

New Prague, Minnesota

A Tradition of Progress



**CITY OF NEW PRAGUE
2025 COMPENSATION STUDY RFP**

PROJECT INTRODUCTION

The City of New Prague (City) is soliciting proposals for professional services for the completion of a Classification and Compensation Study. The study shall include the development and implementation of a job evaluation, classification, and compensation system that meets all Federal and State compensation laws, such as the Minnesota Local Government Pay Equity Act, Fair Labor Standards Act, and other pertinent laws.

PROJECT BACKGROUND

New Prague, Minnesota is a safe community full of friendly people. Located on the board of Scott and Le Sueur Counties on the southwest edge of the Minneapolis/St. Paul metropolitan area, New Prague has a population of about 8,200 people. New Prague is a home-rule charter city with a mayor-council form of government composed of a Mayor and 4 Council members.

The City employs 56 full-time employees, 1 part-time, and many seasonal employees across multiple departments: Golf Course, Parks and Streets that will be included in this study. Position titles that would be encompassed in this study are provided at the end of this RFP. Of note, there are eleven full-time City employees who are organized in a union, Law Enforcement Labor Services (LELS), representing Sergeants, Detectives, and Patrol Officers. These eleven (11) employees are not included as part of this study due to a compensation study being performed as part of each contract settlement.

Since the most recent study in 2020, there have been several changes in position classifications and some new positions added. The City is open to using an alternative job evaluation method or maintaining the existing system.

SCOPE OF WORK

The selected consultant will provide professional services with integrative support services to complete the following:

- 1) Conduct a review of the current compensation philosophy, policy, and system with the City Council, seeking direction on desired changes, if any. This review shall include, but not be limited to, a review of the current regional challenges in recruiting and retaining employees and a determination of a consistent and competitive market position that the City can strive to maintain.
- 2) Recommend a job evaluation system; this may include a recommendation to utilize the existing evaluation system or an alternative.
- 3) Review the job descriptions for each position to determine if the current job descriptions are accurate for the work that is being performed.
- 4) Conduct an evaluation of each position using current/modified job descriptions to determine the job value and assign points to each position; if utilizing the Hay Point-Factor method, conduct a review of the current position evaluations with recommendations for revisions, as needed. It is highly desired that this process includes employee engagement; the process may include position questionnaires and in-person or virtual consultant interviews with employees, or other method of engagement. Establish an objective classification (job ranking) hierarchy.

- 5) Perform a general review of exempt and non-exempt position designations under the Fair Labor Standards Act (FLSA) guidelines; recommend changes as necessary and provide documentation of such changes for City files.
- 6) Establish appropriate benchmarking standards and conduct a wage/labor market survey. Perform an analysis of the market survey data for the establishment of pay grades, pay ranges, and step progressions within the ranges of the pay structure (step system) to meet the established compensation goals. The Council is open to adjusting the current structure, if deemed appropriate. Perform a compression analysis to identify individual or group pay compression issues and provide potential solutions. Identify any extreme individual or group inequities and provide a recommended corrective action plan and process to remedy these situations. Work with the City Council and City staff to establish a list of comparable cities/entities. The comparable labor market survey may also include private employers and/or additional public sector employers for selected positions.
- 7) Perform system testing to assure MN Pay Equity Compliance. Provide the City with completed pay equity reports that provide compliance assurance.
- 8) Present options and recommendations for a classification and compensation plan; the implementation plan options should take budget constraints into consideration and include the cost of implementation. Include part-time and seasonal positions in recommendation. The City is open to a different classification and compensation than is currently used.
- 9) Present findings and recommendations, including final written plan documents and oral reports, at various meetings such as City Council meetings, management groups, employee groups, and union groups. The end plan/report must comply with all applicable State and Federal laws.
- 10) Establish and provide concrete schedules for each of the above-proposed developments.
- 11) The classification and compensation system should be provided in computer/software format for implementation and ongoing administration.
- 12) Train staff on proper administration and maintenance of the system. Provide implementation support, as requested.
- 13) Provide recommendations on a system for determining the validity of future requests for reclassification and/or compensation changes.
- 14) Post-contract services involving review of new or significantly altered job descriptions and determination of points and salary for the positions.
- 15) Post contract services, upon request, to provide documentation regarding system change for submissions to the Minnesota Department of Management and Budget for pay equity reporting purposes.
- 16) Propose solid contract terms, including a proposed project timeline, an itemized fee schedule for work included in the scope of work, and a payment plan based on measurable contract milestones.

CONSULTANT SUBMISSION PROCESS

The proposal shall contain the following information:

A) Consultant Information

Identify who will be the project manager and provide a listing of personnel to be assigned to the project, if awarded. Provide resumes summarizing the qualifications and experience of the individuals who will be conducting the study. Include specific information on their experience with public sector compensation.

B) Statement of Methods and Procedures

Information stating your firm's approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations for each aspect identified in the scope of work. Provide a sample of reports, correspondence, questionnaires and/or other instruments to be utilized. Include information on the job evaluation system being proposed (if not utilizing Hay Point-Factor method).

