



**Request For Proposal:**

Classification and Compensation Study  
City of Independence  
331 1st Street E  
Independence, IA 50644

Due: 11/20/2025 at 4:00pm.

**Technical Proposal Submitted By:**

AutoSolve, Inc  
46 Thatcham Drive  
Saint Augustine, Florida 32092



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## Cover Letter

November 18, 2025

Matthew R. Schmitz, City Manager  
Classification and Compensation Study  
City of Independence  
331 1st Street E,  
Independence, IA 50644  
Phone: 319-334-2780 Email: [mschmitz@independenceia.gov](mailto:mschmitz@independenceia.gov)

Re: Classification and Compensation Study

Dear Matthew,

Thank you for the opportunity to submit a proposal to develop a Classification and Compensation Study for the City of Independence. The proposed study will provide City of Independence with an equitable and competitive classification and compensation system for approximately 114 employees and 55 classifications. Based on the information provided, AutoSolve will complete the study within 4 months of the start date and the target completion date is 4/24/2026.

AutoSolve, Inc. (AutoSolve) is a Human Resources Consulting firm providing services to private and public agencies for more than 30 years. We pride ourselves and attribute our successes to our team's ability to listen, collaborate, and communicate effectively with clients. We will work effectively with your team to develop a custom pay plan that is both internally equitable and externally competitive.

All work will be performed by AutoSolve employees. Key resources will be dedicated to the City of Independence study until all work has been completed. We look forward to partnering with the City of Independence. This proposal is valid for ninety (90) days from the date of submission.

Thank you for your time and consideration,



Jeff Turner, President  
AutoSolve, Inc.  
Authorized representative  
321-945-8762 | [jeff@autosolveinc.com](mailto:jeff@autosolveinc.com)

## Background

AutoSolve, Inc. (AutoSolve) is a strategic Human Resources consulting firm headquartered in Saint Augustine, Florida. The firm specializes in business strategy for human resource management, classification and compensation studies, organizational design, business process re-engineering, and strategic planning.

### **1,000 Clients + 30 Years Experience**

*Municipalities – County Governments – Higher Education Institutions – K-12 School*

#### Classification and Compensation Experts with Public Sector Focus

For over 30 years, AutoSolve has been providing value through dedication, entrepreneurial spirit, and professionalism to over 1,000 public and private sector clients. AutoSolve provides tailored made solutions to meet the ever-changing needs of our clients. AutoSolve has been serving local governments and other public sector organizations since its inception.

AutoSolve understands that state and local government organizations operate in a complex environment shaped by fiscal, regulatory, and operational hurdles not commonly found in other industries. AutoSolve provides expertise in organizational design and compensation structure that addresses our client's individual needs. AutoSolve's methodology, proprietary technologies, and expertise allows for a precise and targeted approached to compensation and classification analysis, review and recommendations.

#### Core Values

We work hard be a trusted business partner with all clients.

Our core values guide the way AutoSolve makes decisions and conducts business. Employees exemplify core values in their work with clients and in their personal lives. The values illustrated below drive the way we live and work.



#### **PASSION**

Drive to achieve our goals.



#### **INTEGRITY**

Do the right thing.



#### **PROFESSIONALISM**

Bring value, quality, skill, credibility, and customer service.



#### **RESPECT**

Treating others how you want to be treated.

### Sample of Recent Relevant Projects

The following is a sample list of recent relevant classification and compensation projects.

<b>Sample of Classification and Compensation Projects</b>	<b>State</b>	<b>Employees</b>	<b>Classification / Job Titles</b>
City of North Miami Beach	FL	294	60
Leon County Clerks of the Circuit Court	FL	124	57
Orange County	FL	2,841	260
Athens-Clarke County (Fire Dept)	GA	174	9
City of Americus	GA	153	77
City of Fayetteville	GA	180	85
City of Rincon	GA	117	53
Madison County	GA	459	98
Fayette County Public Schools	KY	3,504	230
City of Hagerstown	MD	125	48
City of New Prague	MN	57	38
Kansas City Public Schools	MO	2,500	359
Liberty Public Schools	MO	993	127
Raytown C-2 School District	MO	637	130
Town of Rolesville	NC	120	44
City of Boulder City	NV	1,520	160
Carbon County	PA	386	198
Florence School District 3	SC	495	89
Lex-Rich District 5	SC	964	137
Rock Hill Schools	SC	2,400	254
Bedford County	VA	169	81
Brunswick County	VA	229	80
Charlottesville City School District	VA	1,000	182
Dinwiddie County	VA	470	162
Goochland County	VA	296	163
Harrisonburg City Public Schools	VA	960	226
School District of Beloit	WI	758	218

