



## **CITY AND BOROUGH OF WRANGELL**

INCORPORATED MAY 30, 2008

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### **REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

**Project: Compensation & Classification Study**  
**Date of Issue: June 27, 2019**

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#### **BACKGROUND:**

Wrangell is a small, island community of about 2,400 residents, located in Southeast Alaska approximately halfway between Juneau and Ketchikan. The City was incorporated in 1903 and the City & Borough was incorporated in 2008. The City & Borough of Wrangell (CBW) operates under an Assembly-Manager form of government. In addition to Administration (Manager and Clerk) the CBW has 11 departments including Economic Development (includes Wrangell Convention & Visitors Bureau and Planning & Zoning), Finance (includes HR), Harbor (includes three harbors, port facility, Marine Service Yard), Police (includes dispatch and jail), Fire/EMS, Nolan Center (museum, theater, civic and conference center), Wrangell Municipal Light & Power (electric utility), Public Works (includes water, sewer, solid waste, garage and streets), Capital Facilities (maintenance, capital projects, building inspection and custodial), Parks & Recreation, and Library. Within the 11 departments there are 50 employee classifications covering 63 employees (excluding non-permanent/temp employees).

The CBW is seeking proposals from qualified firms for a Compensation & Classification Study. The Study will assess the Borough's current compensation and benefit plan for 50 union and non-union job classifications and conduct a comprehensive internal and external comparability study and recommend revisions.

#### **SCOPE OF SERVICES:**

The final scope of the professional services agreement will be negotiated between the City & Borough of Wrangell and the successful firm, but should include:

- A comprehensive survey of comparable employers assessing positions based on job titles and, duties and responsibilities for 50 union and non-union job classifications within the Borough.
- An analysis of how the Borough compensation plan compares with similarly situated labor market employers. The total compensation plan considered shall include but is not limited to the following: base salary, retirement, health insurance, holidays, floating holiday, and paid time off.
- Salary recommendations for each classification within the study based on external marketplace data as well as internal equity.
- Recommended adjustments to Borough pay scales and the salary ranges for

approximately 50 job classifications based on salaries offered by similarly situated employers.

- Placement of approximately 63 employees on proposed pay scales.
- Implementation options outlining the advantages, disadvantages and fiscal impact of each reasonable alternative.
- The final study shall demonstrate methodology.
- Presentation of the final study to the Borough Assembly.

#### **QUALIFICATIONS:**

Firms will be evaluated on their years in business; the qualifications of individuals on the project team; a demonstrated ability to provide qualified and experienced personnel, and the firm's experience providing similar services to local government agencies. Prior experience working on compensation plans within Alaska, and with electric utilities, is desired. Firms are asked to provide three client references by which they will be judged on customer satisfaction, the value of the services provided and communication with the referenced customer.

#### **RFP SUBMITTAL REQUIREMENTS:**

Proposals should be prepared providing a straightforward, concise description of the firm's qualifications and approach to accomplishing the scope of work. Emphasis should be on completeness and clarity of content. Page limit shall not exceed ten (10).

##### **A. Letter of Transmittal (limited to one page)**

1. Briefly state the proposer's understanding of the services to be performed and describe the commitment to provide the services as specified.
2. State the availability of the proposer to provide the services requested within the specified timeframe.
3. Give the name(s) of the person(s) who are authorized to make representations for the proposer, their titles, email addresses and telephone numbers.
4. The letter must be signed by an individual who has the authority to bind the proposer.

##### **B. Methods, Procedures and Timeline**

The consultant will be evaluated on its proposed timeline for completion of the project, and the description of procedures and methods for evaluating the compensation package.

##### **C. Statement of Qualifications**

1. Provide a statement of qualifications of the staff member who will be the primary or lead managing the project.
2. Provide a statement of qualifications of other staff, if any, who will support the primary staff.
3. Provide a statement of qualifications of other staff (if any) in the firm who may have specialized experience and expertise that may be of value during this project.
4. Describe experience of the staff related to municipal and electric utility compensation studies for whom statements of qualifications have been provided.

**D. Conflicts**

List all matters/clients with whom the proposer currently does business with interests potentially adverse to the Borough. Describe the scope of the business and the nature of the conflict.

