

CITY OF MAPLE GROVE

REQUEST FOR PROPOSALS (RFP)

POSITION CLASSIFICATION

AND

COMPENSATION SYSTEM

February 2022

GENERAL INFORMATION AND CONDITIONS

1. The City of Maple Grove is accepting proposals for a Classification and Compensation System study of the current position classification evaluation and compensation system for its full-time and part-time non-union employees.
2. Minor, non-material revisions to original proposals, if requested by the City, may be negotiated following the proposal deadline and prior to being submitted to the Council for approval.
3. All proposals must comply with federal and state regulations pertaining to compensation standards, including but not limited to pay equity legislation, ADA, and FLSA.
4. Proposals will be accepted until 4:30 p.m. on **March 25, 2022**. Submissions should be sent to humanresources@maplegrovern.gov.
5. Questions regarding the RFP should be directed to human resources at (763) 494-6015 or humanresources@maplegrovern.gov.
6. The City reserves the right to accept or reject any and all proposals that are in the best interest of the City and its employees. The consultation award will be based upon, but not necessarily limited to, rates, methodology, project design, timeline, and the experience of the respondent with municipalities and similar governmental instrumentalities and labor markets.

PROJECT

The City of Maple Grove is soliciting proposals for professional services to conduct a review of the City of Maple Grove Classification and Compensation system. All aspects of the Classification and Compensation system must meet applicable federal and state compensation standards.

I. PROJECT BACKGROUND AND GOALS

The City of Maple Grove has a population of over 71,000 and is situated in the northwest corner of the Twin Cities metropolitan area. Maple Grove is one of the Twin Cities' fastest growing suburban communities. Approximately 85% of the City has been developed and Maple Grove's Comprehensive Plan anticipates continued residential and commercial development through 2040, when the City is expected to be close to a population of 90,000.

Maple Grove is the medical technology hub of the northwest metro area and has experienced considerable commercial and industrial growth. Maple Grove is home to five of the 25 largest medical technology companies in the country as well as many retail, restaurant, commercial, and industrial employers.

The City has a \$72 million annual budget with 11 operating funds and 7 enterprise operations including the Maple Grove Community Center and Sports Dome. The City maintains a strong financial position holding an “AAA” bond rating with Standard and Poors.

The City of Maple Grove employs approximately 270 benefit earning full-time employees, 10 benefit earning part-time employees, 100 paid-on-call part-time firefighters, and an additional 300+ seasonal and casual part-time employees through the year.

There are 106 position titles and job descriptions within the city’s current benefit earning, non-union compensation plan. The non-union pay plan has twenty salary grade levels with 4-6 steps in each pay grade. This is a merit/step compensation plan.

The City has consistently achieved compliance with Minnesota pay equity requirements and has provided consistent, across-the-board market/COLA wage increases.

The City last conducted a formal job classification and compensation study in 1999. At that time, the City consulted with Rod Kelsey of Riley, Dettman & Kelsey, LLC to conduct a job classification and compensation study and implement a new pay plan. Since that time the City has been utilizing the Riley, Dettman & Kelsey job evaluation system to analyze new or updated jobs using point factor analysis. Every job is evaluated objectively using several compensable factors and is appropriately allocated into the City’s compensation plan based on the points assigned to the position. Although the City has not conducted a formal classification and compensation study since 1999, the overall plan has been modified with annual COLAs, the addition of new positions, and position classification review requests. At this time, the City sees a need to have the entire job classification and compensation plan reviewed by an outside professional consultant.

II. SCOPE OF WORK

This study is expected to review the City of Maple Grove’s classification and compensation plan to insure an equitable system is in place to compensate employees properly for the services being provided compared to the market and to create consistent titling and recognizable differences between position classifications.

The classification system recommended through this study must be a market proven and established methodology for government application. It should be designed such that it facilitates a number of human resource management goals including recruitment, selection, and salary administration in an organized and consistent manner.

A. Project Kick Off:

1. Review background information including the City’s organizational charts, compensation plan, and past compensation practices.
2. Meet with project team (human resources and key leadership staff) to validate scope of services, methodology, timetable and other deliverables.

3. Conduct orientation and briefing sessions for City leadership staff to present the project objectives and to address concerns.
4. Assist City staff with the development of communications to keep employees apprised throughout the project.

B. Classification Study:

1. Review the current classification plan. Recommend classification plan options to the City that can be maintained on a long-term basis.
2. The City will provide the consultant with updated position descriptions. After review, the consultant will provide a thorough evaluation of each position to determine a job value by assigning points to the position based on standard factors. Objective classification ranking of each position and the provision of internal pay equity will be utilized.
3. Recommend a policy and procedure for processing future requests for classification additions, deletions, and changes that will provide a consistent format and guidelines to be utilized by human resources staff as changes in positions occur or new positions are created.
4. Present initial recommendations to project team.
5. Create and support an appeals procedure to allow employees the opportunity to appeal their classification assignment.
6. Finalize classification plan with project team.
7. Prepare implementation and maintenance manuals for future use and conduct comprehensive training sessions for key staff members.

