



**RFP#1569 ADVERTISEMENT OR INVITATION**

City of Alexandria

Civil Service Division

**COMPENSATION AND CLASSIFICATION STUDY**

The City of Alexandria (“the City”) issues this Request for Proposal (RFP) for a Compensation and Classification Study. The purpose of this request is to solicit a complete Classification and Compensation Study for the classified service of the City of Alexandria, Louisiana (“City”).

Separate sealed RFPs for COMPENSATION AND CLASSIFICATION STUDY will be received by the City of Alexandria at the

City of Alexandria Purchasing Department  
Attn. Wilma Kelly  
Purchasing Manager  
2021 Industrial Park Road  
Alexandria, LA 71303  
Email: [wilma.kelly@cityofalex.com](mailto:wilma.kelly@cityofalex.com)

until **4:30 PM CST, Friday, February 5, 2021** and at said office publicly opened.

All questions and/or clarifications regarding requirements for this RFP must be in written form only, either by postal delivery to 625 Murray Street, Suite 10 to the attention of Leisa Lawson or via email to [leisa.lawson@cityofalex.com](mailto:leisa.lawson@cityofalex.com) and must be received by **4:30 PM CST, Friday, January 29, 2021**.

## **I. PURPOSE**

The Alexandria Civil Service Commission (“Commission”) invites proposals from qualified consulting firms to complete a classification and compensation Study for the classified service of the City of Alexandria, Louisiana (“City”). This project is a comprehensive study of positions, classifications, and compensation in the City’s classified service. The Commission is interested in establishing and maintaining a compensation system that meets the following goals:

- 1) Established fair and equitable compensation relationships within the City;
- 2) Relates compensation to relevant market conditions outside the City;
- 3) Is conscious of historical trends in wage or compensation inequality; and
- 4) Is applied throughout the classified service, professionally, consistently, and objectively.

## **II. SUBMISSION OF PROPOSALS**

Proposals must be received no later than 4:30 p.m. (CST) on Friday, February 5, 2021. Proposals may be submitted electronically via email or secure file upload or may be submitted in paper format (with one original and five copies required). Proposals should be sent to the following address:

City of Alexandria Purchasing Dept.  
Attn: Wilma Kelly  
Purchasing Manager  
2021 Industrial Park Rd  
Alexandria, LA 71303  
Email: [wilma.kelly@cityofalex.com](mailto:wilma.kelly@cityofalex.com)

Proposals received after this deadline may not be considered.

All proposals submitted electronically via email must reference in the subject “Proposal for Alexandria Civil Service Commission Compensation Study Consultant.” All envelopes containing a paper proposal must bear the name of the entity making the proposal, and must have the following clearly written or typed on the face of the envelope: “Proposal for Alexandria Civil Service Commission Compensation Study Consultant.”

All questions relative to this request for proposals (“RFP”) should be directed to Leisa Lawson who may be reached via telephone at 318-449-5077 or via email at [leisa.lawson@cityofalex.com](mailto:leisa.lawson@cityofalex.com). All questions should be submitted by 4:00 p.m. (CST) Friday, January 29, 2021. The preferred method of receiving questions is via email. Any verbal explanations or instructions shall not be binding. The Commission is under no obligation to respond to such inquiries, but may choose to do so. All communications regarding the RFP shall be directed to Ms. Lawson.

The Commission specifically reserves the right to reject, in full or in part, all proposals submitted or to cancel this RFP, when such action is in the Commission's best interests. Any contract which may be awarded shall be based upon the proposal which is most advantageous to the Commission; City; and its employees, costs and other factors considered. All contracts are subject to the availability of funds.

### **III. CONSULTANT QUALIFICATIONS**

The consultant shall have previous experience preparing classification and compensation studies, preferably in the State of Louisiana, and should be familiar with local government environment and classified service systems.