Detail a "launch" plan to include an employee kick-off communication, as well as communications with Council, management, and employees during the study. Identify your firm's approach to engaging union and non-union involvement with the development of the position classifications and compensation schedules. Describe how employee appeals/disputes will be handled.

Provide a detailed breakdown and description of the specific steps, services, and study products that will be provided. Describe how the final product will be structured and presented to Council, management, and employees upon completion. Include any computer/software compatibility information.

C) Management Synopsis

Provide a synopsis, prepared for management review, covering the significant features of the proposal, including overall costs and term of work.

Provide a statement that the proposer agrees to:

- 1) Provide the final report, tables, schedules, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the classification/compensation system in an electronic medium; and
- 2) Appear, virtually or in-person, as appropriate, at a scheduled Council meeting to discuss the final report, recommendations, implementation options, and implementation costs; and
- 3) Provide a statement ensuring validity of the proposal for ninety (90) days following the response deadline below.

D) Work Schedule

Identify a concrete, reasonable timeline indicating tasks required with the start and completion dates for each, including the date of final project completion. It is expected that the work will commence as soon as possible after the contract is awarded.

E) Cost of Services

Provide clearly defined rates, fees, and charges for services, by phase and for total project, with a proposed payment schedule. Provide clearly defined additional services and/or reimbursable costs not included in the basic fees, including hourly rates, mileage reimbursement, and fees for post-contract services. Fees for post-contract services should include a per-position fee for performing a job evaluation of positions upon request, for as long as the City wishes to maintain this service. The proposal shall include a “not to exceed” lump sum fee protection.

F) References

Provide an extensive list of references of municipalities in the State of Minnesota who have implemented and are currently utilizing the compensation system being proposed or a similar system designed, developed, and implemented by your firm. Include the name and phone number of the contact person at each municipality, as well as a description of the services performed, implementation date, and the names of personnel from your office that worked on the project at each municipality.

EVALUATION CRITERIA

Proposals will be evaluated per the following criteria:

- Company experience and key personnel qualifications
- Proposed job evaluation system, survey methodology, and project plan
- References and recommendations from past clients
- Quality and thoroughness of the proposal
- Proposers’ ability to meet the City’s insurance requirements
- Communications Plan
- Timeline
- Cost

PROJECT COMPLETION

It is the intent of the City to provide as much support and assistance to the consultant to ensure that the project is completed in a timely manner to incorporate any changes in the 2026 budget.

OTHER

Questions regarding this Request for Proposal should be directed to:

Robin Pikal

Finance Director | City of New Prague

Mailing address: 118 Central Ave N | New Prague, MN

P: 952-758-1133

rpikal@ci.new-prague.mn.us

** The City of New Prague reserves the right to reject any and all proposals for any, or no reason, and furthermore reserves the right to accept any proposal deemed to be in the best interest of the City.*

** Minor revisions to original proposals, if requested by the City, may be negotiated following the proposal deadline and prior to being submitted to the Council for approval.*

** The City of New Prague shall not be liable for any expenses incurred by the firm associated with the preparation of the proposal, including but not limited to: onsite or virtual attendance at an oral presentation, onsite visit, preparation of a contract/fee schedule, or final proposal/contract negotiations.*

** Prior to any work being performed, the selected firm shall provide a certificate of insurance, including but not limited to: general liability, automobile liability, and workers compensation coverage. Policy coverage limits for the general liability and automobile liability shall be in amounts equal to the City's potential liability.*

** Proposals must be submitted by 4:00 PM on Thursday, May 8th, 2025, to Robin Pikal by email rpikal@ci.new-prague.mn.us. Finalists may be requested to make a presentation for evaluation.*

EXHIBIT A

POSITIONS INCLUDED IN THIS STUDY

• City Administrator	1
• Administrative Assistant	1
• Accounting Technician	1
• Customer Service/Accounting Clerk	1
• Finance Director	1
• Administrative Coordinator	1
• Police Clerk, Records Technician	1.75
• Police Chief	1
• Planning & Com Dev Director	1
• Planner	1
• Building Official/Fire Marshall	1
• Building Inspector	1
• Permit Specialist	1
• Public Works Director	1
• Public Works Supervisor, Streets	1
• Maintenance Worker, Streets	6
• Seasonal Streets, Snowplow	Varies
• Parks Maintenance Supervisor	1
• Maintenance Worker, Parks	2
• Seasonal Parks, Maintenance	Varies
• Seasonal Parks, Rink Attendant	Varies
• Wastewater Superintendent	1
• Wastewater Operator II	1
• Wastewater Operator I	2
• Utilities General Manager	1
• Electric Operations Supervisor	1
• Generation Operator	4
• Journeyman Lineman	3
• Apprentice Lineman	2
• Water Supervisor	1
• Water Operator	2
• Utility Billing Specialist	1
• Golf Club Manager (Currently Contract)	1
• Golf Club Superintendent	1
• Golf Club Mechanic	1
• Seasonal Golf Club, Food & Beverage	Varies
• Seasonal Golf Club, Maintenance	Varies
• Seasonal Golf Club, Operations	Varies