## Contact Information Project Leadership

**Company – Florida S Corporation:** AutoSolve, Inc.

**Date of Incorporation:** 11/4/1993

**FEIN:** 59-3212545

**Primary Contact:** Jeff Turner

**Phone:** 321-945-8762 **Email:** jeff@autosolveinc.com

**Address:** 46 Thatcham Drive, Saint Augustine, Florida 32092

**Website:** <https://autosolveinc.com/>

**Contract Relationships:** All work will be performed by AutoSolve employees.

**E-Verify #:** 2613061

AutoSolve is a Florida Corporation providing services for over 30 years. AutoSolve is in good standing, financially stable, and has no past or pending litigation.

AutoSolve is insured with Hartford Insurance company

Workers' Compensation:

Statutory Limits

\$2,000,000 per occurrence

Commercial General Liability:

\$1,000,000 per occurrence

Professional Liability (Errors & Omissions):

\$2,000,000 per occurrence

Automobile Insurance:

\$4,000,000

General Aggregate:

### **Project Leadership**



Jeff Turner, PMP, BS Computer Science – Project Manager

Jeff Turner, PMP founded AutoSolve, Inc in 1993. Jeff is a strategy leader who has worked in the management consulting field for the past 30 years, delivering value driven results to over 1,000 public and private sector clients. Jeff provides sound strategic insight to AutoSolve's consulting practices. He has developed highly successful management solutions and methodologies targeted at executive leaders and public sector organizations to build value with a focus in human resource management, classification and compensation studies organizational design, business process reengineering, policy design, strategic planning, and succession planning.

Jeff specializes in developing and delivering Human Resource solutions and will serve as the main contact and Project Manager for the classification and compensations study.

Jeff holds a Bachelor of Science in Computer Science from the University of Southern Maine.

Jeff earned his Project Management Professional (PMP) Certification from the Project Management Institute in 2002. Jeff earned his Agile Project Management SAFe RTE Certification from Scaled Agile Inc. Jeff is a Society for HR Management Professional (SHRM).



## Project Team

### Alex Turner, MS Finance – Senior Compensation Consultant



Alex Turner has 6 years of experience in studying public sector labor markets, and micro and macroeconomic events. Through his experience Alex has provided classification and compensation studies, market research summaries, staffing studies, performance reviews and gender and race audits to over 70 different local governments, K-12 public school districts, and higher education institutions across the country. He has extensive experience in analyzing, developing, and updating compensation and classification plans, and policies for organizations. Alex's expertise includes data analytics, financial modeling and forecasting, strategic planning, and management reviews.

Alex will provide quantitative analysis on the classification and compensation study. Alex has been instrumental in improving the overall delivery of the classification and compensation study processes. He has updated the survey data collecting techniques, classification compensation data model, implementation options model and the pay plan recommendation strategy.

Alex holds a Master of Science in Finance along with a Bachelor of Science in Finance and Minor in Economics from Florida State University.

### Sidney Turner, MS English – Senior Consultant



Sidney Turner has over 7 years' experience in conducting research, organizational design, and education. Sidney has developed and implemented multi-faceted long-term strategies designed to achieve organizational goals for high education institutions. Sidney's expertise includes research and evaluation, efficiency reviews, survey and polling, survey analysis, risk analysis, and technical communication. Sidney has created frameworks for briefing sessions, focus groups and surveys to gain employee acceptance through effective communication. Sidney is our employee engagement expert.

Sidney will provide the qualitative analysis on the classification and compensation study. Sidney has improved the effectiveness of survey execution process to elicit a higher response rate from employees. Her approach to survey analysis allows for a clear understanding of the organization culture and the resulting summary recommendations provide actionable feedback.

Sidney holds a Master's in Rhetoric and Composition, and a Bachelor of Science in Political Science and Literature from Florida State University. Sidney is a PhD. Candidate at Syracuse University.



### Chris Young, BS Information Technology - Systems Analyst

Chris Young has 7 years of systems analyst experience. Chris maintains AutoSolve's secure cloud survey platform providing a quality customer centric experience for the organization survey and the individual employee survey. Chris expertise includes data analysis and management, survey and polling, and survey analysis.

Chris is AutoSolve's full stack software engineer who has improved the survey process by developing the AutoSolve survey secure cloud platform. The survey platform has provided AutoSolve with the ability to customize the survey to each of our clients' specific needs allowing for quality data collection.

