



HUMAN RESOURCES

To: Mayor and Town Council

From: Tony Luton, Director of Human Resources

Through: Mario Canizares, Town Manager
Bob Scott, Deputy Town Manager

Re: Compensation and Classification Services

Town Council Meeting – December 10, 2024

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon awarding RFP No. 2024-36-B Compensation and Classification Services to Evergreen Solutions for \$52,500 and authorizing the Town Manager to execute all documents for the same.

Description of Agenda Item:

The Town requested proposals (RFP 2024-36-B) from qualified firms to conduct a Compensation and Classification Study. The Town received 13 responses by the due date and time. Respondents were required to submit information, in order to facilitate evaluation based on the following criteria:

1. Firm's approach and methodology to conducting the study in the RFP.
2. Professional skills and credentials of staff to be assigned.
3. Firm's experience conducting studies for other governmental agencies
4. Overall cost; and
5. Overall ability to meet or exceed the Town's needs.

The evaluation committee was comprised of three staff members representing various departments. The evaluation committee scored each submittal in accordance with the evaluation criteria as stated above, to determine the total points for each provider. After completion of the evaluations, it is the recommendation of staff to award the contract to Evergreen Solutions, LLC, the best value proposal.

Evergreen Solutions was the third lowest cost bid; however, they received the highest total ranked score from the evaluation committee. The cost proposal from Evergreen is lower than the approved budget for this item. Evergreen Solutions has been providing compensation services for 20 years and has provided similar services to more than 1,400 local governments and other public sector organizations throughout the country. Specifically, they have provided services for many organizations in our neighboring cities and counties, making them knowledgeable of our current labor market.

Budget Impact:

This is an approved FY 2024-2025 budget item in the amount of \$65,000. The cost for this study is \$52,500 and will be funded from contracted services (11013010-56000).

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the standard Contract for Services as to form and legality.

Attached Documents:

1. Partially Executed Agreement
2. Proposal Submissions
3. Scoring Matrix

Town Staff Recommendation:

Town Staff recommends that the Town Council approve awarding RFP No. 2024-36-B Compensation and Classification Services to Evergreen Solutions for \$52,500 and authorizing the Town Manager to execute all documents for the same.

Proposed Motion:

I move to award RFP No. 2024-36-B Compensation and Classification Services to Evergreen Solutions for \$52,500 and authorize the Town Manager to execute all documents for the same.