



REQUEST FOR PROPOSAL (RFP 02-19)

CITY OF FOLLY BEACH COMPENSATION STUDY

1. **GENERAL**

The City of Folly Beach (“City”) is seeking proposals from qualified consultants (“Consultant”) to conduct a compensation and benefits analysis for our employees.

The City of Folly Beach is a beach community 10 miles south of Charleston, SC. The City government provides full services to 2700 residents and 1.5 million visitors each year including police, fire, public works, utilities, building, planning, beach preservation, and administration with approximately a \$10 million annual budget across funds. There are 55 full time employees. Within this number, there are currently 24 individual job titles. Although we do not seek a full classification reorganization, the scope of work does include a review of job duties for each of the individual job titles to better analyze comparable market rates.

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from various consultants, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the needs of the City.

2. **SCOPE OF WORK**

- a. Conduct **stakeholder meetings** with Mayor & Department Heads to identify compensation goals. Compensation must allow City to recruit and retain employees in the higher cost of living Charleston region.
- b. Review current duties with **employee questionnaires**, to identify and review each of the 24 individual job titles. See Attachment 1 for a complete list of titles. Because positions are not analogous to other cities – our employees have hybrid duties and functions – the market analysis should include each of the 24 unique positions.
- c. Conduct a **market analysis of the 24 individual job titles** that includes wages, and monetary and non-monetary fringe benefits. Specifically analyze how the City divides benefits between employee and employer cost sharing (e.g. health insurance premiums) relative to other government employers.
- d. Produce **recommendations** for the City to accomplish the compensation goals identified in the stakeholder meetings (Item a). This should include, compensation, benefits, merit raises, one-time incentives balancing merit/productivity with retention of experienced employees.

3. **PROPOSAL PROCESS**

- a. Bid packets can be picked up at the Municipal Clerk’s Office, 2nd Floor, 21 Center Street or can be requested from Katharine Eich by phone at 843-513-1833 or email at keich@cityoffollybeach.com.
- b. Questions may be emailed no later than February 11, 2019 to Spencer Wetmore, City



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Administrator, swetmore@cityoffollybeach.com. Answers will be provided to all who have emailed the Municipal Clerk bidders on February 13th, 2019. Please note there is no pre-bid meeting for this RFP.

- c. All sealed bids must be received in the Office of the Municipal Clerk no later than 2:00 p.m. Monday, February 25th, 2019. Sealed proposals may be hand-delivered to the Municipal Clerk, Katharine Eich at 21 Center Street, 2nd Floor, or mailed to P.O. Box 48, Folly Beach, SC 29439, Attn: Katharine Eich, Municipal Clerk. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals must be clearly labeled "RFP 02-19–Folly Beach Compensation Study"
- d. The proposals will be opened at 2:05 p.m. on Monday February 25th, 2019. All submitters are invited to be present or send a representative. Under the provisions of the Freedom of Information Act, all proposals, excluding pending legal actions will become public information.
- e. Evaluation of proposals will be conducted from February 25th, 2019 through March 12th, 2019. The selection decision for the selected contractor will be by City Council resolution at a regularly scheduled Council Meeting on Tuesday, March 12th, 2019. The winning Bidder will be notified after the City Council Meeting.
- f. All contractual terms and conditions will be subject to review by the City of Folly Beach. This will include scope, budget, schedule, and other necessary items pertaining to the contract. This request does not commit the City to the award of a contract, or to pay any costs incurred in the preparation of a response to this request.

4. BID REQUIREMENTS

Each company shall submit the following documents as applicable to be considered a responsive bidder. Please mark each section and keep in this order so your bid can be marked responsive.

- a. Oath of Non-Collusion (form in bid packet) signed by a principal of the firm or an officer authorized to bind the corporation.
- b. Qualifications to meet the City's objectives. This shall include size of the business, office location from which the service is being performed, and a list of project personnel and equipment assigned to the project.
- c. Prior work performed, including names and contact information for three professional references.
- d. Work plan including methodology used to accomplish the study, and estimated start and completion date.
- e. Indicate and list any pending legal actions.
- f. Provide current copy of IRS Form W9.
- g. Outsourcing Statement: If your organization must outsource or subcontract any work to



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meet the requirements contained herein, this must be clearly stated in the proposal. Costs should be all-inclusive to include any outsourced or subcontracted work. Any proposals that call for outsourcing or subcontracting work must include the name, description, and contact information for the organization being subcontracted.

The City of Folly Beach reserves the right to reject, in whole or in part, any bid submitted which, in the judgment of the City of Folly Beach, would not be in its best interest. The City also reserves the right to waive minor deficiencies or reject any or all proposals.

5. OTHER REQUIREMENTS OF THE CONTRACTOR

If contract is awarded, contractor must be prepared to provide and agree to the following, at his or her own expense, prior to beginning work and at all times during performance of services:

- a. Professional Liability Insurance in the amount of \$500,000 per claim. In no event shall the deductible on any such policy of insurance exceed \$25,000.
- b. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the following coverages: (i) completed operations coverage, (ii) blanket contractual coverage, including both oral and written contracts, (iii) personal injury coverage.
- c. Maintenance of state and local licenses necessary to operate a business in the City of Folly Beach. These costs are not to be paid in whole or in part by the City.
- d. Indemnification and hold harmless documentation for any and all claims arising out of its performance of its duties under this contract.
- e. Compliance with all applicable federal, state and local laws, ordinances and regulations.
- f. The bidder selected will engage in a contractual agreement based on this proposal prior to any work being performed.
- g. Any modifications to the contract shall be in writing and signed by both parties.

6. PROPOSAL EVALUATION CRITERIA

The primary intent with regards to the procurement of these services is to obtain what the City would consider to be the best package of product and service. This includes overall proposal suitability, a clear and organized proposal, price competitiveness, quality, and timeliness of previous work performed. Bidders will further be evaluated on their experience, qualifications, and references.



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CITY OF FOLLY BEACH

Vendor Name: _____

Non-Collusion Oath

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder herein, his agents, servants, and/or employees, to be best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the Contract herein.

Authorized Signature for Vendor

Sworn to and Subscribed before me

this _____ day of _____, 2019

Notary Public in and for South Carolina
My Commission Expires:



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Attachment 1
Individual Job Titles, City of Folly Beach

1. City Administrator (1)
2. Deputy Administrator & Director of Planning, Zoning, and Business Licenses (1)
3. Director of Finance (1)
4. HR Director, Payroll, and Risk Management (1)
5. IT Director (1)
6. Administrative Clerk (7) – includes PS Admin, Utility Billing, License/Permit tech, City Clerk, Municipal Clerk, Accounts Payable Clerk, and Community Coordinator
7. Director Public Safety (1)
8. Deputy Director Public Safety (1)
9. Lieutenant (2)
10. Sergeant (5)
11. Public Safety Officer (LE 1) (8)
12. Fire Captain (3)
13. Fire Public Safety Officer (4)
14. Dispatcher (4)
15. Director of Public Works, Facilities Manager, Floodplain Manager, and Building Official (1)
16. Public Works Foreman (1)
17. Public Works Deputy Foreman (1)
18. Public Works Driver (3)
19. Public works Crew (5)
20. Utility Director (1)
21. Utility Tech Supervisor (1)
22. Utility Tech (1)
23. Facilities Inspector/Maintenance Technician (1)
24. Landscape Maintenance Technician (1)