Chris holds a Bachelor of Science in Information Technology and Minor in English from Florida State University.

## Executive Summary

At its core, the aim of a classification and compensation study is to align your people strategy with your business strategy. The AutoSolve team recognizes the importance of optimizing your workforce for today while proactively planning for future resource needs. To achieve this, AutoSolve approaches classification and compensation studies as a two-pronged process.

First, we perform an in-depth analysis of your organization's current classification and compensation structure, focusing on the pay relationships and hierarchy between each classification. Our analysis of your organization's current and future planned classifications allows us to organize and recommend appropriate updates to your classification system. This phase of the study is an opportunity to define pathways for employee growth, eliminate unnecessary classifications, and ensure alignment with business needs. AutoSolve is committed to delivering a streamlined and effective classification system that will serve your organization for years. Classification job descriptions will be updated and reviewed to ensure they are legally compliant following the Fair Labor Standards Act (FLSA) and the Americans with Disabilities Act (ADA) requirements. We will also ensure the job descriptions are internally aligned, accurately illustrating the classification's current responsibilities, duties, and qualifications.

Employee engagement is a key focus of this study. The organizational survey functions as a tool to collect qualitative data and insights about the organization, management, culture and work environment. The primary objective of the survey is to gather feedback directly from employees to share with the management team. This feedback reflects employee sentiment, including both praise and suggestions for improving the workplace environment. AutoSolve delivers a report outlining the core takeaways from the survey analysis, organized into 3 categories: "Workplace Culture," "Infrastructure," and "Relationships with Leadership." Informed by employee responses, we also include "Opportunities for Improvement," which highlight specific material changes and goals that could positively impact the organization's culture and employee experiences.

Second, we perform market research to collect relevant comparable salary data from your regional operating market to accurately assess your external pay competitiveness. The selection of peer agencies is a critical step in the study process. We collaborate with you to identify appropriate peers and will receive approval before proceeding with the compensation survey.

### **Deliverables**

We will create a well-organized pay plan system that fits your organization's objectives and budget while being viewed internally equitable and externally competitive.

### **Our commitment to you**

Throughout the study, AutoSolve emphasizes transparency and provides the necessary level of detail to inspire confidence in the accuracy of the evaluation and its outcomes. Our proposed timeline includes weekly project team status update meetings, with the flexibility to schedule additional meetings as needed. These meetings serve as a space to ensure transparency throughout the duration of the study. Furthermore, they are crucial to AutoSolve's collaborative and interactive approach, which enhances the study results and your organization's experience.

The AutoSolve team understands that every organization is different and has their own unique goals and concerns. As such, we strive to provide a tailored made pay plan system addressing your organization's individual wants and needs. The following objectives and methodology outlined in this document serve as a road map of the classification and compensation study.

## Communication and Interaction

AutoSolve schedules weekly status meetings for the duration of the study. AutoSolve also provides a detailed work plan that is updated weekly, keeping all stakeholders informed on where we are during each phase of the study. These steps ensure that the study results are accepted and trusted by all levels within the organization. Our collaborative approach ensures a greater understanding of the organization's current needs leading to exceptional study experience with results that are impartial and fair.

### **Stakeholder Engagement**

- Initial study kickoff meeting to review the process and tasks to be performed by the study.
- Weekly touchpoint meetings to discuss the project and review the work plan.
- Jointly agree on comparable agencies to be surveyed.
- Schedule as needed meetings with management and department heads to discuss additional project details.
- Review each section results as they are completed throughout the study.
- Classification review.
- Pay plan review.
- Stakeholder input on compensation philosophy.
- Implementation review.

## Study Goals, Objectives, Scope

The goal of the study is to address changes in operations and staffing over the past several years, which may have affected the type, scope, and level of work being performed.

The study will address and resolve recruitment, retention, and compression issues.

- Recruitment becomes difficult when compensation is not competitive or equitable and it is challenging to attract and retain qualified candidates.
- Compression arises when hiring new employees at the same or higher salary than existing employees, creating wage compression. Compression can also occur when equitable pay increase is not provided across the organization.
- Employee Engagement improves when employees are compensated fairly, they will engage and be committed to their job and organization.

### **Objective**

- Attract and retain qualified employees.
- Ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills, and abilities are classified together.
- Provide salaries commensurate with assigned duties.
- Clearly outline promotional opportunities and provide recognizable compensation growth.
- Provide justifiable pay differential between classes.
- Maintain a competitive position with comparable government entities.

