



REQUEST FOR PROPOSALS/QUALIFICATIONS COMPENSATION/CLASSIFICATION LEVELS STUDY CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY MICHIGAN

SECTION 1. INTRODUCTION

The Charter Township of Union is soliciting proposals from qualified consulting firms to conduct a job classification and compensation study of all non-union, union, full time, part time, seasonal, and elected positions. The selected firm will have experience in developing and conducting comprehensive evaluations and analysis of job descriptions, compensation and benefits in a local government setting. In addition, the selected firm will review the Townships existing job descriptions and propose revisions and updates to the classifications, compensation schedule as well as fringe benefits.

The Township has 21 full time positions, 9 part time and seasonal and seven (7) elected positions and roughly 18 titles. The employee group includes all education levels. Types of work range from field operations, clerical and management/professional positions. Approximately 18 full time positions are represented by labor unions. In addition to the 21 current full time positions, there are 4 newly created positions that do not yet have a job description and are not yet filled. It has been approximately eight years since the last evaluation of classifications and compensation study was conducted.

In addition to the above, there are several Authorities/Commissions (Planning Commission, Zoning Board of Appeals, etc) that are paid a meeting per diem. Also, temporary election workers are employed during the election season and are paid an hourly rate. A review of the meeting per diem levels and hourly rate for election workers is also part of this project.

Through this RFP process, the Township intends to review and update the current classification and pay system including pay structure and existing job descriptions for the listed positions. A comprehensive review, evaluation and comparison with both the private and public sector employers and their current benefits program will also be conducted to include all health, medical, dental, retirement, as well as any other fringe benefits available but perhaps not offered by the Township.

Township employees are organized into two (2) collective bargaining groups (Supervisory and Non-Supervisory). Any changes in salary or total compensation for represented employees must be negotiated with their authorized representatives. Copies of current collective bargaining unit contracts shall be provided to the Contractor ultimately awarded a contract as a result of this Request for Proposals/Qualifications.

Other information required by Union Township may be included elsewhere in the solicitation. Unless otherwise stated, all bidders will provide profiles and resumes of the staff to be assigned to this project,

references, certifications, illustrative examples of similar work performed, and any other information that clearly demonstrates the bidder's expertise in the area of solicitation.

SECTION 2. SCOPE OF SERVICES

The requested classification and compensation survey will examine all positions as follows:

1. Conduct a thorough job analysis for every position to be included in the study and utilize this information to properly classify all positions in the organization.
2. Update the existing compensation schedule for all positions, assigning all jobs to a pay grade based on an objective evaluation of compensable factors relating to the duties and responsibilities of the individual job.
3. Conduct a Position Analysis Questionnaire (PAQ), a tool that analyzes the elements of a job. This would be completed by each incumbent, reviewed by the incumbent's supervisor and an interview held with the incumbent for quality control purposes.
4. Survey the labor market to gather salary and wage data to ensure the compensation system is competitive and enables the Township to recruit and retain qualified employees.
5. Evaluate and make recommendations regarding salary classifications, job description structure, format, minimum education and experience requirements and provide a process for evaluating positions.
6. Evaluate and make recommendations regarding FLSA, EEO, ADA and Workers Compensation code classifications for each job description.
7. Evaluate, review and make recommendations regarding benefits including but not limited to medical, vision dental, life, STD, LTD, FSA, HSA, 401/457 plans, pension, retirement and paid time off.
8. Identify implementation issues and make recommendation to address same. Also, prepare recommendations to implement the new classifications and salary plans and to keep them current.
9. Proposal should include a project plan and proposed timeline to complete the work indicated in the Scope of Services.
10. Evaluate and make a recommendation on the per diem meeting pay amounts for applicable Boards/Authorities (Planning Commission, Zoning Board of Appeals, etc) and the hourly pay rate for temporary election workers.

