



Legislation Text

File #: 17-255, **Version:** 1

Report Prepared by: Deneen Proctor, Director of Support Services

SUBJECT: Consideration of Awarding a Contract to Ralph Anderson and Associates to Conduct an Employee Classification Study

REPORT IN BRIEF

Considers Awarding a Contract to Ralph Andersen and Associates to Conduct a Citywide Employee Classification Study.

RECOMMENDATION

City Council - Adopt a motion awarding the contract for Classification Study to Ralph Andersen and Associates in an amount not to exceed \$80,000 and authorizing the City Manager or Assistant City Manager to execute the Agreement for Professional Services.

ALTERNATIVES

1. Approve as recommended; or
2. Deny; or
3. Refer to staff for further study; or
4. Take no action.

AUTHORITY

Article XI, Section 1111 of the Merced City Charter, Fiscal Administration. Memoranda of Understanding and Labor Agreements with recognized labor units within the City Organization.

CITY COUNCIL PRIORITIES

As provided for in the 2016-2017 adopted budget.

DISCUSSION

The City last conducted a formal classification study in 1998. Over the last two decades, City staff has attempted to maintain current classifications within the organization as jobs change due to technological advances, regulatory changes, and departmental restructuring as a few examples. In spite of these efforts, many classifications have not been updated since the late 1990's.

In order to manage the process fairly throughout the organization, the Support Services Department is undertaking a citywide classification study. With approximately 170 separate classification, it was determined to hire a professional firm to perform the study. A Request for Proposal (RFP) was prepared seeking proposals from qualified organizations to serve in the capacity of consultant for the City of Merced. The RFP was sent to nine bidders listed below. The deadline for filing proposals was

March 15, 2017 at 5:00 p.m. A summary of the Classification Study proposal is attached hereto as Attachment 1. The results of the RFP are set forth below:

Bidder:	Not to Exceed Cost Estimate:
Cooperative Personnel Services Sacramento, California	Did not submit proposal.
Public Sector Sacramento, California	Did not submit proposal
Diversified Management Group Concord, California	Did not submit proposal
Bryce Consulting Sacramento, California	Did not submit proposal
Arthur J. Gallagher Co. Rancho Cordova, CA	Did not submit proposal
Renne Sloan Holtzman and Sakai Public Management Group Sacramento, California	Did not submit proposal
Ralph Andersen and Associates Rocklin, California	\$72,600 with additional costs billed hourly to a maximum of \$1250 per day plus expense reimbursement.
Ewing Consulting San Clemente, California	Did not submit proposal
Koff & Associates Berkley, California	<i>Option 1:</i> 861 hours for a total \$107,625 <i>Option 2:</i> 909 hours for a total of \$113,625

A copy of the proposal submitted by Ralph Andersen and Associates is attached for Council to review as Attachment 2. City staff reviewed both firms' proposals and representative from both firms were interviewed.

References listed were contacted and no unfavorable information was provided about either bidder. Based on bid analysis of the Director of Support Services and staff it was determined to recommend award to Ralph Andersen and Associates at a not to exceed amount of \$80,000. This amount was calculated to cover any additional costs in the event employees, management, and labor groups required more meetings than were anticipated in the original proposal estimate in Attachment 2.

IMPACT ON CITY RESOURCES

No additional appropriation is needed.

ATTACHMENTS

1. Attachment 1 - Request for Proposal
2. Attachment 2 - Ralph Andersen and Associates Proposal
3. Attachment 3 - Agreement