



TOWN OF RIDGWAY REQUEST FOR PROPOSALS FOR A CLASSIFICATION AND COMPENSATION STUDY

INTRODUCTION

The Town of Ridgway is issuing a “Request for Proposals” (RFP) seeking a qualified consultant (herein referred to as “Proposer”) to conduct a Classification and Compensation Study. The purpose of the project is to review the current salary market in comparison to the Town of Ridgway and to review existing classification/ compensation plans and make recommendations for ensuring that these positions are internally equitable and externally competitive.

BACKGROUND

The Town of Ridgway is a home-rule municipality located in the San Juan Mountains in Southwest Colorado. The Town sits at an average altitude of 6,998 feet and is home to approximately 1,083 residents.

The Town employs approximately 18 full time and regular part-time positions (excluding contract, seasonal and non-regular part-time employees). The Town’s pay structure was last updated in 2016. The Town has operated under a pay-for-performance philosophy centered on annual performance review ratings, and has not employed the use of pay ranges. The pay increase philosophy has been inconsistent (e.g., merit increase, across the board increase, no increase, cost of living adjustment).

SCOPE OF WORK

The consultant will analyze the Town of Ridgway’s compensation system and update or design a system to achieve the goal and objectives outlined. The following list outlines specific requirements.

1. Review the Town’s existing compensation classification system.
2. Gather necessary information through the use of questionnaires, job audits, personal interviews or other accepted method.
3. Develop a comprehensive labor market salary survey for the region and resort areas within the state that reflects local governments.
4. Work with the Town’s management staff to identify a market position for the Town, and which comparative communities should be included in the market study.
5. Analyze existing internal hierarchy based on job relationships, identify problem areas within the internal hierarch system, and propose implementation methods to correct identified problems.



6. Review current classification grade methodology, and propose recommended strategies.
7. Develop a pay plan identifying specific parameters (i.e., ranges and percent spreads between ranges).
8. Review and assign all positions to an appropriate pay grade.
9. Develop a comprehensive classification/compensation plan for current employees based upon an objective analysis and evaluation of job content. Such compensation plan must provide internal equity and yet be competitive in the marketplace in attracting and retaining qualified employees.
10. Provide a listing of all research documentation used and information compiled when determining the market and the Town’s position in the market; and employee surveys and copies and results of the survey.
11. Recommend implementation strategies including calculating the cost of implementing the study.
12. Develop recommendations and an instrument for the ongoing internal administration and maintenance of the proposed classification/compensation plan.
13. Prepare cost analysis for positions that fall below the proposed minimum salaries following reclassification, and provide staff training to maintain and revise the system when needed.
14. Provide system documentation and computer formats as approved by the Town Clerk/Treasurer.
15. Present study results to the Town Council at a meeting to be determined.

SCHEDULE

Below is the RFP schedule.

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| • April 28, 2021 | RFP Issued |
| • May 18, 2021, 3:00 p.m. | Question Deadline |
| • May 20, 2021 | Question Responses Provided |
| • May 25, 2021, 10:00 a.m. | Proposals Due |
| • May 27, 2021 | Town Selection Committee Meets |
| • May 28, 2021 | Notifications to Proposers |
| • June 2, 2021 | Agreement Execution |
| • June 7, 2021 | Project Start |

SUBMITTAL REQUIREMENTS

Submittal Instructions

Submit two (2) paper copies printed double sided and one (1) electronic copy of the proposal in a sealed envelope, clearly marked with “Request for Proposals for Classification and Compensation Study”, no later than 10:00 a.m. on May 25, 2021 to:



Town of Ridgway
Town Clerk
Attn: Classification and Compensation Study
PO Box 10
201 N Railroad Street
Ridgway, CO 81432

Proposal Format

Proposals shall be no longer than ten (10) pages and contain the following information:

1. Cover letter, including:
 - a. Firm name, address, and location.
 - b. Introduction of the firm and mission statement.
 - c. Brief description of the firm's interest in the project and project understanding.
2. A detailed description of the plan to achieve the necessary requirements and a plan for accomplishing this work.
3. A detailed description of job analysis and compensation methodology to be used if the consultant has a pre-designed system.
4. A proposed fee schedule and break-down of costs for Compensation study.
5. Proposed timeline to include start and completion dates for the study and identify specific milestones.
6. Experience of the firm in conducting similar reference studies for governmental entities and other comparable studies, and at least three (3) references.
7. Professional resumes of all personnel to be involved in the study and a clear indication of the responsibilities of each. It is understood by the Town that the individuals specified in the consultant's proposal are the individuals who will do the work associated with the compensation study, as described in the proposal.
8. Any additional information which the consultant deems appropriate.

SELECTION PROCESS

Proposals will be evaluated using the following criteria:

- Qualifications and experience of the personnel to be involved in the study
- Relevant experience and quality of references
- Approach and methodology and fit with the Town of Ridgway
- Price/value of services

Interviews may be scheduled with Proposers considered to be the best qualified, although interviews will not necessarily be scheduled prior to the final selection.



ACCEPTANCE/REJECTION OF PROPOSALS

The Town reserves the right to accept or reject any or all proposals, to waive any and all informalities and to negotiate contract terms with the successful Proposer, or to accept the proposer for the contract, which in its judgement best serves the interest of the Town, and the right to disregard all non-conforming, non-responsive, or conditional proposals.

COSTS TO PROPOSE

The Town will not be liable for any costs incurred by the Proposer in preparation of a proposal submitted in response to this RFP or any other activities related to responding to this RFP.

ADDITIONAL INFORMATION

The selected Proposer will be required to enter into an agreement with the Town regarding the scope of services, timeline, and total cost. All information, data, reports, and records necessary for carrying out the work shall be furnished to the consultant without charge and the Town shall cooperate with the consultant in every reasonable way to ensure completion of the study.

The Town will work to honor confidentiality requests to the extent possible and reasonable. If you feel certain aspects of your proposal are proprietary in nature, please clearly indicate those specific components in the submittal.

For more information about the Town of Ridgway, please visit <https://townofridgway.colorado.gov/>.