C. Compensation Study:

1. Meet with project team to explain, identify, and reach consensus on:
 - a. A list of relevant comparative organizations to be used in the study.
 - b. An appropriate market position.
 - c. A comprehensive list of City positions to survey with appropriate descriptions for comparable cities to efficiently provide benchmarks.
 - d. Review of the League of Minnesota Cities salary survey to gather as much data as possible to avoid needless bother to other cities.
 - e. A method for gathering data that cannot be obtained from the League of Minnesota Cities Salary Survey (custom survey).
2. Gather survey data.

3. Perform survey data analysis and develop externally competitive salary recommendations for each class of work.
4. Complete internal salary relationship analysis, including the development of appropriate internal relationship guidelines.
5. Prepare a recommended salary range assignment for each job classification and each position that reflects the results of the market survey and the analysis of the internal relationships using a consistent approach.
6. Develop recommended strategies for setting hiring rates for new and promoted employees.
7. Present initial recommendations to the project team.
8. Present results of survey and conclusions to supervisors, department directors, and employees.
9. Prepare implementation and maintenance manuals for future use and conduct comprehensive training sessions for key staff members.

D. Implementation:

1. Present implementation options to project team and assist in the development of budgetary impact data and implementation strategy. Consultant will need to identify the costs of implementing any recommended plan so the City can evaluate the expense and choose options for migration to the new ranges.
2. Through meetings with project team, develop final recommendation for implementation.
3. Prepare and present a final report that will include the study methodology, major findings, and major recommendations/implementation strategies.

E. Period of Performance:

1. It is the City's intent to complete this project no later 180 days from contract award.
2. Propose solid contract terms including an itemized fee schedule for work included in the scope of work and a payment plan based on measurable contract milestones.

F. Addendum/Possible Added Project:

1. Provide recommendations and options for how employees move through the compensation ranges.
2. Review part-time compensation plans if requested by the City.

III. CONSULTANT SUBMITTAL

The proposal shall contain the following information:

- A. Provide references of municipalities (in the State of Minnesota if possible) who have implemented and are currently utilizing the compensation system being proposed or a similar system designed, developed, and implemented by your organization. Include the name and phone number of the contact person at each municipality, as well as a description of the services performed, implementation date, and the names of the personnel from your office who worked on the project at each municipality.
- B. Names and qualifications of the personnel to be assigned to the project.
- C. Information stating your organization's approach to the development of a Classification and Compensation System for the City of Maple Grove. Include information and outcome documents on the job evaluation system being proposed as well as associated documents, policies, and procedures.
- D. Identify your approach to employee engagement with the development of the position classifications and compensation schedules.
- E. Identify a concrete reasonable timeline for the completion of each component in the process as well as implementation guidelines.
- F. The proposal should clearly define the timelines, proposed fees, and the scope of services to be provided during each element described in the Scope of Work:
 1. Introduction and Project Orientation
 2. Position Classifications/Ranking/Grades/Evaluation
 3. Wage/Labor Benchmarks/Market Pricing
 4. Preparation of final documents for the plan, including presentation, policy, guidelines, and procedures for administration (such as how the plan is adjusted for cost of living and how employees advance through the ranges and any other pertinent information). Any written and computerized data and supporting information must be submitted as appropriate.
 5. Training on the system maintenance and updating such as position additions and wage structure updates.
 6. System implementation.
 7. Future assistance that can be provided by your organization.

- G. Proposals shall clearly define additional services and/or reimbursable costs not included in the basic fees, including any hourly rates or fees for post contract services.
- H. Proposals shall include a “not to exceed” lump sum fee protection.
- I. Identify cost estimates for all aspects including potential areas in which the City of Maple Grove’s staff can provide assistance resulting in cost savings to the City.

IV. PROJECT COMPLETION

It is the intent of the City to provide as much support and assistance to the consultant to ensure that the project is completed by November 30, 2022.

V. OTHER

- A. Questions regarding this Request for Proposal should be directed to:

Human Resources
City of Maple Grove
humanresources@maplegrovmn.gov
Telephone: (763) 494-6015
12800 Arbor Lakes Parkway
Maple Grove, MN 55369

- B. The City of Maple Grove reserves the right to reject any and or all proposals for any, or no reason, and furthermore reserves the right to accept any proposal deemed to be in the best interest of the City.
- C. Proposals must be submitted by 4:30 p.m. on Friday, March 25, 2022 to humanresources@maplegrovmn.gov or at the address listed above.
- D. Finalists may be requested to make a presentation to an employee committee and/or City leadership/employee sub-committee for evaluation.