



**"A Planned Progressive Community"**

## **Request for Proposals**

### **Comprehensive HR Assessment, Berkeley Missouri**

PROPOSAL NUMBER: RFQ 24-951 | ISSUE DATE: September 12, 2024

The City of Berkeley is soliciting a firm to assist the City by conducting a comprehensive HR assessment, specifically salaries and salary grades, job descriptions, paths for promotions, and HR manual revisions. The City is open to additional suggestions in this area of the organization as part of this process.

Qualified firms should respond with five (5) hard copies and one (1) electronic copy of their qualifications to include the following information. Limit submissions to 15 single sided 8 ½ x 11 pages. Covers and tabs are not part of the page count. Please include:

1. General information about the company.
2. Key personnel of the firm and their experience and qualifications. Provide information for any subcontractors as well. Please be brief.
3. Specific project and costs proposal.
4. An estimated timeline.
5. Five (5) examples of experience with related projects including ability to work within budget constraints and ability to meet schedules.
6. References.
7. General cost estimates/examples from past projects.

**All submissions must be received by 12 p.m. CST, Tuesday, October 15, 2024 to the attention of:**

**Nathan Mai-Lombardo, City Manager**  
Reference Proposal No. RFP 24-951  
The City of Berkeley  
8425 Airport Rd.  
Berkeley, MO 63134

**Please direct RFP questions (via email) by Friday, September 27, 2024 to:**

Nathan Mai-Lombardo, City Manager  
[nathan@berkeleymo.us](mailto:nathan@berkeleymo.us)

No verbal responses shall be authoritative. Responses to the questions will be posted on the City's website by Friday, October 4, 2024: [www.berkeleymo.us](http://www.berkeleymo.us).

**No late proposals will be accepted.**

## **PROJECT SCOPE**

The objective of this project is to:

1. conduct a comprehensive salary and wage analysis, including identifying gaps in current compensation structures, benchmarking salaries and wages against industry and local standards,
2. conduct a job description analysis of our current positions, ensuring that job descriptions accurately reflect the duties, responsibilities, and the required qualifications for each position, and proposing new positions and titles, if necessary, and
3. conduct an analysis of our current HR policies and procedures manual, including thoroughness, modernity, and formatting.

The expected outcome of this project includes, but is not limited to:

1. analysis of current salary and wage structures,
2. recommendations for changes to compensation structures to match market value based on the location of Berkeley, Missouri,
3. recommendations for changes to compensation structures to ensure competitiveness and fairness,
4. an adoptable wage and salary grades chart/policy,
5. analysis of job descriptions to ensure compliance with public sector regulations and guidelines,
6. recommendations for changes to job descriptions to accurately reflect the duties and responsibilities of each position, including new positions and titles, if needed,
7. recommendations for changes to job descriptions to accurately reflect the required qualifications for each position, including new positions and titles for promotions, if needed,
8. a correct classification of exempt status for each position based on and defined by the FLSA,
9. detailed data sources and methodology for the analysis,
10. completion of a new policies and procedures manual, and
11. any additional insights or recommendations based on the analysis.

## **RFP SUBMISSION EVALUATION**

City staff will evaluate all proposals. It is possible that interviews will be performed with a select number of contractors prior to formulations of a bid award recommendation to the City Council. Evaluation of the proposals shall be based upon, but not limited to, the factors listed below, not necessarily in the order of their importance:

- Experience, qualifications, and general abilities of the applicant
- Quality of the overall project approach
- Cost proposal
- Specified warranties and/or other after-service provisions
- Bonding capacity, insurance coverage, and other legal matters
- Quality of references, prior business experience with the contractor, or reputation of contractor with other municipalities/clients
- Responsiveness to items as set forth in this RFP
- Any other relevant information as submitted by the applicant.

The City reserves the right to reject any and all proposals in whole or in part and/or not select a proposer. This RFQ does not commit City to interview candidates, award a contract, to pay any costs incurred by any proposer in preparing a proposal, to procure or contract any services or to adhere to any predetermined schedule or timelines of events.

## **MWBE GUIDELINES**

Certified Minority/Women Business Enterprises (MWBEs) are encouraged to participate in this RFP process. MWBE's possessing letters of certification through the State of Missouri's Office of Equal Opportunity will be considered certified (<https://oeo.mo.gov/how-to-become-certified/>). Proposals

received from certified MWBE's which are economically competitive with proposals received from non-WMBE proposals will be given additional consideration. Non-MWBE Providers are encouraged to seek mutually beneficial relationships with certified MWBE's. In addition, creative relationships resulting in an employment gain to economically disadvantaged residents will also be given further attention.

#### Minority Workforce Inclusion (MWI) Requirements

1. The City of Berkeley requires that all respondents demonstrate and document a good faith effort to meet or exceed 10 percent (10%) minority workforce inclusion (MWI) goal for all City projects with total project costs of \$500,000 or greater. As a matter of policy, all proposal packages submitted to the City must include an MWI narrative detailing how the respondent plans to meet the MWI goal of 10 percent (10%).
2. If awarded a project, the respondent will be asked to submit an MWI plan evidencing that 10 percent (10%) of the labor hours are fulfilled by minority workers. If this level is not feasible, then the respondent must document their efforts to reach this level.
3. MWI participation can be fulfilled by: 1. Employment level of minorities and/or women in the firm, 2. staffing of minorities and/or women on subcontractors.

#### **PROPRIETARY INFORMATION**

If a submission includes any proprietary data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will be used by the City solely for the purposes of evaluating submissions and conducting contract negotiations, provided all proposers understand and acknowledge that submissions made in response to this RFP may become matters of public record pursuant to Missouri law applicable to public entities and respondents shall be deemed fully aware of that possibility upon submission of a proposal.

#### **MODIFICATION OR WITHDRAWAL OF PROPOSAL**

Any submission may be withdrawn or modified by written request of the respondent, provided such request is received by the City at the above address prior to the date and time set for receipt of submissions.

#### **RIGHT TO REJECT**

By providing a submission, it is understood by the respondent that the right is reserved by City to accept any submission, to reject any and all submissions as non-responsive and to waive any irregularities or informalities when to do so is in the best interest of the City.

#### **COST OF PROPOSAL PREPARATION**

The cost of preparing a response to this RFQ will not be reimbursed by the City.

#### **PROJECT SCHEDULE**

The proposed project schedule would be as follows (subject to change):

- RFQ deadline: Tuesday, October 15, 2024
- City Council award: No earlier than Monday, November 4, 2024 (Third read)
- Project initiation: Immediate after third Council reading