



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Robin I. Gomez, City Manager

DATE: May 22, 2024

RE: **RFP 2024-01 – HR, Classification, & Compensation Plans Study**

Background

The City of Madeira Beach last performed a comprehensive employee job classifications and compensation study in 2019. On January 12, 2024, the City issued the enclosed Request for Proposals (RFP) # 2024-01 to receive responses from qualified firms/companies capable of providing a Human Resources, Classification, and Compensation Plans Study. The City's Civil Service Commission (CSC) members would like to provide their input on this agenda item.

Review/Discuss

Staff issued the RFP on Friday, January 12, 2024, with responses due on Friday, February 9, 2024. The City advertised the RFP on its City website, and via the online Demandstar site. We received five (8) responses:

1. AutoSolve, Inc
2. Bolton Partners, Inc
3. Cody & Associates, Inc
4. Evergreen Solutions, LLC
5. Gallagher Benefit Services, Inc
6. Gehring Group
7. Paypoint HR, LLC
8. Pontifex Consulting Group, LLC

Four (4) City staff, Clint Belck, Fire Chief; Clara VanBlargan, City Clerk; Megan Powers, Assistant to the City Manager, and myself, met on February 20 and February 21, 2024, to review the five (8) responses against the below scope of services and scoring/evaluation criteria:

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. The consultant shall perform or provide the following:

- a) Review and evaluate Human Resources/Personnel processes relative to all City job classifications and compensation.
- b) Review and evaluate all current job classifications to ensure compliance with federal, state, and local laws and regulations including the Fair Labor Standards Act, exempt/non-exempt classifications, and all other applicable personnel provisions.

- c) Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
- d) Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions as required (prefer to assess duplicate benchmarks – both municipalities as well as local employers).
- e) Identify potential pay compression issues and provide potential solutions.
- f) Analyze and recommend changes to the present compensation matrix and/or structure to meet the market analysis. This recommendation may include recommendations for individual positions as well.
 - Qualifications, staffing, reputation
 - Understanding of the scope of services/work
 - Demonstrated ability to meet requirements
 - Experience and expertise
 - Client/end user satisfaction
 - Quality Assurance Control Program/Policy

The eight (8) responses were also reviewed by the City's Civil Service Commission on March 7 and April 9, 2024; and with City staff input recommended the firm Ghering Group to recommend to the City Commission to perform the study. City staff is recommending to the City Commission that staff begin negotiating an agreement with the Ghering Group to bring back to the Commission for their approval at the June 12, 2024, Commission Meeting.

Enclosed is the Ghering Group's proposal. The other seven (7) proposals are available in the City Manager's office and will be placed on the City's internet site.

Fiscal Impact

FY 24 budget for the study is \$50,000. City staff will negotiate with the Ghering Group that provided a study cost totaling: \$37,640.00