provide a list of specific related work projects that have been completed by the proposer which are directly related to the assignment described in the Request for Proposal. Note the specific individuals who completed such project(s). Identify the role and responsibility of each member of the project team. Include the amount of time key personnel will be involved in the respective portions of the assignment. Respondents are encouraged to supply relevant examples of their professional product. Provide a list of references.

Delivery: Responses are due on or before 5:00 p.m. on June 30, 2014. Late responses will not be accepted. Deliver the responses to:

City of Rancho Palos Verdes
Attention: Sean M. Robinson, Human Resources Manager
30940 Hawthorne Blvd
Rancho Palos Verdes, CA 90275

If you have any questions regarding this Request for Proposal, please contact Sean M. Robinson at (310) 544-5331.

7. ADDENDA, CHANGES, AND AMENDMENTS TO THIS SOLICITATION

At any time prior to the due date for responses, the City of Rancho Palos Verdes may make changes, amendments, and addenda to this solicitation, including changing the date due to allow respondents time to address such changes. Addenda, changes and amendments, if made will be posted on the City's website (www.palosverdes.com/RPV), which is deemed adequate notice. A proposer may make a request to the City's project manager to be placed on a list of persons to receive notice of any such addenda, changes, or amendments. The preferred manner of communication is via e-mail due to its timeliness.

8. CONDITION FOR RESPONSES TO REQUEST FOR PROPOSAL

The following conditions apply to the Request for Proposal process:

- A. Nothing contained in this Request for Proposal shall create any contractual relationship between the respondent and the City of Rancho Palos Verdes.
- B. This Request for Proposal does not obligate the City of Rancho Palos Verdes to establish a list of service providers qualified as prime contractors, or award a contract to any respondent. The City of Rancho Palos Verdes reserves the right to amend or cancel the Request for Proposal without prior notice, at any time, at its sole discretion.
- C. The City of Rancho Palos Verdes shall not be liable for any expenses incurred by any individual or organization in connection with the Request for Proposal.
- D. No conversations or agreements with any officer, agent or employee of the City of Rancho Palos Verdes shall affect or modify any terms of this Request for Proposal. Oral communications or any written/e-mail materials provided by any person other than the designated contact staff of the City of Rancho Palos Verdes shall not be considered binding.
- E. The City of Rancho Palos Verdes reserves the right, in its sole discretion, to accept or reject any or all proposals without prior notice and to waive any minor irregularities of defects in a proposal. The City of Rancho Palos Verdes reserves the right to seek clarification on a proposal with any source.
- F. The dates, times and sequence of events related to this Request for Proposal shall ultimately be determined by the City of Rancho Palos Verdes. The schedule shown above is subject to change, at the sole discretion of the City of Rancho Palos Verdes, although the City will attempt to follow it and, if it must be altered, will attempt to provide reasonable notice of the changes.

G. Respondents shall not issue any news release pertaining to this Request for Proposal, or the City of Rancho Palos Verdes without prior written approval of the City.

H. All submitted proposals and information included herein or attached thereto, shall become public record upon delivery to the City of Rancho Palos Verdes.

9. RIGHT BY THE CITY TO WITHDRAW THIS REQUEST

The City of Rancho Palos Verdes, at its sole discretion and for any reason whatsoever, withdraw this solicitation at any time.

10. STANDARD TERMS AND CONDITIONS

Prior to the award of any work hereunder, the City and the proposer shall enter into a written contract attached hereto, for services. Proposers responding to this Request for Proposal are strongly encouraged to review all the terms and conditions of the Contract.