

REQUEST FOR PROPOSAL (RFP)
COMPENSATION CONSULTANT SERVICES
FOR WCRC COMPENSATION STUDY

The Washtenaw County Road Commission (WCRC) invites qualified firms to submit proposals for Compensation **Consultant Services for a Compensation Study**.

An electronic submittal in PDF format of the **Proposal for WCRC Compensation Study** must be received no later than **3 p.m. on Friday, October 4, 2024**.

The proposals must be sent to:

Nicole Peterson, Human Resources Manager
Washtenaw County Road Commission
Email: peteronn@wcroads.org
Phone: (734) 327-6641

Proposal for WCRC Compensation Study

WCRC expressly reserves the right to accept or reject any and all proposals submitted and is under no legal requirement to execute a resulting contract on the basis of this RFP and intends the material provided only as a means of identifying consultant alternatives. WCRC will base its decision on a combination of competence, qualifications, and other items as listed in *Section 4 Selection Criteria*.

This RFP does not commit WCRC to pay any costs incurred prior to the execution of a contract. Issuance of this material in no way obligates WCRC to award a contract or to pay any costs incurred in the preparation of a response. WCRC specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of WCRC, allowing the consultant to adjust the proposal accordingly.

Any inquiries relating to this RFP must be submitted in writing to Nicole Peterson and received no later than, Monday, September 23, 2024, via email to peteronn@wcroads.org.

1. General Information: The consultant shall furnish all labor, equipment, supplies, material, and incidentals necessary to conduct and complete the services described herein.

1.1 Purpose: This RFP provides consultants with sufficient information to enable them to prepare and submit a **Proposal for the WCRC Compensation Study**.

Scope of Work

- Thorough analysis of our current compensation structure (pay scale), policies, and practices.
- Benchmark our compensation against comparable organizations.
- Determine the correct market pay range for each position with WCRC taking into consideration the area's economy.
- Review existing job descriptions and recommend necessary updates to positions and titles.
- Provide guidance on compliance with relevant labor laws and regulations.
- Create action items directly related to compensation and job position structure with recommendations for implementation.
- Provide recommendations for ongoing review and longevity of the compensation structure.
- Assist with updating procedures as well as policy(s) for compensation administration for increased employee transparency and to ensure fairness across the organization.
- Develop a communication strategy for effectively rolling out the new compensation plan to employees.

WCRC will provide:

1. Organizational Chart
2. Jobs to be evaluated with job descriptions
3. TPOAM Collective Bargaining Agreement
4. Non-union job classification list
5. 2024 Non-union salary scale
6. 2018 Compensation Report
7. Related policies and guidance materials

1.2 Issuing Office: This RFP is issued by the WCRC Administration Department on behalf of the Washtenaw County Board of County Road Commissioners. The contact person for this RFP is Nicole Peterson, Human Resources Manager.

2. Proposal Submittal: WCRC is seeking proposals in the format as outlined herein. For this RFP, the submitted document shall be referred to as the proposal.

2.1 Requirements: A firm must submit for all portions of the above-described project, provided they are qualified to perform the services described. The firm shall provide an electronic submittal in PDF format of the proposal submittal. Required information for the proposal is included in *Section 3 Information Required from Consultant*.

2.2 Compensation Study Report and Deliverables: The Consultant shall prepare and submit a Draft Compensation Study to WCRC for review and comments. Review comments will be provided to the Consultant to incorporate in the Final Compensation Study.

Deliverables

- Compensation Strategy and Policy Development
- Market Compensation Analysis
- Job Evaluation and Classifications
- Salary Structure and Design
- Benchmarking Reports
- Presentation of Final Compensation Study

2.3 Schedule: Suggested milestones:

- Study Kick-off Meeting
- Comparison Organizations List
- Data Collection
- Assessment & Analysis
- Presentation of initial findings
- Draft of Compensation Study
- Final Compensation Study

2.4 Addenda to the RFP: In the event it becomes necessary to revise any part of this document, an addendum will be provided to all consultants who received the document before the response date, and a new response date, if necessary, will be announced.

2.5 Type of Contract: WCRC uses its own professional services agreement in contracting for professional services.

2.6 Acceptance of the Proposal Content: To be considered, consultants must submit a response to this RFP. The contents of the proposal of the selected consultant may become a contractual obligation if a contract ensues. The proposal must be signed by an official authorized to bind the firm to its provisions. The consultant will make no other distribution of this document.

2.7 Proposal Preparation: The proposal should be prepared providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. The proposal shall be limited to a total of five (5) single-sided content-related pages, not including personnel resumes.

2.8 Selection: The selection committee will review the proposals submitted. Based on this review, the selection committee will select the firm considered most qualified to perform the services.

3. Information Required from Consultant: Please provide the proposal using the following format:

3.1 Cover Citation: Submitted to:
Nicole Peterson
Washtenaw County Road Commission
555 N. Zeeb Road
Ann Arbor, Michigan 48103
Proposal for WCRC Compensation Study
Date of Submittal

3.2 Letter of Transmittal: The transmittal letter must include the following:

3.2.1 Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the allotted time.

3.2.2 Name of the contact person or representative for the firm, their title, address, phone number, and email address. State whether the contact person is authorized to bind the firm. If not, indicate who is authorized to sign on behalf of the firm.

3.3 Consultant Information: The submitting firm will provide information about the firm and the personnel to be assigned to this contract. Be sure to include:

3.3.1 The name and business address of the firm and principal who would be responsible for the work.

3.3.2 Current resumes of key personnel.

3.3.3 A list of projects recently completed or underway by the firm of similar scope to that proposed.

3.4 Statement of Work: Identify and outline what the firm proposes to do and describe your firm's approach to performing the specific services required in this contract.

3.5 Method: The consultant is asked to describe their substantive approach to providing the services. What services are to be performed? What methods will be utilized? How will information be checked for accuracy? Who will oversee the quality control/quality assurance plan? Also in this section, identify any constraints inherent to the method proposed.

3.6 Cost: The consultant shall provide separate cost breakdowns for the preparation of the WCRC Compensation Study.

4. Selection Criteria: WCRC policy discourages any unsolicited verbal or written communications from competing firms that may pertain or relate directly or indirectly to any proposal being evaluated by the WCRC selection committee which has been submitted in response to this RFP and which contemplates the award of a professional contract.

Negotiations may be undertaken with the firm whose proposal best addresses the needs of the proposed services and demonstrates the ability and experience of the firm to perform the work. The award of the contract will be to the responsive firm whose proposal is most advantageous to WCRC.

Proposals will be evaluated on evidence of understanding of the work, the objectives to be achieved, the technical and administrative capabilities about the needs of the work, and cost. The following criteria are those that will be applied in the evaluation of the proposal:

- 4.1 Understanding of Service:** The extent to which the firm understands requirements as described above.
- 4.2 Qualifications of Team:** The structure of the project team including the roles of all key personnel. Evaluation of provided resumes for each of the key staff, with special emphasis on experience and demonstration of competence in performing similar work.
- 4.3 Past Performance:** The extent to which the consultant has demonstrated competence in preparing compensation studies.
- 4.4 Cost.** Cost to prepare the WCRC Compensation Study.