SECTION 3. DELIVERABLES

At the conclusion of the Survey, the selected consultant will submit two hard copies and one electronic copy of the classification and compensation survey to the Township Manager's Office. The report must include the following:

- A. Executive Summary that describes the processes and methodology used to analyze employment, salary and benefit data in order to conduct this compensation study
- B. Document findings and recommendations related to job descriptions, existing job titles and position classifications:

1. Confirm that the duties listed reflect the Township's current needs. Provide insight regarding reporting relationships and span of control based on individual department operations and responsibilities.
 2. Confirm that job titles and classifications are consistent with the work performed by the incumbent employees.
 3. Update all job descriptions to include the critical skills and competencies required for each position. Confirm that all job descriptions are in compliance with state and federal mandates.
 4. Where applicable, reclassify positions and provide an updated classification schedule that identifies exempt, non-exempt and union represented titles for all Township departments.
 5. Identify obsolete job titles.
 6. For each position deemed obsolete, recommend new titles and provide corresponding job descriptions.
- C. Provide a salary comparison table that compares the Township salaries, for all positions, to other public and private sector employers of similar size, population, budget, employee workforce and governance.
1. Provide a summary describing how Township salaries compare to other public sector employers
 2. In cases where comparable positions do not exist in other municipalities, compare Township positions to similar positions in other industries
 3. Based on salary survey results, draft a compensation schedule that includes recommendations to update the Township's current pay schedule
 4. Provide a separate listing of positions where salaries are significantly above and below the market. Propose a strategy to phase in salary changes needed to help mitigate employee retention concerns.

SECTION 3. EVALUATION CRITERIA

Only those bidders that provide all the information requested in the Request for Proposal document will be considered. The Township considers the following factors important in the selection process.

1. Understanding of the project
2. Clarity and completeness of proposal
3. Clarity of the description of services to be provided
4. Compliance with the RFP requirements
5. Previous experience with other local governments in Michigan
6. Ability to complete the work within the time specified
7. Qualifications of the firm, including but not limited to its experience and personnel assigned to the project
8. Educational and professional qualifications of bidder's staff members
9. Description of the scope of involvement of Township staff
10. Information obtained from references provided by bidder
11. Cost

SECTION 4. RIGHTS TO PROPOSAL

All submittals received prior to the deadline become the property of Union Township. Union Township reserves the right to reject any and all proposals. Union Township also reserves the right to negotiate a contract with the selected contractor that is in general accord with the Request for Proposal, any addenda issued subsequently to the Request for Proposal, or any contractor submittals.

SECTION 5. PROPOSAL SUBMISSION

All proposers must submit four (4) copies of the proposal. Proposals will be addressed; "Compensation/Classification Salary Levels Study" and this can be delivered or mailed to The Charter Township of Union, Township Manager's Office, 2010 South Lincoln Road, Mt. Pleasant Michigan 48858

SECTION 6. SCHEDULE

The following is an anticipated schedule for the RFP process. The Township reserves the right to modify any part of this schedule.

RFP Release: 9/26/18

Proposals Due: 11/2/18 at 4:00 pm

Recommendation presented to Township Board: TBD

Proposed completion date: As agreed upon by the Township and successful bidder.

*** The TOWNSHIP will provide job descriptions, benefit summary and other pertinent information at the time the contract for this work is finalized.*

SECTION 7. TERMS AND CONDITIONS OF PROPOSAL

The Township reserves the right to waive any immaterial informality or irregularity in the proposal received, and to accept any proposal (or part thereof) which it will deem to be most favorable to the interests of the Township.

The Township reserves the right to modify the scope of services during the course of the agreement. Such modification may include adding or deleting any tasks this consulting service assignment will encompass and/or any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the bidder resulting from the requested changes are subject to acceptance by the Township.

The successful bidder:

1. Must furnish documentation complying with State of Michigan and Federal laws relating to discrimination under Equal Employment Opportunity (EEO).
2. Will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status,

veteran status, religion or political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business)

3. Will assign competent, suitable and qualified personnel to perform the work as required by the specifications. The professional firm or service provider will designate a representative who will be present on site and will have the authority to act on behalf of the Consultant. The firm's representative will not be replaced without prior written notice to the Township. All communications given to the firm's representative will be as binding as if given to the professional firm or service provider.
4. Shall not subcontract or delegate any or all portions of the work unless the Township grants prior written approval. Any subcontractor, so approved, shall be bound by the terms and conditions of this RFP and subsequent agreement or contract. The Consultant shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the Township for such acts or omissions.
5. The Township reserves the right to terminate the contract immediately, should the individual or consultant fail to provide services to the satisfaction of the Township as outlined in this request for proposal.

Questions or other concerns regarding this RFP should be submitted in writing to:

Mark Stuhldreher
Township Manager
Charter Township of Union
2020 S. Lincoln Rd
Mt Pleasant, MI 48858

Email: mstuhldreher@unionshipmi.com