Request for Proposal  
Classification and Compensation Study and Analysis

I. Purpose of Request  
The City of Milton, GA is seeking proposals from qualified consultants to conduct a comprehensive classification and compensation study and analysis.

II. Scope of Services  
The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. The consultant shall perform or provide the following:

a) Review all current job classifications, confirm and recommend changes to hierarchical order of jobs using your evaluation system. No class specification will be written/rewritten. Class specs are up to date.

b) Establish appropriate benchmarking standards and conduct salary surveys as need for similar positions with comparable Georgia municipalities as required.

c) Identify potential pay compression issues and provide potential solutions.

d) Analyze and recommend changes to the present compensation structure to meet market analysis. This recommendation may include recommendations for individual positions as well.

III. City Resources  
The City will provide copies of all pay ranges, job classifications, previous studies and any other available in-house information requested by the selected consultant that may be required to complete the study.

IV. Materials to Submit  
Interested firms must submit one copy of their proposal via email to the City at sam.trager@cityofmiltonga.us and honor.motes@cityofmiltonga.us, no later than 4 p.m., on January 5, 2016. Interested parties are solely responsible for ensuring that proposals are delivered on time. Proposals received after the due date and time will be not be considered. The total number of pages in the submittal shall not exceed fifteen (15) pages. Economy of preparation and brevity are encouraged.

V. Cost Proposal  
This request for information does not, under any circumstance, commit the City to pay any costs incurred by any proposer in the submission of qualifications. The proposer is responsible for all costs associated with response to this request.
VI. Proposal Disposition
All materials submitted in response to this request for information shall become the property of the City of Milton upon delivery and subject to applicable open records laws.

VII. Proposal Content The total number of pages in the proposal shall not exceed 15 pages.

a) Introduction – On a cover sheet to the proposal, provide the official name, address, phone number and fax number of the applicant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

b) Experience and Qualifications –
- A brief description of the experiences and qualifications.
- Listing and bios of proposed staff member(s) who will be performing the services.
- A brief description of the organization.
- A list of cities for which the consultant has conducted the comprehensive classification and compensation studies (within the past five years).
- A list of three recent client references, including telephone and fax numbers, email addresses, and addresses.

c) Approach/Methods Used to perform the Project – Detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the following items:
- Proposer’s understanding of the services to be provided.
- Complete methodology to be used in determining benchmark positions, other cities and counties to include in the survey, and determining salary ranges.
- Description of the system you utilize to determine internal equity.
- Description/philosophy in determining market rates and how that relates to individual classification and what connection that might be to the pay table. Also, provide a description on how you determine minimums and maximums on the pay table.
- Estimated time the project will take from beginning to completion date.

d) Cost Proposal – This section should contain a complete breakdown of all costs relating to the content of the proposal, including the maximized total cost, as well as an itemized breakdown of the compensation required to accomplish the full performance of all tasks outlined in the proposal. It is expected that the consultant will make 3 trips to the City. One to kick off the project to include meetings with staff to discuss issues, a meeting to present finding to the City Manager and select staff, and a meeting to present finding to the Milton Mayor and Council.
e) **Review Process** – The City of Milton reserves the right to reject any or all submittals. The City may request one or more firms to provide a detailed proposal.

**VIII. Evaluation Criteria** – The following will be considered in the selection of a consultant:

- Qualifications and reputation of firm, assigned staff and relevant experience in similar sized entities (30%)
- Understanding of city-related issues and employee relations. (15%)
- Team compatibility, including the ability to work with city staff based on references and other supporting information (40%)
- Pricing (15%)

The City of Milton reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

The evaluation of proposals will be done by City personnel who will then forward a recommendation to the City Council for consideration. Fee proposals, which are to be submitted with the qualification proposal will also be taken into consideration.

The duration of this consultant agreement has not been determined.

The City of Milton does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age or marital status.

For additional information, contact Sam Trager, Human Resources Director at sam.trager@cityofmiltonga.us.