**E. Availability**

Specify how available the firm/staff will be to the Borough to accomplish this project. State the current workload of the firm/staff and how the firm intends to accommodate the project timeline, as proposed.

**F. Disclosure**

Disclose any alleged significant prior or ongoing contract failures, contract breaches, or any civil or criminal litigation which involve the proposer as a party or in which the proposer has been judged guilty or liable.

**G. Fee Schedule**

In addition to a technical proposal, the prospective contractor shall prepare a detailed cost proposal for the work to be performed. The cost proposal shall itemize all items that will be charged, including travel charges that will be involved in the project and included in the proposal amount. Price proposals will be evaluated based on the cost for providing the scope of services compared to the anticipated quality of the work to be delivered. The least-cost proposal will be awarded the maximum points in that evaluation category

**H. References**

Provide a minimum of three references from similar clients, to include local government, state, and/or private clients, for whom the proposer has performed consulting services within the last three years. The Borough may contact any and all references for validation of information submitted and other information relative to the proposal.

**SUBMITTAL INSTRUCTIONS:**

Proposals are due on or before **5:00 p.m. local time, Friday, July 26, 2019**. Proposals not received at or before said time will not be considered. Proposals shall be submitted as an Adobe Acrobat PDF file via email with the subject line titled **"COMPENSATION STUDY PROPOSAL."** Submit to: Kim Lane, Borough Clerk at [clerk@wrangell.com](mailto:clerk@wrangell.com). Delivery confirmation will be provided by email. Proposals should be organized to match the categories outlined in the RFP. Proposals will be kept confidential until an award is made, subject to law.

**SCHEDULE:**

Review of the Proposals is expected to take place the weeks beginning July 29 and August 5, 2019. Award of a professional services agreement is expected to be no later than August 27, 2019. **Firms should plan to have representatives available by telephone or email to respond to questions or clarifications required by the Borough during the review period beginning as early as July 29, 2019.**

**RFP HOLDERS LIST:**

In the case addenda to this RFP are required please be certain to complete the RFP Bidder Registration Form ([www.wrangell.com/community/bidder-registration-form-bids-and-rfps](http://www.wrangell.com/community/bidder-registration-form-bids-and-rfps)) and return to the fax or email on the form.

**PROPOSAL EVALUATION CRITERIA:**

**Weight:** Each criterion has an assigned weight which will be used to establish the relative importance of each aspect of the firm's qualifications.

**Rating:** A Review Team, including members of the Assembly and Administration, will evaluate the proposals. Ratings will be from 0 - 5 points with 5 being the best. Ratings from all members of the review team will be averaged together to determine an aggregate rating score for each criterion.

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|----------------------------------|--------------|---------------------|
| 1. Methods, Procedure & Timeline | (WEIGHT 25). | 5 x 25 = 125        |
| 2. Qualifications of firm/staff  | (WEIGHT 25). | 5 x 25 = 125        |
| 3. Availability                  | (WEIGHT 20). | 5 x 20 = 100        |
| 4. Conflicts                     | (WEIGHT 10). | 5 x 10 = 50         |
| 5. Disclosure                    | (WEIGHT 10). | 5 x 10 = 50         |
| 6. Competitive fee schedule      | (WEIGHT 20). | 5 x 20 = 100        |
| 7. Quality of references         | (WEIGHT 20). | <u>5 x 20 = 100</u> |

Total Possible Points/Score =

650

**INTERPRETATIONS:**

Questions or requests for clarifications shall be submitted in writing (via email) and directed to Lisa Von Barga, Borough Manager at [lvonbarga@wrangell.com](mailto:lvonbarga@wrangell.com). The CBW will respond to each question or clarification in writing and answers will be provided in the form of addenda to all firms registered on the RFP Holders list.

**RIGHT TO REJECT PROPOSALS:**

The City & Borough of Wrangell reserves the right to reject any or all proposals for any reason, and/or to waive any or all irregularities and/or informalities.

**AWARD:**

The City & Borough of Wrangell anticipates awarding a professional services agreement **August 27, 2019.**

**FINAL SCOPE & BUDGET:**

The final scope of services within the agreement and budget will be negotiated with the successful firm.

**THIS RFP IS POSTED AT:**

[www.wrangell.com](http://www.wrangell.com)