## Scope of Work

- Conduct a classification, compensation and benefit study for approximately 114 employees, and approximately 55 classifications / job titles.

The study will include all the City's operational departments, including Administration, Building & Code Enforcement, Fire, Police, Public Library, Parks & Recreation, Streets, Utilities (Water/Wastewater), and the Municipal Airport.

### Project Initiation and Orientation

- Kick-off and Planning
- Document Review
- Communication Plan

### Classification and Job Analysis

- Job Analysis Process
- Job Description Development
- Classification Plan

### Compensation and Benefits Analysis

- Compensation Philosophy and Market Identification
- Market Survey and Analysis
- Pay Plan Development

### Final Reporting and Implementation

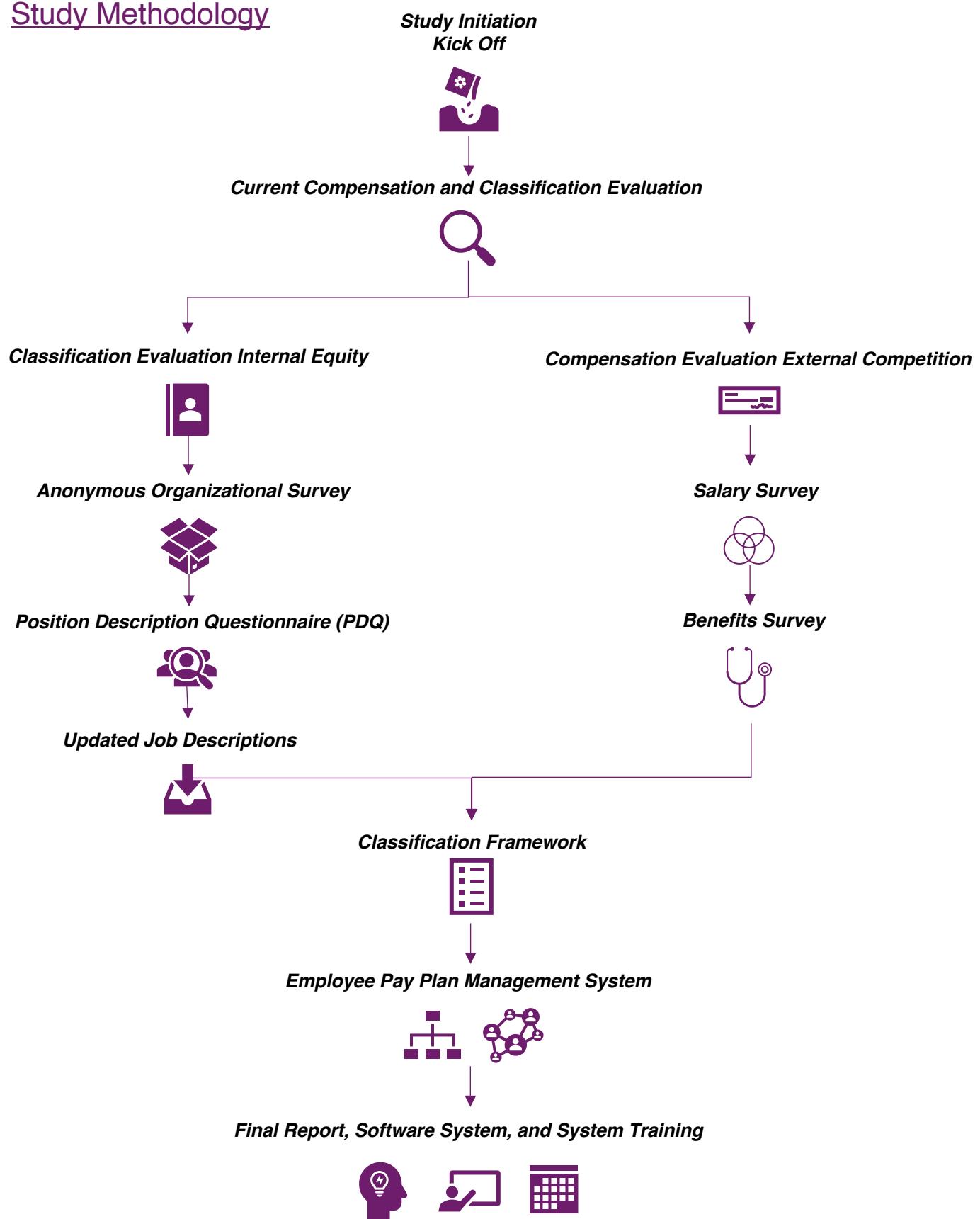
- Fiscal Impact and Implementation
- Final Report and Job Descriptions
- Presentation and Training

### Peers for the City of Independence

AutoSolve is very familiar with the local government agencies in this region. The following is a sample list of potential peers for this compensation and classification study. We will collaboratively determine the peer list, consisting of 10 to 20 comparable organizations for surveying.

