

# REQUEST FOR PROPOSAL

## Town of Norwich Compensation Study

<b>ISSUE DATE:</b>	<b>July 24, 2023</b>	
<b>QUESTIONS DUE BY:</b>	<b>August 17, 2023</b>	<b>4:00 pm</b>
<b>DUE DATE and TIME:</b>	<b>August 24, 2023</b>	<b>4:00 pm</b>

### **Request for Proposals:**

The Town of Norwich, Vermont is seeking a qualified consultant to undertake a compensation study which will provide current information, in the form of a detailed report, on 2023 municipal compensation.

### **Introduction and Background:**

The Town of Norwich, like many similar municipalities, is interested in understanding the current market rate compensation levels for various positions in municipal government. The Town conducted a prior study in 2012 (Condrey Report) which is currently outdated. Municipal leaders are interested in understanding the trends and market rates for municipal employees to better align the Town's wages and benefits package with current market conditions.

### **Proposal Information:**

**Proposals are due no later than 4:00 pm August 24, 2023.**

Questions shall be directed in writing to Brennan Duffy, Interim Town Manager, PO Box 376, Norwich, VT 05055 or [bduffy@norwich.vt.us](mailto:bduffy@norwich.vt.us)

In order to be considered responsive to this RFP, each proposal shall conform to the following requirements. The Consultant shall:

Submit an electronic copy via email to [bduffy@norwich.vt.us](mailto:bduffy@norwich.vt.us) by the date stipulated above.

The proposal shall be clear, concise and brief, limited to a maximum of 20, 8½" x 11" pages.

If any of the above requirements are not met, the proposal may not be considered.

## **Proposal Expectations and Requirements**

Proposals will be evaluated based on responsiveness to the RFP. Successful Consultant must demonstrate that they have the organization, experience, technical skill, equipment, financial resources, and proven ability to provide the services required.

The Proposal should demonstrate that the Consultant understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Consultant to supply the required services must be demonstrated.

In order to assist in the evaluation process, please include the following information in the technical proposal:

### **A. Cover Letter**

### **B. Statement of Qualifications**

**1. Contact Information** - List the name of the firm, address, contact person, phone number, and e-mail address.

**2. Professional Qualifications** – List the names of the principals of the firm and the qualifications of the project manager and key staff assigned to the project

**3. Firm's Capabilities** - Briefly describe three similar projects, which your firm has completed in the past three years. List the members of each project team and the role played by each member. Please provide references for each project.

### **C. Methodology**

Please provide a detailed explanation of how your firm would approach the work. It may include a description of tasks, products, milestones, and timetables. Task descriptions should fully discuss the steps to be followed in carrying out the work. Sufficient detail should be presented to show a clear understanding of the work and the proposed approach. A timetable should accompany the work description showing the expected sequence of tasks and resource requirements.

### **D. Cost**

Provide a cost proposal and composite schedule by task and total project cost.

### **Town Rights:**

The Town reserves the right to negotiate the scope of work and the contract lump sum with any and all firms that submit a proposal.

All proposals become the property of the Town upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the proposer. Revisions to the request for proposal will be posted on the Town's website. The Town of Norwich reserves the right to modify any technical and submission requirements associated with this request for proposals. The

Town of Norwich reserves the right to reject any or all proposals or to award contracts in whole or in part, if this is held to be in the Town's best interest.

All plans, data, reports, and materials, in digital and hard copy form, used or created for this project will be delivered to and become the property of the Town upon completion.

### **Scope of Work:**

The Town of Norwich is seeking a professional consultant to undertake a comprehensive compensation study of municipal employees which will include a review of current job descriptions. The consultant will work with Town staff and the Town Manager's office on this initiative. The study is likely to include approximately 25 total positions which will include both union and non-union employees.

It is anticipated that this Study will be based on analysis of similar positions, in similar municipalities, and that analysis of relevant positions in the private sector may also be considered.

The Town of Norwich last conducted a compensation analysis in 2012 (Condrey Report), and this, along with the most recent Vermont League of Cities and Towns' Compensation Report, will be provided.

Deliverable for this project will be a comprehensive report detailing current compensation packages and wage rates for similar positions in similar communities and recommendations on possible adjustments to the Town's current compensation structure. A final report presentation to Norwich stakeholders, following completion of the written report, will be required.

Proposals shall include a timetable for each of the following items. Timetable should reflect how many weeks after the notice to proceed is given that each item will be completed.

- Data collection, job description review, and analysis
- Preliminary findings meeting with the Town Manager and any additional designated staff.
- Final draft delivered for review and comment prior to the submission of the final report.
- Final Report delivered to the Town of Norwich.
- Final Report presentation to the Town of Norwich.