

Fremont Sanitation District

Request for Proposal

RFP 2023-14

Project Name:

Comprehensive Classification, Compensation, and Benefits Study

**Fremont Sanitation District
107 Berry Parkway
Cañon City, Colorado 81212**

Phone: 719-269-9050

Email: rfp@fsd.co

RFP Information:

<https://www.fsd.co/planroom/>

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1 Project Overview and Orientation

1.1 Purpose

In order to attract and retain highly qualified employees, the Fremont Sanitation District (FSD/District) strives to offer a competitive compensation and benefits structure. With this goal in mind, the District is seeking proposals from qualified firms/consultants for the completion of a comprehensive classification, compensation, and benefits study (Study). The District completed a pay equity study in 2020 to ensure compliance with the Colorado Equal Pay for Equal Work Act, and the District intends to expand on this study with further evaluation of the District's classification and compensation practices, including the following: job description review/evaluation, compensation and benefits review/comparison, and analysis/recommendations.

1.2 Introduction

The District is a Title 32 Special District in the State of Colorado, located in Fremont County. The District was formed in 1984 with the consolidation of five separate sanitation districts. The District provides for the collection, treatment, and discharge of wastewater in the Canon City and Florence areas. It is governed by a seven-member Board of Directors, and a District Manager is employed to oversee the operations of the District.

The District employs approximately 30 full-time employees and one part-time employee, working under 25 job classifications. The District's salary schedule, which is attached to this RFP as Exhibit A, includes 13 additional classifications which are either vacant or inactive at this time, but shall also be included in this Study. This salary schedule is based on a Grade/Step system, with 20 grades and 11 steps between the minimum and maximum within each grade. The percentage between minimum and maximum in each grade is 40%, which was increased from 28% in response to the 2020 pay equity study. Employees are typically hired at Step 1 of the position's Grade, although the District Manager has the authority to deviate from this practice when deemed appropriate. Employees are eligible for annual step increases, with the condition that the employee must achieve satisfactory performance evaluations. Benefits are provided to all full-time employees as described in the District's 2023 Benefits Guide, which is attached hereto as Exhibit B. The District's 2023 Organizational Chart is included as Exhibit C.

The District last completed a full wage and compensation study in 2007. The results of this study resulted in significant changes to the District's job descriptions and salary schedule. Other than annual Cost of Living increases and the changes made in 2020 to comply with the Equal Pay for Equal Work Act, no other major modifications have been made to this structure.

In recent years, the District has experienced difficulties filling vacant positions, with greater challenges being experienced when attempting to hire for highly technical and management level positions.

All RFP documents and Exhibits can be found at the District's website under "Bid Opportunities" (see link below):

<https://www.fsd.co/planroom/>

Information shall be gathered through the use of questionnaires, job audits, personal interviews, discussions with District Management, surveys, and other accepted methods. The scope of this project includes the following:

- **Job Descriptions**

- Meet with employees and supervisors in each job category to determine whether the job description accurately describes the position

- **Compensation Review and Comparison**

- Select a representative sample of a minimum of 12 similarly sized/situated government, non-profit, and/or private organizations that provide similar services or those organizations with which the District directly competes when hiring/attracting qualified employees.
- Compare the District's salary schedule/pay practices with those of each selected organization
- Compare the actual pay for employees performing the same or similar functions within these organizations
- Compare salary structures and compensation practices for each of these organizations
- Evaluate the District's total compensation against those offered by each comparable organization, including, but not limited to the following: salaries/wages, retirement benefits, Leave Time/PTO, Wellness programs, contributions to health insurance premiums, and other benefits such as tuition reimbursement, cell phone allowances, car allowances, stipends, etc. that may have an impact on the employees' total compensation

- **Analysis/Recommendations** - Based on the results of the Job Description and Compensation Review/Comparison, provide the District with the following:

- Present findings of job description review, with recommendations for appropriate title changes or additions/modifications to other key factors within the job descriptions
- Recommend additional job descriptions/classifications as needed to accurately reflect each employee's responsibilities and duties
- Prepare an analysis that defines the District's competitive position in the labor market
- Provide a recommendation for an updated pay structure or compensation plan
- Provide guidance on the appropriate placement of current employees within the new pay structure/compensation plan
- Provide recommendations for a system to evaluate reclassification requests and placement of new positions within the pay structure
- Recommend additional changes to the District's total compensation plan, to include leave time, holiday schedules, and other benefits/incentives
- Develop a clear and objective system that can be used for the progression of employees from one level to the next for positions within the same series

- Provide recommendations for hiring incentives
- Determine a schedule for conducting future compensation and classification studies

1.3 Participation

The District reserves the right to withdraw from entering into an Agreement for this Project with any prospective Vendor, without liability or obligation of any kind or amount from FSD.