Sample of Relevant Peers	State	Population	Distance (Miles)
<b>City of Independence</b>	IA	6,149	0.0
Buchanan County	IA	20,714	1.7
City of Cedar Falls	IA	40,746	33.2
City of Cedar Rapids	IA	136,429	39.1
City of Evansdale	IA	4,530	22.5
City of Manchester	IA	5,335	23.1
City of Oelwein	IA	5,665	15.0
City of Waterloo	IA	67,314	25.4
Delaware County	IA	17,488	24.2
Fayette County	IA	19,294	35.6

## Study Methodology



## Study Methodology Breakdown

The following breaks down each step of AutoSolve's methodology in performing a compensation and classification study.

### Study Initiation / Kick Off

#### **Planning Discussion**

The study kickoff meeting sends the signal to all stakeholders that the project has started. We will take this opportunity to provide team introductions, align on key objectives and establish working relationships.

#### **Tasks**

- Meet with organization's project team (human resources, associations, unions, and/or key leadership staff) to validate and finalize scope of service, methodology, timetable, and other key deliverables.
- Review work plan methodology for the study.
- Collect current pay plan data including but not limited to employee classifications, employee compensations, employee tenure details; job descriptions; organizational charts; collective bargaining agreements; policy handbook, benefit offerings; etc.
- Review and validate communication plan.
- If needed, additional orientation and briefing sessions will be scheduled to present the project objectives and to address questions/concerns.

**Deliverable:** Work plan detailing tasks and timeline.



### Current Compensation and Classification Evaluation

#### **Current Compensation Review – Pay Compression Analysis**

A key foundational step to this study is AutoSolve's review of the organization's current classification and compensation system. This review allows AutoSolve to make observations and provide best practice recommendations that lead to a clear and concise pay plan.



#### **Tasks**

- Analyze the organization's work force based on classification, tenure, pay grade, and current annual/hourly salary.
- Analyze the number of classifications utilized.
- Analyze how an employee fits within their current pay grade. Quartile analysis based on employee's current salary with respect to their assigned salary range and relative to their tenure within the organization.
- Analyze pay compression relative to an employee's current salary and their calculated hire year salary.
- Analyze pay compression relative to an employee's salary and their supervisor's salary.
- Meet with the organization's project team to discuss the pay plan/philosophy.
- Identify current issues affecting the compensation system that will be corrected by AutoSolve.
- Provide recommendations to better align client pay plan system to current best practices.

**Deliverable:** Report outlining and illustrating the current workforce classification system and pay plan. The report will also provide recommendations to align the organization's pay plan system with current best practices.

## Classification Evaluation - Employee Engagement - Internal Equity

### **Employee Engagement – Survey - Position Description Questionnaire - Updated Job Descriptions**

We foster employee engagement by conducting an organizational survey and position description questionnaire (PDQ) to gather employee feedback. We provide employees an electronic version of our survey and PDQ via a survey link.

The **anonymous organizational survey** helps us to understand the employee sentiment within the organization putting forth questions that will provide insight on an organization's culture.

The **position description questionnaire (PDQ)** identifies current job responsibilities, duties, education level, required certification, etc. for each classification involved within the study. The PDQ is the basis for performing job audits, correct compression, conducting our internal hierarchical framework, and updating job descriptions.

Both survey and PDQ are conducted in our secure cloud survey software platform providing a quality customer centric experience. We will conduct employee focus group and department head interviews as needed.

#### **Tasks**

- Meet with the organization's project team to review and schedule the organizational survey and position descriptions questionnaire (PDQ).
- Provide survey and PDQ link to all employees in the study.
- Employees complete online organization survey and PDQ.
- Summarize results from organization survey and analyze the PDQ data.
- Meet with the management team to determine classifications with retention, hiring, and/or compression issues.
- Ensure position descriptions are in full compliance with all applicable federal, state, local statutes, and regulations, including the FLSA and Americans with Disabilities Act (ADA).
- Update job descriptions utilizing the findings from the PDQ survey and recommendations from the organization's project team.
- Review updated job descriptions with the organization's project team and make revisions. Provide final job descriptions in word format after the completing revisions.

