



# Memorandum

**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** December 15, 2020

**Subject:** Award Classification and Compensation Study to Baker Tilly

In August 2020, the City issued a Request for Proposals to qualified firms to do a classification and compensation study for the City of Spring Lake Park. The City received 10 proposals from qualified firms from across the country. Below is a list of the responders, along with the cost of each proposal:

Proposal	Location	Cost
Abdo Eick & Meyers, LLP	Edina, MN/ Mankato, MN	\$22,400 Additional services - \$250/hour
Baker Tilly	St. Paul	\$10,500 Additional work at standard hourly rates Additional implementation plans - \$500/plan
Evergreen Solutions, LLC	Tallahassee, FL	\$21,500 - in person \$17,500 - onsite work done virtually Other services at additional cost
Flaherty & Hood	St. Paul, MN	\$15,250 There would be additional costs of \$750 for employee orientation and \$3,500 for position questionnaires.
Gallagher	Minneapolis, MN	\$25,000 Additional cost for services beyond proposal - to be negotiated
McGrath	Wonder Lake, IL	\$18,985 Additional cost of full rewrite & update of job descriptions - \$4,750
Paypoint HR	Davidsonville, MD	\$18,750 Additional work is at a rate of \$125/hour

Ponifex	Blaine, MN	\$12,650 Additional work: market analysis - \$100/job Job description creation - \$200/job Hourly consulting rate - \$200/hour
Randi Frank Consulting, LLC	Louisville, KY	\$9,500 Travel costs - \$3,000
Universal Personnel Services	San Bernardino, CA	\$64,000

Staff is recommending awarding the Classification and Compensation Study project to Baker Tilly. Baker Tilly (formerly Springsted) has broad based experience completing Classification and Compensation Studies for cities ranging from population 747 to 10 million. They have worked extensively with Minnesota's unique Local Government Pay Equity Act and have experience with implementing the outcome of the study in a union environment. They believe that employee engagement at the beginning of the project is critical to its success and conduct an employee orientation meeting that explains all aspects of the process so everyone understands the process and the City's goals/objectives.

I have attached a copy of the Baker Tilly proposal for your review. Funds for the Classification and Compensation Study are included in the 2020 budget.

If you have any questions, please don't hesitate to contact me at 763-784-6491.