### **IV. TIMETABLE FOR PROPOSALS**

|                                    |                  |
|------------------------------------|------------------|
| Issue date of RFP:                 | January 11, 2021 |
| Deadline for receipt of questions: | January 29, 2021 |
| Deadline for receipt of proposals: | February 5, 2021 |

### **V. BACKGROUND**

Located in the heart of Louisiana, the City of Alexandria is strategically situated along the Red River, at the junction of Interstate 49, proposed Interstate 14, U.S. Highway 165, and U.S. Highway 167. This network of highways makes Alexandria easily accessible to major Louisiana cities and Fort Polk. The City has a population of around 47,000, and the Alexandria Metropolitan Area has a population of around 150,000. Alexandria operates under a council/mayor form of municipal government. There are seven councilmen who serve staggered four-year terms. The Mayor also serves a four-year term.

The City operates an electric distribution utility, wastewater treatment, water utility, gas utility, Zoo, and mass transit. In addition, the City provides road maintenance, parks, building inspection, community development, police, and fire services.

The Commission is a five-member board whose duties include the development, adoption, and administration of the classification and pay plans for the City's classified service. Four commissioners are appointed, and the fifth commissioner is an elected employee representative. The classified service includes employees of most City departments, with the exception of the police and fire departments.

The current classification and pay plans were adopted in 2008, and include 208 classifications. Many of the positions evaluated at that time have been reviewed and updated as necessary. Some new positions have been created and incorporated into the plan. Other positions have been eliminated. Since the plan was adopted, inequities and compression have developed, and the criteria and weighting of various factors of the system need to be updated. The Commission and the City strive to competitively recruit and retain employees, motivate employees to excel in

job performance, and structure the classification and pay plans to provide the best service to the community while being good stewards of resources.

## **VI. SCOPE OF WORK**

The awarded consultant shall review the current classification and pay plan, conduct a comprehensive compensation data collection/survey of external labor market(s) for all positions, analyze and evaluate all data in an objective manner, and make recommendations to designed to ensure both internal equity and external competitiveness for either changes to the current classification and pay plans or for adoption of a newly designed compensation system.

### **1. Classification Study**

a) Consultant to review current classification grade methodology, and propose recommended strategies for the Commission.

b) Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.

c) Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), certification/licenses/registrations requirements for classification, and organizational information, as needed. The consultant will ensure that content and titles are current, accurate, and consistent with FLSA (exempt/nonexempt), EEO, and ADA considerations.

d) Consultant to present proposed recommendations for review prior to making any final classification determinations.

e) Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.

f) Consultant to identify career ladders/promotional opportunities as deemed appropriate.

g) Consultant to submit recommendations for appropriate implementation measures that Civil Service Department staff will need to take.

h) Consultant to provide a straightforward, easily understood, maintenance system that Civil Service Department staff will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process we would use in the review of the classification of individual jobs, as needed.

i) Consultant to conduct a comprehensive training program for Civil Service Department staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

## **2. Compensation Study**

a) Consultant to review current compensation plan (salary grade levels) and understand current challenges in recruiting and retaining employees.

b) Consultant to recommend and identify a consistent and competitive market position that the City can strive to maintain.

c) Consultant to recommend comparable labor markets, including both private and public sector employers for compensation survey.

d) Consultant to develop and conduct a comprehensive compensation survey of the market including comparable Louisiana municipalities and, as appropriate, private sector competitive employers.

e) Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality; and to prepare a new salary structure based on the results of the survey and best practices.

f) Consultant to develop objective guidelines to assist Civil Service Department staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.

g) Consultant to recommend implementation strategies including calculating the cost of implementing the plan.

h) Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.

i) Consultant to make recommendations and to provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, and promotional pay.

j) Consultant to provide system documentation and computer formats/software to administer compensation plan.

k) Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey.

l) Consultant to conduct a compression analysis to include any recommendations for implementation.

m) Consultant to conduct a comprehensive training program for Civil Service Department staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

n) Develop and present to the Commission, City administration, and/or the City Council recommendations and impact studies including the cost, if any, of implementing the proposed compensation policies with current employees, and the future impact of recommended changes.