**Deliverable:** Report summarizing the organizational survey results. Updated job descriptions.

## Compensation Evaluation – Salary Survey - External Equity

### **Data Collection – Market Research Compensation**

Collecting relevant market data in your organization's operating market is key to creating an externally competitive compensation system. All data collected is adjusted for cost of living provided by the Council for Community and Economic Research database, ensuring an “apples to apples” comparison.

Along with market data collected from 10-20 peer organizations, AutoSolve will utilize data from the Economic Research Institute (ERI) private sector salary databases. This database provides access to private sector and public sector pay ranges for over 46,000 classifications across 10,000 plus locations globally. This database allows us to compare your organization's classifications and pay ranges against identical classifications and pay ranges found in the private sector and public sector to ensure accuracy of solicited market data.

#### **Tasks**

- Meet with the organization's project team to identify and reach a consensus on a list of relevant peer organizations to be used in the external salary survey. (10-15 peer organizations similar in size)
- Meet with the organization's project team to strategically create a list of positions to survey with appropriate descriptions for peer organizations to provide the correct comparative salary ranges.
- Conduct external salary survey by collecting agreed upon peers' salary range data on strategically selected positions.
- Aggregate and analyze external market survey findings to assess the organization's current compensation system competitiveness within its peer market.
- Utilize The Council of Community and Economic Research's database to adjust for cost of living.
- Utilize private sector salary data from the Economic Research Institute (ERI).
- Present market data aggregate findings to the organization's project team.

**Deliverable:** Report summary of market survey findings, comparing the organization's current salary ranges to the surveyed market peers, and highlighting the relative market competitiveness of each surveyed classifications' minimum, midpoint, and maximum salary range point.



## Benefits Survey - External Competition

### **Data Collection – Market Research Benefits**



We will conduct an external custom benefits survey based on the agreed upon peer group collecting health insurance, retirement, paid time off and other supplemental benefits data. The benefit survey will provide us with an understanding of the external competitive markets for fringe benefit offerings.

#### **Tasks**

- Utilize the same relevant peers from the salary survey.
- Conduct external benefits survey by collecting agreed upon market peers' benefit data.

**Deliverable:** Report summarizing benefits survey findings.

## Classification Framework

### Job Classification Categorization

We utilize data from the position description questionnaire (PDQ), and external salary survey to create a corrected classification hierarchy based on updated classification data. AutoSolve's point factor job evaluation methodology provides a means to establish the classification / job title hierarchy. The classification hierarchy list is utilized in creating the proposed pay plan aligning pay with hierarchy eliminating pay compression.

#### Tasks

- Analyze findings and recommendations classification review and the compensation reviews.
- Provide recommendations to update classification placement, addition and deletion.
- Meet with organization's project team to present initial classification grading to receive feedback and make revisions.

**Deliverable:** Report containing a list of all classifications and agreed upon grade / placement within the organization.

## Employee Pay Plan Management System

### External Market Analysis – Pay Structures – Implementation Analysis

Based on findings and observations from the study and the organization's pay plan philosophy, AutoSolve will propose a compensation and classification system that meets the organization's goals and needs. We will ensure the pay plan aligns with current industry best practices and your budget constraints. AutoSolve will recommend and discuss multiple pay plan options to determine the most effective range within the organization's operating market. AutoSolve will recommend and discuss multiple implementation options to determine salary increases for the organization's current employees. The system will ensure usability of the recommended pay plan system for the next two years.

#### Tasks

- Analyze salary survey data to develop externally competitive salary range and step-plan recommendations for each job classification.
- Provide recommendations for multiple salary structures to accommodate specialized labor markets.
- Prepare a recommended pay plan and salary range assignment separating employees by department and job function.
- Develop recommended strategies for setting hiring rates for new and promoted employees.
- Provide seven or more implementation cost options for the new recommended pay plan system.
- Meet with the organization's project team to present initial system and receive feedback on revising the newly recommended pay scales.
- Review all implementation options and select the option or options that best fit the needs of the organization.
- Provide a custom employee pay plan software management system. The employee pay plan management system will be a workable excel file that incorporates the organization's selected implementation option and the multiple recommended pay plans. The new system outlines the estimated cost to move all employees based upon the chosen implementation option, and the client's ability to add new hires and/or move employees up/down in their pay plan.

