

**City of Glendale**  
**City Administrator**  
**424 N. Sappington Road**  
**Glendale, MO 63122**  
**314-965-3600**



## **REQUEST FOR PROPOSAL**

### **EMPLOYEE COMPENSATION CONSULTING SERVICES**

#### **INTRODUCTION**

##### **A. General Information**

The City of Glendale, Missouri, (City) is issuing a Request for Proposals (RFP) from qualified firms to assist the organization in evaluating its overall employee compensation, benefits and pay structure as compared to comparable communities in Saint Louis County.

##### **B. Background**

The City of Glendale has a population of approximately 6,000 and operates under the City Administrator form of government. The City provides general municipal services and employs approximately 30 full-time employees and approximately 4 part-time employees. The City strives to offer market competitive compensation and benefits.

The City of Glendale utilizes a pay grid system for all full and part time employees. Every position has 1, 3, or 5 steps on the grid. The grid is adjusted annually with any COLA approved by the Board of Aldermen. Firefighters are represented by the IAFF through a Collective Bargaining Agreement and their competitive salary evaluation is included in the scope of this project. The IAFF is the only union representing employees in the City.

The City has not before enlisted the assistance of any outside firm for a comprehensive study of wages and benefits as compared with peer municipalities in Saint Louis County. Attached to this document is the current pay plan/grid.

The City offers a wide array of employee benefits including health, dental, life, voluntary vision, and long-term disability insurance; tuition reimbursement; defined benefit pension plans; health insurance deductible reimbursements; vacation and sick leave; and other minor benefits.

The successful firm will be expected to work with management during all phases of this project, including onsite meetings, and will be expected to present the final recommendations to the Board of Aldermen.

The City employees are divided into the following departments:

### Estimated City of Glendale Employee Breakdown Beginning Calendar Year 2021

Department	Full Time Employees	Part Time Employees	Total Employees
Administration	3	2	5
Police Department	11	2*	13
Fire Department	12	0	12
Public Works	4	0	4
<b>Total</b>	<b>30</b>	<b>4</b>	<b>34</b>

### **SCOPE OF SERVICES**

The City would like to update the current total compensation to provide market comparative compensation to employees, including the value of benefits that also balances internal equity.

The City is requesting proposals for the following areas of work.

1. Compensation and Benefits Study

- Review the City's existing compensation plan and benefit plans.
- Provide recommendations for adding or deleting to the list of current comparative organizations/municipalities. The list of cities to be studied is detailed at the end of this RFP.
- Gather necessary survey data from comparable organizations/municipalities using a customized survey.
  - Compile compensation information, including overtime policies and holiday pay.
  - Compile employer paid benefit plans with comparable organizations to include the value in market comparative pay. Benefit plans should include all benefit programs of the City, including pension benefits and health insurance deductible reimbursements. The City may be able to assist in comparing pension benefits of the comparable organizations.
  - Evaluate recent pay increases and anticipated increases.
  - Determine appropriate pay ranges for all positions.
  - Determine appropriate spread between minimum and maximum of pay ranges and distance between steps, where appropriate.
- Prepare written report to include a comparison, by position, of the full market compensation and benefit plans.
- Prepare cost analysis for implementation of recommended changes to the pay and classification system.

2. Final Report requirements

- Methods used to conduct the salary survey results and methodology of job evaluation.
- Summarized position comparison data.
- Recommended classification plan.

- Recommended pay structure.
  - Recommendations for maintaining future market competitiveness.
  - Other recommendations.
3. Other miscellaneous requirements
- Provide administration manual with plan maintenance procedures.
  - Provide sample documents to be used to communicate the compensation system change to current employees, and a summary document to communicate the full compensation system to current and future employees, both to be provided in reproducible hardcopy and electronic copies.
4. Sample Timeline

<b>Estimated Milestone Dates</b>	<b>Task</b>
November 30, 2020	Proposals due by this date at 5:00 PM
Week of December 7, 2020	Successful firm notified
Week of December 14, 2020	Planning meeting with City management team approving final project work and timelines
Week of December 21, 2020	Firm begins project work, including compilation of survey data
Week of January 11, 2021	Preliminary data collection complete
Week of January 11, 2021	Onsite meetings with management discussing detailed findings regarding market compensation and benefits
Week of January 18, 2021	Draft Final Report submitted for review
January 25, 2021	Final Report submitted
February 1, 2021	Presentation of Final Report to the Mayor and Board of Aldermen

### **COMPARISON CITIES**

The City desires to be compared with the following communities in Saint Louis County:

Brentwood	Crestwood	Frontenac	Kirkwood	Ladue
Maplewood	Olivette	Richmond Heights	Rock Hill	Shrewsbury
Webster Groves				

### **SUBMISSION REQUIREMENTS**

The proposal for services must, at a minimum, include the following:

- The firm's name and location of the office providing the services under the contract, telephone number and e-mail address.
- A general description of the firm, including size, number of employees, primary business, and other business or services offered.
- Identification of the project manager who will be the primary contact through all phases of the project, as well as identification of other personnel who will be performing engagement work and estimated expected contribution to the project in percentage of hours.
- Summary information regarding the qualifications and professional experience of staff who will perform work under this engagement.
- Description of the firm's experience in providing services similar to those in the Scope of Services for municipal clients.
- List of references of at least three municipal clients for which services have been provided which are similar to those in the Scope of Services of this document. References should include client name, address, telephone number and email address for the contact person in each organization. Also include the services provided and total fees paid by each referenced agency for the project.
- Description of the firm's understanding of the requested services including the proposed approach, specific project steps including detailed information regarding the number and length of onsite work, timeline to include specific milestones, and interim and final work products. Innovative approaches or concepts, especially those reducing project cost, are encouraged.
- Fees should be submitted on the Proposal Submission Form, or similar form, provided in this document.
- Proposal Submission Form should include a signature of a representative of the firm with acknowledgement that such individual is authorized to bind the firm contractually.
- Proposals shall provide a statement as to whether any portion of work performed under this proposal will be subcontracted or performed under a partnership or joint venture. Information on such entities must be included in the proposal such as related experience and qualifications of assigned staff.
- Proposal shall state whether any survey information will be obtained from a centralized data source such as the City Tech database or publicsalary.com.
- Submissions should also include sample interim and final report formats.

