



CITY OF
Clemson
SOUTH CAROLINA

REQUEST FOR PROPOSALS

CLASSIFICATION AND COMPENSATION STUDY

DEADLINE FOR SUBMISSIONS: JULY 31, 2023

ADVERTISEMENT
CITY OF CLEMSON

The City of Clemson is seeking proposals from qualified professional personnel management consulting firms to conduct a Classification and Compensation Study for municipal positions. The purpose of the project is to review the existing classification and compensation plan as well as to ensure that all positions within the City are internally equitable and externally competitive. The objective is to have a creditable Classification and Compensation Plan that ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together; provides salaries commensurate with assigned duties and provides recognizable compensational growth, provides justifiable pay differential between individual classes and maintains currency with relevant labor markets. The end product of the study, as detailed in the Scope of Services, will include recommendations for the following: a classification schedule, job descriptions, a wage comparison with comparable cities/towns and a compensation plan.

Proposals should include an approach to the Project and any information deemed necessary. Please refer to the complete RFP for more information regarding the scope and requirements of the Project.

All Proposals MUST be received at the Clemson City Hall located at 1250 Tiger Blvd. Suite 1. Clemson, SC 29631 no later than 2:00 P.M. on July 31, 2023. Any submission received later than the specified time/date will NOT be accepted/considered. Hand-delivered submissions should be delivered to the same above referenced address. No facsimile, email or telephone proposals will be accepted. Proposals must be submitted in a package clearly marked "Classification and Compensation Study for the City of Clemson". All requests for information or clarification regarding this proposal shall be made in writing and submitted to Tracy Taylor, Human Resources Coordinator at ttaylor@cityofclemson.org no later than 5:00PM on Monday, July 24, 2023. Questions will be answered via addendum. Addendum, if any, will be posted on the City of Clemson website.

Contact Information for this Project:

Tracy Taylor
Human Resource Coordinator
ttaylor@cityofclemson.org

Allison Gantte
Assistant City Administrator
agantte@cityofclemson.org

GENERAL INFORMATION

The City of Clemson is 7.5 square miles and is home to approximately 17,000 residents (2020 Census). Clemson is located primarily in Pickens County, with a small portion located inside Anderson County and it also abuts Lake Hartwell. The City surrounds and is intertwined with Clemson University which exists as its own municipality.

In total, there are 16 departments and over 300 individuals employed by the City of Clemson. There are currently 27 grades and 105 positions on the scale. The City of Clemson's current Compensation System provides for annual salary adjustments through employee performance reviews.

SCOPE OF SERVICES

The consultant shall develop recommendations for compensation and classification system of the City of Clemson as outlined herein.

A. Job Descriptions - Create, modify and/or update job descriptions for all positions in compliance with the ADA and other applicable federal and state statutes. Final job descriptions will be written by the consultant and presented to the City Administrator for approval. The consultant is to identify management, supervisory, professional, technical and general employees, including FLSA status (exempt/non-exempt).

B. Classification Structure - The consultant shall review and recommend to the City Administrator a classification structure based on the job descriptions, and include additional duties and responsibilities where applicable to individual positions. The classification structure will include the recommended assignment of each position within the classification structure utilizing a standardized rating system that analyzes each position against multiple evaluation criteria. The final result may be an update to the current classification structure or a proposal for a new system.

C. Market Survey - The consultant shall perform a market salary survey of communities in our area that are comparable to the City of Clemson in size, population, economic climate, proximity to a major city, etc.

D. Compensation Schedule - Utilizing the market survey results and comparable job descriptions, the consultant shall prepare a recommended compensation plan and salary schedule to correspond to the applicable classification plan.

E. Classification Manual - At the conclusion of the study, the consultant shall provide a classification manual to be utilized by the City of Clemson to objectively evaluate new or revised positions. The manual shall describe the methodology used by the consultant to undertake the study and how it can be maintained and utilized by the City in the future, including the detailed rating structure and evaluation criteria.

F. Additional Requirements - The consultant must provide printed and electronic copies of the completed report, which should include an introduction, explanation of methodology, survey results, job descriptions and classification recommendations. The

project shall be completed by December 1, 2023. All travel and related expenses associated with this project shall be included in the lump sum price proposal. All costs incurred in preparing the proposal, or cost incurred in any other manner by the consultants in responding to this RFP, will be wholly the responsibility of the consultant. All materials and documents submitted by the consultant in response to this RFP become property of the City of Clemson and will not be returned.

SUBMITTAL

The following should be submitted with all proposals.

A. A formal cover letter including:

- 1) Firm profile. Proposals should provide a complete and concise description of the firm's ability to meet the requirements of this RFP.
- 2) Project understanding. Proposal should be knowledgeable about the City of Clemson, its amenities, and its relationship with Clemson University and surrounding towns and communities.
- 3) Proposal budget. Include a summary of costs and fees based on the deliverables previously noted above. Provide a budget for each individual task as an independent project and an aggregated budget for the entire project. All overhead costs (including travel and vehicle mileage) should be included in the basic fee. Any optional services recommended by the consultant may be included but should be priced separately.
- 4) Project schedule. Include a proposed schedule for the product delivery broken down by each of the tasks previously listed above.
- 5) Minimum Qualifications. The selected firm must have experience formulating new brands based on research-driven methodology combined with informational insights provided by stakeholders through a public engagement process. Experience working with municipalities and/or government clients is a plus.
- 6) References. Include three (3) references and at least two (2) summary samples of completed projects with detailed photographic, print, and digital records.

B. Proposals are due via mail or hand delivered by 2 p.m. on July 31, 2023. Please submit to: Allison Gantte, Assistant City Administrator, City of Clemson 1250 Tiger Blvd. Suite 2, Clemson, S.C. 29631. The City of Clemson holds no responsibility for proposals received after the deadline due to delays in the mail. Please note that our mail often does not arrive until after lunch time each day, so any proposal set to arrive on the due date may not be received by 2pm that day.

PROJECT EVALUATION

The following criteria will be used in consideration of proposals:

- 1) Quality and completeness of the proposal.
- 2) Design firm qualifications, demonstrated experience with similar projects, and references.
- 3) Proposed cost for this project and recommended implementation strategies.
- 4) Project approach, detail of proposed methodology, and ability to produce deliverables within anticipated timeline.

All firms will be afforded equal opportunity to submit proposals in response to this request and will not be discriminated against in consideration for award on the basis of race, religion, color, sex, gender identity, creed, marital status, ancestry, physical or mental disability, medical condition, sexual orientation, national origin, age, or any other consideration made unlawful by federal, state or local laws.

The City of Clemson reserves the right to accept or reject any or all of the proposals generated from this RFP to the respondent that presents a proposal that best meets the specifications as listed and represents the most beneficial procurement as determined by the City. The City also reserves the right to modify any requirements, terms, or conditions as outlined in this RFP when such modification is in the best interest of the City. Issuance of this RFP does not obligate Clemson to award a contract nor is Clemson liable for any costs incurred by the proponent in the preparation and submittal of the proposal.

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the requirements.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **April 20, 2018, at 2:00 p.m.** but may not be withdrawn after such date and time.

That the City of Clemson reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Clemson reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the City of Clemson has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

BIDDER:

Name Title

Name Title

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, sexual orientation, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Clemson. The bidders may be declared, by the City of Clemson, ineligible for further contracts with the City of Clemson until satisfactory proof of intent to comply shall be made by the vendor. The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm,

Company Name, Address, City and State

being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the City of Clemson or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Clemson or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of 20__

NOTARY PUBLIC