**Deliverable:** New pay plan management system.



## Final Report, Summary Report, Software System, System Training, Present Findings

### Study Deliverables



We will prepare a final report to include all aspects of the classification and compensation study. This report will be accompanied by a summary report that pulls key highlights, findings, and the results from the study. We will also provide a propriety custom employee pay plan software management system. This system represents the proposed compensation and classification system derived from the conducted study. The pay plan management system outlines the estimated cost to move all employees into the proposed compensation system based upon the chosen implementation option and pay plan competitiveness. The management system allows the organization to add and remove employees, adjust classification assigned grades and to estimate employee increases after the implementation is complete. The system is designed for continual pay plan management.

### Tasks



- Prepare a final report illustrating project findings and recommendations.
- Prepare summary report consisting of key findings and recommendations.
- Provide a custom employee pay plan software management system.
- Prepare an in-depth manual and training materials for maintenance of the recommended classification and compensation pay plan management system.
- Present findings and recommendations at a public meeting of the organization's stakeholders at an agreed upon date either in person or virtually.

**Deliverable:** Final report, Summary Report, Pay Plan Management System, Maintenance/Training materials.



## Compensation System Post Study Support

### Ongoing Classification and Job Description Support

AutoSolve is committed to providing the highest-quality product and service. At the completion of each study, we provide a complimentary six (6) months of consultation and support. We also offer paid support packages.

#### Year One (1) – Support Package / Optional Maintenance

- **First six months support offered at no charge.**
- **Optional second six months prepaid support.**
- New classifications and placing them in the proper grade relative to the operating market and internal hierarchy.
- Re-grading current classifications on an as needed basis.
- Writing job or updating job descriptions on an as needed basis.
- Ad hoc labor market research in client's operating market on a as needed basis.

#### Year Two (2) – Support Package / Optional Maintenance

- New classifications and placing them in the proper grade relative to the operating market and internal hierarchy.
- Re-grading current classifications on an as needed basis.
- Writing job or updating job descriptions on an as needed basis.
- Ad hoc labor market research in client's operating market on a as needed basis.
- Market survey to analyze how the new salary ranges fall competitively within the client's operating market after one year of implementation.

## Study Availability and Timeline

### Firm Availability

AutoSolve maintains the following hours of operation:

- Monday through Friday: 8:00 a.m. to 5:00 p.m. Eastern Daylight Time.
- Our assigned personnel will be available throughout the term of the contract.
- Workplace location is virtual.
- Communications will be conducted through virtual meetings, phone calls, and email.
- AutoSolve will support Central Daylight Time standard business hours.

### Assumptions

- Client will provide requested data in a timely manner.
- Client employees will perform internal survey and PDQ in a timely manner.
- Peers will provide requested market data in a timely manner.

### Timeline

Timeline estimated at 14 working weeks for each study.

- Study timeline  
City of Independence, IA 1/19/2026 to 4/24/2026
- Our timeline is flexible and will adjust deliverable dates, taking into consideration national holidays and vacation schedules.
- AutoSolve is prepared to start the compensation study within 2 weeks after official notice of award.

#### **City of Independence, IA 1/19/2026 to 4/24/2026**

Timeline & Milestones	January	February	March	April
Study Initiation				
Kick Off				
Project Management (14 weeks)				
Current Pay Plan Evaluation (3 weeks)				
Classification Evaluation (8 weeks)				
Compensation Evaluation (8 weeks)				
Classification Framework / Compensation Management System with Implementation Options (3 weeks)				
Final Report, System Training (3 weeks)				
Complimentary Support - (6 months)				

Green - Kick Off

Purple - Working Weeks

Black - Holiday Week

## References

**REF 1: City of Americus, Georgia – Classification and Compensation Study**

**Contact:** Ola Terrell-Jordan, Human Resources Director

**Email:** oterrell-jordan@americusga.gov **Phone:** (229) 924-4411 ext. 248

**Services Provided: 2024 – Council Approved / Implementation Completed**

- Completed a comprehensive classification and compensation study for the City of Americus, Georgia, consisting of 153 employees and 77 classifications.

**REF 2: City of New Prague, Minnesota- Classification and Compensation Study**

**Contact:** Robin Pikal, Finance Director

**Email:** rpikal@ci.new-prague.mn.us **Phone:** (952) 758-4401

**Services Provided: 2025 – Council Pending / Implementation Pending – January 2026**

- Completed comprehensive classification and compensation study for City of New Prague, Minnesota, consisting of 57 employees and 38 classifications.

**REF 3: Town of Rolesville, North Carolina – Classification and Compensation Study**

**Contact:** Lisa Alston, Human Resources Director

**Email:** lisa.alston@rockymountnc.gov **Phone:** (252) 972-1190

**Services Provided: 2024 – Council Approved / Implementation Completed**

- Completed a comprehensive classification and compensation study for Town of Rolesville, North Carolina, consisting of 120 employees and 44 classifications.

