



REQUEST FOR PROPOSAL

Ogden City Corporation

Compensation Structure



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Human Resources

June 2, 2023

Request for Proposal

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Purpose

Ogden City Corporation is requesting proposals from a qualified consulting firm to conduct an evaluation of the City's current compensation structure (including salary) against local and statewide trends. The consulting firm will develop and implement a report with recommendations to ensure the city has a cost-effective, externally competitive, internally equitable compensation program.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.com/264/Purchasing>

Proposers are responsible for securing any and all addenda issued.

Sealed responses to this Request for Proposal shall be submitted to the Purchasing Office, c/o 1st Floor Information / Constable Desk located at 2549 Washington Blvd. Ogden, Utah, **no later than 1 PM, July 12, 2023. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes proposals from local, small, women and minority owned businesses and other disadvantaged business enterprises.

Ad Published: June 3 & 10, 2023

I. INTRODUCTION

Ogden City desires to attract and retain qualified workers by offering a competitive and rewarding compensation package. In order to meet that objective Ogden City Corporation is requesting sealed proposals from qualified consulting firms knowledgeable in public sector compensation structures.

With the assistance of the consulting firm, the City is interested in developing a modern, cost-effective, motivational, engaging and efficient compensation program that meets the City Administration's long-term goals for compensation of Ogden City's workforce.

Goals/Objectives

Ogden City strives to maintain:

- Compensation levels that are both internally and externally equitable.

II. OVERVIEW

Ogden City is a municipal government in the state of Utah operating under a Seven-Member Council with a Chief Administrative Officer by ordinance. The City has approximately 672 budgeted full-time employees (including sworn police officers and firefighters) and over 143 part-time employees. The six City Departments include Management Services, Community and Economic Development, Public Services, Legal, Fire, and Police along with City Council Administrative staff. See the attached Organizational Chart (Attachment A) for additional detail. Ogden has a population of approximately 90,000.

The city employees participate in Social Security (except sworn police and fire personnel). Retirement is provided through the Utah Retirement Systems. Approximately 90% of overall healthcare premiums are covered by the City. Full-

time employees receive 10 days of vacation per year to start, thirteen paid holidays, and 12 days of sick leave.

The City's current salary schedule (Attachment B) and staffing document (Attachment C) are included. The City is seeking a set of recommendations that will enable employees to progress through their respective pay ranges within a reasonable amount of time and in a manner that is both competitive in the marketplace and fair to the taxpayer.

III. SCOPE OF WORK

Ogden City desires that the consultant provide an overview of the study including process and timelines to the City's representatives at the beginning of the project. The consultant will be expected to meet with the City's representatives to facilitate the development of compensation principles and goals. These discussion(s) shall begin early in the project. Outcomes desired by the City shall also be confirmed by the consultant.

The consultant will be expected to meet with the City's representatives during each phase of the project for input, education and training. The project shall include, but is not limited to, the phases described below. Alternative approaches to achieving Ogden City's goals are encouraged. The City desires the consultant to provide innovative/ground-breaking ideas.

It is intended that the City's representatives and Human Resources Division be actively involved in the project. The consultant will be requested to attend regular meetings with city representatives to discuss the process and tasks to be performed and to provide updates and training to various city representatives at each phase of the plan.

Phase 1: Analysis, documentation and recommendation on the City's compensation plan including:

1. Identification of public, non-profit and private sector data and how the data is utilized and weighted.
2. A recommendation regarding what other public sector entities Ogden should be using as a comparison for wages.
3. Report on the analysis of the compensation data determining the City's competitive position.

Phase 2: Completed competitive pay structure including:

1. Report providing a means to determine positions and to define the City's emphasis on internal and external equity.
2. Documented process to maintain a competitive pay structure in the future while maintaining our current salary structure.

Phase 3: Documented recommendation on a City compensation philosophy including:

1. Documented compensation philosophy for Ogden City.
2. Documented plan for implementing any compensation policy updates/changes with a phased implementation approach for structure changes.
3. Documented training, education, and succession plan.
4. Documentation of the compensation system.

