

**CITY OF MERCED
REQUEST FOR PROPOSAL**

**SELECTION OF CONSULTANT FOR
CLASSIFICATION STUDY**

The City of Merced seeks proposals from qualified organizations to serve as a consultant for the preparation of a comprehensive classification study.

Qualified organizations are invited to submit a sealed, written original proposal plus two (2) copies of said proposal that meet the requirements described herein no later than 5:00 p.m. on March 15, 2017, to the following address:

City of Merced
Director of Support Services
678 West 18th Street
Merced, California 95340

Each envelope should be clearly marked on the outside "Classification Study Proposal." Proposals will not be disclosed to competing firms or to the public until after all proposals are reviewed and analyzed.

This request for proposal does not commit the City of Merced to award a contract or to pay any costs incurred in the preparation of any proposal responsive to this request. The city reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this request for the proposal. The City further reserves the right to accept the proposal that it considers to be in the best interest of the City.

All questions regarding this proposal should be directed to the undersigned at (209) 385-4780 or proctord@cityofmerced.org.

Deneen Proctor
Director of Support Services

INSTRUCTION TO BIDDERS

I. GENERAL INSTRUCTIONS

A. Submittal of Proposals

Proposals should be verified before submission since proposals may not be withdrawn after opening. No proposal may be corrected, altered, or signed after being publicly opened. The City will not be responsible for errors or omissions on the part of the vendor in preparation of a proposal. The City reserves the right to reject any and all proposals, or to waive any irregularities, or informalities in the proposals.

B. Withdrawal of Proposals

Organizations may withdraw their proposal, either personally or by written requests, at any time prior to the scheduled closing time for receipt of proposals.

C. Disqualified Proposals

Any proposals received after the proposal due date or with insufficient postage shall be refused and returned to vendor unopened.

D. Rights of the City

The City reserves the right to incorporate standard contract provisions into any contract negotiated as a result of a proposal submitted in response to this request.

II. BACKGROUND

A. Jurisdiction

The City of Merced is a Charter city with a Council/Manager form of government, and is governed by Municipal Code. It was incorporated on April 1, 1949. The current population of the City is approximately 84,000. The City provides all basic services and in addition provides police, fire, water, refuse and sewer service and a municipal airport.

There are currently 163 distinct job classification in the City. The City has 460 budgeted full-time positions and 11 departments.

The purpose of the proposed study is to update class specifications to be in line with current changes and requirements in the law. Class

specifications need to be updated to reflect current job duties and requirements of the position, including physical requirements and essential job functions to comply the American with Disabilities Act (ADA).

B. Employee Groups

Employee groups included in this study include:

Represented units:

AFSCME District Council 57 (Merced City Employees Association) – Clerical and technical positions

MERCED ASSOCIATION OF CITY EMPLOYEES – Unskilled, semi-skilled, and skilled maintenance positions

INTERNATIONAL FIRE FIGHTERS UNION – All fire personnel – non-management

MERCED POLICE OFFICERS ASSOCIATION – All sworn police personnel, community service officers, dispatchers, and parking enforcement officers – non-management

MERCED ASSOCIATION OF POLICE SERGEANTS – All sworn police sergeants

Unrepresented units:

EXECUTIVE MANAGEMENT – Department Heads, Police Chief, Fire Chief

MIDDLE MANAGEMENT – Mid-Managers, Police Captains and Lieutenants, Fire Deputy Chief

SUPERVISORY MANAGEMENT – Supervisors, Fire Battalion Chiefs

CONFIDENTIAL MANAGEMENT – Clerical and technicians who have access to confidential material involved in labor negotiations.

Memoranda of Understanding, Labor Memoranda, Pay Plans, and existing job specifications may be found on the City's website WWW.CityofMerced.org.

III. SCOPE OF STUDY

The study is to include the following scope and objectives, but is not limited to:

- A. The basic study is for all positions in the City. The existing classifications are attached as Exhibit A.
- B. Review all current classification specifications and analyze knowledge, skill, ability, education and experience relevance and hierarchical consistency, conformity with ADA language relative to essential job functions (including physical requirements); Fair Labor Standards Act designation; position definitions, distinguishing characteristics, supervision received and exercised, position duties and special requirements including physical requirements, licensing and certification requirements.
- C. Conduct orientation and briefing sessions with all department directors, managers and supervisors.
- D. Conduct orientation and briefing session with employee organization representatives.
- E. Conduct orientation and briefing sessions to educate all employees on the goals of the study and potential outcomes.
- F. Develop and distribute a job analysis questionnaire for each affected position or employee.
- G. Review and analyze the completed job-related questionnaires.
- H. Meet with appropriate supervisory and management personnel to review job questionnaire submitted by employees.
- I. Conduct interviews with all (or a representative sample of) covered employees, supervisors and/or managers).
- J. Draft up-to-date, accurate class specifications in a format approved by Human Resources for all current jobs. The City of Merced utilizes the NeoGov Insight Software to manage class specifications.
- K. As appropriate, develop new classes and recommend deletion of outdated or unnecessary classes.
- L. Appeals Process: Recommend appeals procedures for employees included in the classification and compensation, including consultant participation and documentation of appeals. The City shall use the City Manager as the final appeal level.