FSD will retain an archival copy of the original RFP, complete with any related terms, conditions, Exhibits, and attachments, in its original form. Any unauthorized modification(s) by a Vendor to the original published RFP, or any subsequent Addenda, without the prior written consent of FSD, may result in disqualification of the Vendor's Proposal.

1.4 Schedule of Events

The following is a projected schedule of events that will apply to this RFP. The schedule is subject to change, however, in accordance with the District's needs or unforeseen circumstances. Any changes in schedule will be communicated by e-mail to all prospective Vendors of record.

- District release of RFP **2023-14:** August 31, 2023
- Vendor's Proposal submission due: October 5, 2023 (4:00 pm)
- District review of Proposals: Ongoing
- Final selection: October 12, 2023
- Board recommendation & Award notification: October 17, 2023

2 Proposal Considerations and Preparation Guidelines

2.1 Vendor's Understanding of the RFP

In responding to this RFP, all Vendors accept full responsibility for a thorough and complete understanding of this RFP in its entirety, which may require Vendors to make inquiries of FSD, as well as other sources as necessary, to gain said understanding. FSD reserves the right to disqualify any Vendor whose Proposal demonstrates, in the sole opinion and discretion of the District, less than full understanding of the nature and requirements of this Project. This right extends to and includes cancellation of the Award of the Project, if said Award has been made. Such disqualification and/or cancellation will be promptly communicated to the Vendor in writing, and shall be at no fault, cost, or liability to the District.

2.2 Good Faith Statement

All information provided by the District in this RFP is offered in good faith and has been assembled with every effort to be as complete and up-to-date as possible. Certain elements of the Project are subject to change or modification as necessary, and FSD makes no warranties that this RFP is without error. FSD assumes no responsibility or liability for the accuracy or use of the information contained in this RFP, or for any claims arising therefrom.

2.3 Proposal Submission

Regardless of delivery method, all Proposals must be received at the FSD Service Center, located at 107 Berry Parkway, Cañon City, CO 81212, by 4:00 pm local time, **October 5, 2023**. Proposals shall arrive in sealed envelopes and be clearly marked **Comprehensive Classification, Compensation, and Benefits Study, RFP 2023-14**. Proposals may be hand-delivered or shipped via US Mail, FedEx, UPS, or other such commercial carrier service. **Fax or email Proposal submittals will not be accepted.**

Vendors shall submit one copy of their Proposal marked "Original," and one copy marked "Copy". Each must be individually bound. Please address Proposal submissions to:

Kim Maxson, Administration Manager
Fremont Sanitation District
107 Berry Parkway
Cañon City, CO 81212

2.4 Proposal Review and Evaluation (Criteria)

The District shall use all facts, information, and data available to review and evaluate proposals submitted in response to this RFP. The sole objective will be to award the RFP to the Vendor whose proposal is most responsive and advantageous to the District. Evaluation of proposals shall be accomplished based on the following criteria:

- Vendor's background and experience relevant to this RFP, including similar services provided to other public entities
- Experience designing and implementing pay plans and compensation systems, gathering and analyzing data, performing job analysis and evaluation, and analyzing salary data
- Qualifications of project staff
- Cost of services provided
- Projected timeframe
- References

2.5 Proposal Selection

All responsive Proposal submissions will undergo extensive review and evaluation by the District. Any Vendor whose Proposal is clearly unrealistic or financially unworkable for this Project may be notified as such. Those Vendors whose Proposals appear more suited to the District's needs will be selected for further evaluation. Vendors may be asked to make a virtual presentation to the Board of Directors as part of the evaluation process. Final evaluation of Proposals by the District may include further discussions and clarifications with each respective Vendor until a final Vendor selection and determination has been made, at which point the District will draft an Agreement based upon the discussions and negotiations with that successful Vendor. Once the Parties have reviewed and finalized the terms and conditions of the Agreement, the District will present said Agreement to the District's Board of Directors for approval at the next Board meeting. Upon approval by the Board of Directors, the Parties will execute the Agreement as approved. It should be noted that at any time during the Agreement process, the District, at its sole discretion, reserves the right to reject any or all Vendor Proposals if, in the District's sole judgment, reasonable terms and conditions for an Agreement cannot be reached.

3 Proposal Submittal Requirements

3.1 Proposal Format

Proposals shall be organized to clearly address the following minimum requirements:

3.1.1 Credentials and Related Experience

- a) Vendor's availability and expected timeline for completion of the project
- b) Vendor contact information, including name, address, phone numbers, and email addresses for staff that shall be assigned to work on the project
- c) An overview of Vendor's services and experience performing similar studies and projects.
- d) Qualifications and backgrounds of key staff that will be assigned to the project

3.1.2 Statement of Methods and Procedures

- a) Provide a statement describing the Scope of Work as understood by Vendor
- b) Provide detailed breakdown and description of specific steps and methodology that shall be used for completion of the Study.
- c) If additional services outside the scope of work described above are proposed, include detailed description of such services
- d) Describe Vendor's familiarity with and understanding of local and regional economic conditions and labor markets.