IV. RESPONSE TO REQUEST FOR PROPOSAL

Company Information

The City will accept proposals from firms that are capable of providing all of the work described in the above Scope of Work including Attachments. Applicants

shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services.

Each Proposal must include, as a minimum, the following information:

1. Name, address, email and telephone number of company submitting the proposal.
 - a. Include the name and contact information of the person designated as the firm's representative.
2. Evidence of Insurability.
3. A description of the firm's experience and capability of fulfilling this contract if awarded.
4. A detailed breakdown of the proposed costs and timeframes to complete the project.
5. Company history with biographies and/or resumes for principle contacts.
6. A list of at least five (5) other public sector clients as references. Preference will be given for local government references in the State of Utah. References must include project dates, scope, summary of work performed, and contact information.
7. A detailed narrative of the methodology to be employed in gathering current, comparable and relevant compensation data.
8. The names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.

**Being selected and entering into an agreement does not guarantee contractor will be extended any specific amount of work.*

Proposals are to be no longer than 10 pages. Double-sided pages count as two pages.

V. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the following criteria, listed in descending order of importance:

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| 1. Methodology and resources | 30% |
| 2. Capability and experience (including local experience) | 30% |
| 3. References | 20% |
| 4. Cost / fee proposal | 20% |

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures.

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. Nonresponsive proposals (those received after the deadline or not conforming to RFP requirements) will be eliminated. The remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. Each bidder bears sole responsibility for the items included or not included in the response submitted by that bidder. The City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of this initial evaluation phase, finalist proposals will be selected for detailed review and evaluation. The City may require an in-person presentation by a bidder to supplement their written proposal.

VI. Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
 - i) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
 - ii) Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence
- b. Each insurance policy required by this Agreement shall contain the following clauses:
 - i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
 - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
 - i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."

- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor

or its agents, employees, invitees or contractors upon the Premises during the License Period.

VII. ADDITIONAL INFORMATION – GENERAL TERMS AND CONDITIONS

Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City’s insurance and bonding requirements, and have experience with all work defined in the scope of work.

Due to the security-sensitive nature of this project, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

All work must meet current industry standards including all Federal, State and local rules and regulations.

The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Equal Opportunity - Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City

assumes no liability for any costs incurred by offerors throughout the entire selection process.

Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit of cost estimate of any proposal price.

Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

Public records - Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded.

Confidentiality – To request a confidential bid, a request for business confidentiality must be submitted to the Ogden City Records Office at the time of bid submission.

VIII. GOVERNING INSTRUCTIONS

This Request for Proposal will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

IX. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

EVENT	TARGET DATE
Open RFP Process	June 2, 2023
1 st Ad – Standard Examiner	June 3, 2023
2 nd Ad - Standard Examiner	June 10, 2023
Last day for Q&A	July 3, 2023; No later than 3 PM
RFP Proposal Deadline	July 12, 2023; No later than 1 PM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

X. CONTACT PERSON

For any questions related to this RFP, please contact the Ogden City Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742.

XI. SUBMISSION OF PROPOSALS

No later than 1 PM on July 12, 2023; firms shall submit six (6) copies of the proposal in a sealed envelope. On the envelope, indicate the RFP name. If you are using a Fedex or UPS envelope, make sure to mark with the RFP name as well.

Submit Proposal To:

Ogden City Corporation
c/o 1st Floor Information / Constable Desk
ATTN: Purchasing Office
“COMPENSATION STRUCTURE RFP”
2549 Washington Blvd.
Ogden, UT 84401

LATE PROPOSALS WILL NOT BE ACCEPTED.

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The Proposal may also be hand-carried to the 1st Floor Information / Constable Desk (west entrance of the building) at the same address.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

XII. EXHIBITS

- 202 Staffing Document
- 203 – Elected Officials Ranges FY2023 COLA only
- 204 - Non-Merit Ranges FY2023
- 205 - Regular Salary Ranges FY2023
- 206 - Fire Sworn Salary Schedule FY2023
- 207- Police Sworn Salary Schedule FY2023
- Ogden City Organizational Chart