**REF 4: Athens-Clarke County, Georgia – Fire Department Classification and Compensation Study**

**Contact:** Sara Ivy, Assistant Human Resources Director

**Email:** sara.ivy@accgov.com **Phone:** (706) 400-6368

**Services Provided: 2025 – Council Pending / Implementation Pending – January 2026**

- Completed a fire department comprehensive classification and compensation study for Athens-Clarke County, Georgia, consisting of 174 employees and 9 classifications.

**REF 5: Brunswick County, Virginia – Classification and Compensation Study**

**Contact:** Jennifer Carter, Finance Director

**Email:** jcarter@brunswickco.com **Phone:** (434) 848-3107

**Services Provided: 2025 – Council Pending / Implementation Pending – January 2026**

- Completed comprehensive classification and compensation study for Brunswick County, Virginia, consisting of 229 employees and 80 classifications.

**REF 6: City of Rincon, Georgia – Classification and Compensation Study**

**Contact:** Tiffany Herbert, Human Resources

**Email:** therbert@rinconga.gov **Phone:** (912) 826-5745 ext. 102

**Services Provided: 2024 - Council Approved / Implementation Completed**

- Completed a comprehensive classification and compensation study for the City of Rincon, Georgia, consisting of 117 employees and 53 classifications.

## Exhibit A – City of Independence – Proposal Submittal Form

### Appendix C: Proposal Submittal Form

**Instructions:** This form should be completed and submitted with your proposal package. Its purpose is to ensure all required components are included and to provide key information in a standardized format.

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#### Section 1: Proposing Firm Information

Official Firm Name:	AutoSolve, Inc
Mailing Address:	46 Thatcham Drive, Saint Augustine, FL 32092
Website:	<a href="https://autosolveinc.com/">https://autosolveinc.com/</a>
Year Firm Established:	1993
Office Location Performing the Work:	46 Thatcham Drive, Saint Augustine, FL 32092
Primary Contact Person:	Jeff Turner
Title:	President
Phone:	321-945-8762
Email:	jeff@autosolveinc.com

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#### Section 2: Proposal Submission Checklist

Use this checklist to verify that all required elements are included in your proposal submission.

- One (1) unbound original, five (5) bound copies, and one (1) electronic copy (USB flash drive) of the technical proposal.
- One (1) sealed envelope containing the Cost Proposal , clearly marked on

## Exhibit B – City of Independence – Reference Sheet

### **Reference 1:**

<b>Client Name:</b>	City of Americus, Georgia
<b>Contact Person &amp; Title:</b>	Ola Terrell-Jordan, Human Resources Director
<b>Phone:</b>	(229) 924-4411 ext. 248
<b>Email:</b>	oterrell-jordan@americusga.gov
<b>Brief Description of Project:</b>	Completed a comprehensive classification and compensation study consisting of 153 employees and 77 classifications.

### **Reference 2:**

<b>Client Name:</b>	City of New Prague, Minnesota
<b>Contact Person &amp; Title:</b>	Robin Pikal, Finance Director
<b>Phone:</b>	(952) 758-4401
<b>Email:</b>	rpkal@ci.new-prague.mn.us
<b>Brief Description of Project:</b>	Completed comprehensive classification and compensation study consisting of 57 employees and 38 classifications.

### **Reference 3:**

<b>Client Name:</b>	Town of Rolesville, North Carolina
<b>Contact Person &amp; Title:</b>	Lisa Alston, Human Resources Director
<b>Phone:</b>	(252) 972-1190
<b>Email:</b>	lisa.alston@rockymountnc.gov
<b>Brief Description of Project:</b>	Completed a comprehensive classification and compensation study consisting of 120 employees and 44 classifications.

## Exhibit C – City of Independence – Acknowledgement of Addendum and RFP Terms

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### Section 4: Acknowledgement of Addenda and RFP Terms

By signing below, the undersigned, an authorized representative of the firm, acknowledges the following:

1. Receipt of all addenda issued for RFP SALARY STUDYList Addenda Numbers received:

Municipal Salary Study RFP - Addendum 1

Municipal Salary Study RFP - Addendum 2

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2. The firm has read, understands, and agrees to all terms, conditions, and requirements set forth in the RFP document.
3. The proposal submitted is valid for a minimum of 90 days from the submission deadline.
4. The individual signing below is authorized to bind the firm to a contract.

Signature:	
Printed Name:	Jeff Turner
Title:	President
Date:	11/18/2025