- M. Allocate all employees to appropriate job classifications.
- N. Identify career ladders to provide existing staff with motivation to pursue continued employment with the City in advanced capacities.
- O. Provide periodic status reports on progress as requested.
- P. Report preparation: Prepare a preliminary and final report for the City of Merced.
- Q. Copies of Reports: The consultant shall provide the City with 3 copies of the preliminary report and 3 copies of the final report. Further, the consultant will be required to provide copies of the material necessary to conduct the study.
- R. Completion Date for Report: It is the intent of the City to complete this classification study as soon as feasible.
- S. May be required to present finalized classification plan to City Council.

IV. CONTENT OF PROPOSAL

A. General

Interested parties must submit an original proposal and two (2) copies, signed by a person authorized to bind the party and which, upon acceptance by the City, will be binding on the bidder. After award of the proposal, a contract between the successful bidder and the City will be executed.

B. Items for Inclusion in Proposal

All proposals shall address the following items in the order listed below and shall be numbered one (1) through seven (7) in the proposal document:

1. Description of Firm: A description of the firm, including the size, location(s), nature of work done by the firm and number of years in existence.
2. Experience of Firm: A detailed summary of studies in which the firm has acted as consultant indicating the nature and size of the study and the role of the firm. Please provide client references or contact persons who can verify this experience; please include municipalities.

3. Background of Individual Consultant's Experience: The name of the person(s) and alternate(s) who will participate in the study including identification of the person who will be directly responsible for the day-to-day work on the study on behalf of the firm, and a brief resume of those persons' pertinent work experience.
4. Work Plan and Methodology: In submitting its proposal, each bidder must outline the procedures and methods it will utilize in conducting all phases of the Study, and addressing each item listed in Section III, SCOPE OF STUDY.
5. Time Schedule: Each bidder shall submit a proposed time schedule identifying when each major component will be started and completed.
6. Fee: Each bidder shall indicate the proposed fee to complete the study as described in the REQUEST FOR PROPOSAL including all out-of-pocket expenses except travel, lodging and meals which shall be estimated in the proposal and shall be identified as "Actual Costs Not To Exceed A Total of \$_____."
7. Other: Each bidder is encouraged to provide any additional information the bidder feels is pertinent to this proposal.

V. SELECTION OF CONSULTANT

A. Understanding of Scope of Work

B. Qualifications of Consultants

Proposals will be considered only from consultants who meet the following minimum qualifications:

1. Have demonstrated experience in conducting the type of study authorized in this REQUEST FOR PROPOSAL.
2. Have resources available to commence work immediately upon the award of this agreement and can complete work in accordance with the needs of the City.

C. Evaluation Criteria

1. Consultant's fee, including estimate of travel, lodging, and meal costs stated in proposal.

2. Terms and conditions offered by the bidder.
3. Timeliness and speed with which the bidder can complete the scope of work.
4. Experience and expertise of the bidder.
5. Knowledge of the City of Merced.
6. The comprehensiveness and rationale of the work plan and methodology outlined in the proposal.
7. Completeness of the bidder's proposal, as outlined in Section IV, CONTENT OF PROPOSAL.
8. Ability of the bidder to agree to the City's Professional Services Agreement, including insurance requirements, attached as Exhibit B.
9. At the City's discretion, an oral interview and presentation may be requested from the top two (2) or three (3) bidders.

VI. TENTATIVE SCHEDULE

Proposal Due: March 15, 2017

Return to: Deneen Proctor,
Director of Support Services
City of Merced
678 West 18th Street
Merced, California 95340

Award of Contract: May 1, 2017

CITY OF MERCED
CLASSIFICATION STUDY
REQUEST FOR PROPOSAL

MAILING LIST

COOPERATIVE PERSONNEL SERVICES
241 Lathrop Way
Sacramento, CA 95815

PUBLIC SECTOR
Attention: Matt Weatherly
915 L Street
Sacramento, CA 95814

DIVERSIFIED MANAGEMENT GROUP
1850 Gateway Blvd. #275
Concord, CA 94520

BRYCE CONSULTING
Attention: Jean Sullivan
3436 American River Dr., Suite 7A
Sacramento, CA 95864

ARTHUR J. GALLEGHER CO.
11060 White Rock Rd., Suite 160
Rancho Cordova, CA 95670

RENNE SLOAN HOLTZMAN AND SAKAI,
PUBLIC MANAGEMENT GROUP
555 Capital Mall, Suite 600
Sacramento, CA 95814

RALPH ANDERSON
5800 Stanford Ranch Road, Suite 410
Rocklin, CA 95765

EWING CONSULTING
501 N. El Camino, Suite 200
San Clemente, CA 92672

KOFF & ASSOCIATES
2835 Seventh Street
Berkeley, CA 94710