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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
ROBIN PIKAL, FINANCE DIRECTOR  
**SUBJECT:** AWARD OF COMPENSATION STUDY PROPOSAL  
**DATE:** JUNE 9, 2025

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The RFP for Compensation Study services was sent out on Friday, April 11<sup>th</sup>. A total of 11 proposals were received by the deadline of Friday, May 23<sup>rd</sup>. Robin Pikal, Joshua Tetzlaff and Councilmember Shawn Ryan interviewed 4 interested firms on Friday, June 6<sup>th</sup>. The firms interviewed were: AutoSolve, Gallagher, Paypoint, and McGrath. While fees for service was just one of the criteria, fees were comparable amongst the four, with some offering an “all in” rate and others a-la-carte. Following the interviews, conversation led to the recommendation of awarding the project to AutoSolve, Inc.

AutoSolve is a Human Resources Consulting firm that is headquartered in Saint Augustine, Florida. They have worked with over 1,000 different clients over the last 30 years. These clients include municipalities, county governments, higher education institutions and K-12 schools.

AutoSolve anticipates a completion date within 4 months of the start date, with a target date of 10/10/2025. Below is a sample timeline from AutoSolve, pending Council approval.

**City of New Prague, MN 6/23/2025 to 10/10/2025**

Timeline & Milestones	June	July	August	September	October
Study Initiation					
Kick Off					
Project Management (14 weeks)					
Current Pay Plan Evaluation (3 weeks)					
Classification Evaluation (7 weeks)					
Compensation Evaluation (7 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

The total cost for this project is quoted at a not to exceed amount \$27,375.00, the 2025 budget included \$40,000 for this project.

### **Recommendation**

Staff recommends that the City Council authorizes the Mayor and City Administrator to enter into a contract with AutoSolve, INC for the Compensation Study project.