### **SELECTION CRITERIA**

All proposals will be reviewed to determine compliance with requirements of the RFP. Primary factors in the evaluation include, but will not necessarily be limited to:

- Firm's demonstrated experience in providing similar services to municipal clients as identified in the Scope of Services.

- Staff's demonstrated qualifications and expertise regarding relevant experience with municipal clients.
- The ability of the firm to provide the requested services as demonstrated in the proposal.
- Firm's past record of performance, if any, with respect to quality of work and ability to meet stated timelines.
- The quality, conciseness, and completeness of the proposal.
- Project timeline.
- Proposed fees.

### **SUBMISSION OF PROPOSAL AND OTHER RELATED INFORMATION**

Proposals should be brief and concise (6-10 pages, excluding cover page and proposal submission form), plus sample reports. Interested firms shall submit **one (1) printed and bound copy of their submission and one (1) flash drive containing the entire submission (including sample reports) in PDF format**. The deadline for proposal submission is below:

**5:00 P.M. on Monday, November 30, 2020**

All responses should be delivered by the stated deadline to:

Benjamin DeClue  
City Administrator  
City of Glendale  
424 N. Sappington Road  
Glendale, MO 63122

Firms are expected to fully utilize the city's web site to gain more information and answer most questions from this resource. Questions regarding the RFP that cannot be answered from study of the City's web site should be directed in writing to Ben DeClue, primary contact for the City at:

Ben DeClue  
City Administrator (314) 965-3600  
[bdeclue@glendalemo.org](mailto:bdeclue@glendalemo.org)

A proposal may be withdrawn any time prior to the deadline by written notification. The proposal may be resubmitted with any modifications, prior to the deadline.

The City reserves the right to accept or reject any and all proposals or to choose no firm. The successful firm will be required to meet standard City insurance requirements.

**PROPOSAL SUBMISSION FORM**

*Note: Failure to provide the information requested on this form may be cause for rejection of your proposal on the grounds of non-responsiveness.*

Business Name: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address if Different: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Mailing Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**FEE PROPOSAL**

<b>TASK</b>	<b>FEE PROPOSED</b>
Compensation and Benefits Study	\$
<b>TOTAL</b>	\$

**AUTHORIZED SIGNATURE**

*Must be signed by a person having the authority to contractually bind the business listed above.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name and Title*

\_\_\_\_\_  
*Phone Number*

# City of Glendale Current Pay Plan

## REVISION NO 82

January 7, 2020

DEPARTMENT/TITLE

### 1. ADMINISTRATION

CITY ADMINISTRATOR

FINANCE OFFICER

COURT CLERK (PT)

DEPUTY CITY CLERK(PT)

ACCOUNT ASSISTANT(PT)

### 2. POLICE/DISPATCHING

POLICE CHIEF

CAPTAIN

SERGEANT

PATROLMAN I

DISPATCHER I

DISPATCHER II (PT)

### 3. FIRE

CHIEF/CAPTAIN

CAPTAIN PARAMEDIC

CAPTAIN

LIEUTENANT PARAMEDIC

LIEUTENANT

FIREFIGHTER PARAMEDIC

FIREFIGHTER

### 4. PUBLIC WORKS

SUPERINTENDENT

MAINTENANCE WORKER/MECHANIC

LEAD MAINTENANCE WORKER

MAINTENANCE WORKER I

MAINTENANCE WORKER II (PT)

HOURLY PAY					
NO.	A	B	C	D	E
1					41.274
1	25.166	26.193	27.685	28.968	31.160
1					27.030
1	19.135	20.759	21.479	22.213	22.942
1					16.647
1					42.864
1					37.426
3			30.841	31.878	33.580
6	23.812	25.893	27.431	28.346	29.221
3	18.805	20.365	21.059	21.765	22.466
5			14.957	16.201	17.448
1					28.731
0			24.857	25.245	26.120
3			23.853	24.240	25.114
1			22.518	22.692	22.951
2			21.513	21.688	21.946
2	17.583	19.648	20.193	21.367	21.978
3	16.578	18.643	19.187	20.362	20.974
1			29.365	30.298	37.500
1			20.783	21.539	22.294
1			21.466	22.190	22.878
1	17.091	19.184	20.442	21.135	21.789
2			9.000	9.500	10.000

ANNUALIZED PAY				
A	B	C	D	E
				85,850
52,345	54,481	57,585	60,253	64,813
				44,978
N/A	N/A	N/A	N/A	N/A
				N/A
				89,157
				77,846
		64,149	66,306	69,846
49,529	53,857	57,056	58,960	60,780
39,114	42,359	43,803	45,271	46,729
		N/A	N/A	N/A
				85,995
		74,400	75,561	78,180
		71,395	72,553	75,169
		67,399	67,920	68,695
		64,391	64,915	65,687
52,628	58,809	60,440	63,954	65,783
49,620	55,801	57,429	60,946	62,778
		61,079	63,020	78,000
		43,229	44,801	46,372
		44,649	46,155	47,586
35,549	39,903	42,519	43,961	45,321

1,2,4,5-Personnel Scheduled to work a minimum of 2,080 hours per year.

3- Personnel scheduled to work 2,912 hours per year with 162.24 hours/year designated as scheduled overtime.