

*City of Dardenne Prairie  
City Administrator  
2032 Hanley Road  
Dardenne Prairie, MO 63368  
636-755-5303*



## **REQUEST FOR PROPOSALS (RFP) COMPENSATION AND BENEFITS STUDY**

### **INTRODUCTION**

#### **A. General Information**

The City of Dardenne Prairie, Missouri, (City) is issuing a Request for Proposals (RFP) from qualified firms to assist the City in evaluating its overall employee compensation and benefits as compared to comparable communities in the St. Louis Metropolitan Area.

#### **B. Background**

The City of Dardenne Prairie, incorporated in 1981, has a population of approximately 14,000 and became a fourth-class City in 2001. The City provides general municipal services and employs nine full-time employees and two part-time employees. In addition, the City Engineer and City Attorney are, presently, independent contractors. The City strives to offer market competitive compensation and benefits.

The City of Dardenne Prairie has no formal step and grade pay scale. The City would like for the successful firm to recommend a pay grid system for the employees in the City.

The City has not before enlisted the assistance of any outside firm for a comprehensive study of wages and benefits as compared with peer municipalities in the region.

The City offers a wide array of employee benefits including health, dental, life, voluntary vision, short and long-term disability insurance; tuition reimbursement; retirement plan; health insurance deductible reimbursements; vacation and sick leave; and other minor benefits.

The successful firm will be expected to work with management during all phases of this project, including on-site meetings, and will be expected to present the final recommendations to the Mayor and Board of Aldermen.

### **SCOPE OF SERVICES**

The City would like to review the current total compensation to provide market comparative compensation for all employees.

The City is requesting proposals for the following areas of work:

1. Compensation and Benefits Study
  - Review the City's existing compensation and benefit plan.

- Provide recommendations for a list of current comparative municipalities to number approximately ten.
  - Gather necessary survey data from comparable municipalities using a customized survey.
    - Compile compensation information.
    - Compile employer paid benefit plans with comparable municipalities to include the value in market comparative pay. Benefit plans should include all benefit programs of the City, including retirement benefits and health insurance deductible reimbursements.
    - Determine appropriate pay ranges for all positions.
    - Determine appropriate spread between minimum and maximum pay ranges and distance between steps, where appropriate.
  - Prepare written report to include a comparison, by position, of the full market compensation and benefit plans.
2. Job Descriptions and Titles
- Review current job descriptions and titles.
  - Rewrite job descriptions to coincide with current responsibilities for each employee.
  - Suggest job title changes to coincide with current responsibilities for each employee.
  - Recommend pay structure for each job title.
  - Recommend how to maintain future market competitiveness.
3. Final Report Requirements
- Methods used to conduct the salary survey results and methodology of job evaluation.
  - Summarized position comparison data.
  - Recommended classification plan.
4. Other Miscellaneous Requirements
- Provide Administration Manual with plan maintenance procedures.
  - Provide twenty-five hard-copies and an electronic copy of the Compensation and Benefits Study and one hard-copy of the Administration Manual.
5. Timeline
- Project to be completed within sixty (60) days from Notice to Proceed.

## **SUBMISSION REQUIREMENTS**

The proposal for services must, at a minimum, include the following:

- The firm's name and location of the office providing the services under the contract, telephone number and email address.
- A general description of the firm, including size, number of employees, primary business, and other business or services offered.

- Identification of the Project Manager who will be the primary contact through all phases of the project, as well as identification of other personnel who will be performing engagement work and estimated expected contribution to the project.
- Summary information regarding the qualifications and professional experience of staff who will perform work under this engagement.
- Description of the firm's experience in providing services similar to those in the Scope of Services for municipal clients.
- List of references of at least three municipal clients for which services have been provided which are similar to those in the Scope of Services of this document. References should include client name, address, telephone number and email address for the contact person in each municipality.
- Description of the firm's understanding of the requested services including the proposed approach, specific project steps including detailed information regarding the number and length of on-site work, timeline to include specific milestones, and interim and final work products.
- Fees should be submitted on the Proposal Submission Form, or similar form, provided in this document and be provided to the City of Dardenne Prairie in a **separate sealed envelope** marked "FEE PROPOSAL."
- Proposal Submission Form should include a signature of a representative of the firm with acknowledgement that such individual is authorized to bind the firm contractually.
- Proposals shall provide a statement as to whether any portion of work performed under this proposal will be subcontracted or performed under a partnership or joint venture. Information on such entities must be included in the proposal such as related experience and qualifications of assigned staff.

### **SELECTION CRITERIA**

All proposals will be reviewed to determine compliance with requirements of the RFP. Primary factors in the evaluation include, but will not necessarily be limited to:

- Firm's demonstrated experience in providing similar services to municipal clients as identified in the Scope of Services.
- Staff's demonstrated qualifications and expertise regarding relevant experience with municipal clients.
- The ability of the firm to provide the requested services as demonstrated in the proposal.
- Firm's past record of performance, if any, with respect to quality of work and ability to meet stated timelines.
- The quality, conciseness, and completeness of the proposal.
- The decision of a firm will be made upon the basis of a qualifications-based selection. Once a preferred firm has been selected, the **separate sealed envelope** marked "FEE PROPOSAL" will be opened. A determination will be made by the City as to whether the fee is appropriate for the work. Further negotiations may be necessary with the preferred firm.

**SUBMISSION OF PROPOSAL AND OTHER RELATED INFORMATION**

Proposals should be brief and concise (less than 10 pages, excluding cover page and proposal submission form). **Interested firms shall submit five (5) printed and bound copies of their submission and one (1) copy of the FEE PROPOSAL in a separate sealed envelope.** The deadline for proposal submission is:

**5:00 P.M. on Monday, January 4, 2021**

All responses should be delivered by the stated deadline to:

Dan R. Lang  
City Administrator  
City of Dardenne Prairie  
2032 Hanley Road  
Dardenne Prairie, MO 63368

Firms are expected to utilize the City’s website to gain additional information. Questions regarding the RFP that cannot be answered from a study of the City’s website should be directed via email to [Dan.Lang@dardenneprairie.org](mailto:Dan.Lang@dardenneprairie.org).

A proposal may be withdrawn any time prior to the deadline by written notification. The proposal may be resubmitted with any modifications, prior to the deadline.

The City reserves the right to accept or reject any and all proposals or to choose no firm. The successful firm will be required to meet standard City insurance requirements.

**PROPOSAL SUBMISSION FORM**

*Note: Failure to provide the information requested on this form may be cause for rejection of your proposal on the grounds of non-responsiveness.*

Business Name: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

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

Mailing Address (if Different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**FEE PROPOSAL (TO BE PROVIDED IN A SEPARATE SEALED ENVELOPE)**

TASK	FEE PROPOSED
Employee Compensation/Benefits Study	\$

**AUTHORIZED SIGNATURE**

*Must be signed by a person having the authority to contractually bind the business.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name and Title*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email Address*