3.1.3 Project Timeline

- a) Provide anticipated start and completion dates for the Study
- b) Describe procedures Vendor will use to keep the District apprised of the progress on the Study and how Vendor will meet specific deadlines

3.1.4 References

- a) Proposals must include a list of names, addresses, and contact information of at least five references who will attest to Vendor's successful completion and implementation of similar projects. At least three references should be public entities.

3.1.5 Cost of Services

- a) Provide a detailed not-to-exceed cost estimate for all work to be completed.

Note that the District shall make one final single payment to the Vendor within 30 days following completion and acceptance of the Study.

3.2 Vendor Certification

All Vendors submitting Proposals to the District for this Project must complete and include the Vendor Certification page (Section 5 of this RFP) as part of their Proposal submission.

4 Terms & Conditions

4.1 Vendor Costs

Fremont Sanitation District shall not be liable to any Vendor, entity, or person for any costs or expenses of any kind that may have been incurred by a Vendor or third party in connection with their response to this RFP.

4.2 Vendor Responses

All Vendor responses received will become the property of the District and will not be returned. All Vendor responses are a public record upon opening by the District.

4.3 Governing Law

This Project and all Vendor Proposals shall be governed by all applicable local, state, and federal laws and regulations.

4.4 District Liability

Fremont Sanitation District shall not be liable to any Vendor, entity, or person for the use of any information contained in this RFP, or for any error or omission that may have been contained in or omitted from this RFP document, or subsequently provided as part of the RFP process. The District reserves the right, if it deems such action to be in its best interests, to reject any and all Responses or to waive any irregularities or informalities therein.

4.5 Vendor Requirements

Should your Proposal be selected for this Project, your company shall attest, furnish, and be responsible for the following items as pre-conditions to executing an Agreement:

- a) Acquire certain insurance(s) as stipulated in Section 4.6 of this RFP.
- b) Provide all equipment, materials, and qualified personnel to successfully complete this Project in a timely and professional manner.
- c) Complete the District's standard Vendor Packet
- d) Commit to and execute the District's standard Agreement for Professional Services

4.6 Insurance Requirements

During the entire period of the Project, Vendor shall maintain, at its own expense, the following described insurance:

- a) Worker's Compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of \$500,000 (five hundred thousand dollars) each accident, \$1,000,000 (one million dollars) disease – policy limit, and \$1,000,000 (one million dollars) disease – each employee.

- b) Commercial General Liability insurance with minimum combined single limits of \$600,000 (six hundred thousand dollars) each occurrence and \$1,000,000 (one million dollars) general aggregate. The policy shall be applicable to all premises and operations. The policy should include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall be endorsed to include the District and the District's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

- c) Professional Liability insurance with minimum combined single limits of \$600,000 (six hundred thousand dollars) each occurrence and \$1,000,000 (one million dollars) general aggregate.

Vendor's certificate of insurance is a pre-condition to executing an Agreement for the Project. Vendor's certificate of insurance shall name the District as an additional insured Party.

4.7 Attachments and Exhibits

Prospective Vendors are reminded that Exhibits are attached to, included with, or are included by reference to, this RFP document released by the District. All such RFP documents and Exhibits, as well as current "Vendor Packet," are available electronically via the District's internet web address link as set forth below and in Section 1.2 of this RFP document.

<https://www.fsd.co/planroom/>

4.8 Entire RFP

This RFP document, as well as all Exhibits, subsequent Addenda, and all items included by reference, constitute the entire RFP.

5 Vendor Certification

(Vendor **must** complete and sign this page and submit with Proposal)

This certification attests to the Vendor's awareness and agreement with the content of this RFP and all accompanying time schedules and provisions contained herein.

The Vendor must ensure that this Vendor Certification is duly completed and correctly executed by an authorized representative of their company.

This fully-executed Vendor certification is hereby included as a document submittal and part of Vendor's Proposal in response to RFP **2023-14** issued by Fremont Sanitation District. The undersigned, as a duly authorized officer of the Vendor, hereby certifies that:

(Vendor Name)

Agrees to be bound by the content of this RFP, and further agrees to comply with the terms, conditions, and provisions of this RFP and any Addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. This Proposal shall remain in effect for a period of **90** (ninety) calendar days, starting on the Proposal submission due date.

The undersigned further certify that their firm (check one):

IS

IS NOT

Currently debarred, suspended, or proposed for debarment by any state or federal entity. The undersigned agree to notify the District of any change in this status, should one occur, until such time as an award has been made under this RFP.

Person[s] authorized to negotiate on behalf of this Vendor for purposes of this RFP are:

Name: _____ Title: _____
(PRINT)

Signature: _____ Date: _____

Name: _____ Title: _____
(PRINT)

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____
(PRINT)

Signature: _____ Date: _____