## **VII. CONTENTS OF PROPOSAL**

Proposals should provide a straightforward, concise description of the capabilities to satisfy the requirements of this request and include the following:

1) Consulting firm's name and address, and name, address, phone number and email address for primary contact for the project.

2) Description including relevant experience and qualifications of the specific staff that will comprise the project team for this assignment.

3) Statement of the consultant's abilities and expertise as they directly relate to this project.

4) Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work.

5) Planned approach for the required services.

6) List of five references for similar projects, three of which should be similarly situated municipalities.

7) Proposed fee schedule that breaks down the costs to the services provided.

The proposal shall not exceed 20 pages.

## **VIII. EVALUATION AND SELECTION**

Award shall be based on the proposal deemed in the best interest of the City and the Commission. Firms may be asked to provide additional information and/or interview with

appointed officials, elected officials, and/or staff. The following criteria, not listed in order of significance, will be included in the evaluation of the proposal:

- 1) General approach and plans to meet the requirements of the RFP;
- 2) Qualifications and experience of the firm and assigned personnel;
- 3) Consultant's past performance on similar projects;
- 4) Cost.

## **IX. PUBLIC NATURE OF PROPOSAL AND PROSPECTIVE CONTRACT**

The content of all qualifications is ultimately a public record. Please Note: Louisiana has a very broad public records law. Most written communications to or from the Commission, City of Alexandria or its officials become public records available to the public and media upon request. Your e-mail address, submitted materials, and communications may therefore be subject to public disclosure.

While some e-mails, documents or materials may contain confidential and privileged material regarding ongoing litigation, proprietary plans of a business entity seeking to locate in Alexandria, Louisiana, or security measures of a municipality, and are therefore for the sole use of the intended recipients, the submission for purposes of employment by you of information while touching upon any of these, e.g., in submitting a representative client, will render that material public information in all likelihood; accordingly, use professional discretion and assume any information you forward is public. Please be aware the safest approach is to submit directly and with the understanding your submittal is public.

Short-listed firms or individuals may go through an interview process that does not produce public records. While the notice of the process and identities of these applicants will be disclosed, including the general questions, the dynamic Q & A in such interviews and responses will not be recorded or disclosed as no public record will be created.

## **X. CHANGES, ADDENDA, WITHDRAWALS**

The Commission reserves the right to change the calendar of events or issue addenda to the RFP at any time. The Commission also reserves the right to cancel or reissue the RFP.

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, prior to the deadline for proposal submission.

## **XI. COST OF OFFER PREPARATION**

The Commission and City shall not be responsible for costs associated with preparing the proposal or for any other costs. The Commission and City shall not be responsible for costs

associated with preparing the proposal or for costs including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the highest-ranked Proposer and/or awarded contract and/or rejection of qualification. By submitting a proposal, each Applicant agrees to be bound in this respect and waives all claims to such costs and fees.

## **XII. CONTRACT AWARD**

The Commission reserves the right to make an award without further discussion of the proposal submitted or may decide not to make any award. This RFP does not obligate the Commission to a contract for services provided herein.

## **XIII. AUDIT OF RECORDS**

The State Legislative Auditor or other auditors so designated by the Commission or City of Alexandria, LA shall have the option to audit all accounts directly pertaining to the resulting contract for a period of three (3) years after project acceptance or as required by applicable State or Federal law. Records shall be made

## **XI. RECORDS RETENTION**

The successful proposer shall maintain all records relating to any contract, which is agreed upon, for a period of at least five (5) years.



**PRICE PAGE**

Price for Compensation and Classification Study as per specifications:

Total Project \$ \_\_\_\_\_

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**Bidder Information:**

Company Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

Authorized Printed Name and Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_