



**Department of Human  
Resources**  
201 E. Sixth St.  
Newton, Kansas 67114  
[hr@newtonkansas.com](mailto:hr@newtonkansas.com)

August 29, 2024

Dear Consultant,

The City of Newton is requesting qualifications/proposals for our Compensation and Classification Study project with the intent of analyzing the existing classification system and develop suitable, industry recognized classification specifications; conducting a market study and evaluating compensation adjustments and a cost estimate for implementing the adjustments.

The consultant for this project will be chosen by a project review committee. Some of the more critical factors that will be considered when choosing a consultant for the project are as follows:

- a. Experience with municipal classification/compensation studies
- b. Have adequate technical and financial resources for performance of agreement.
- c. Project approach, adaptable, excellent communication skills, and demonstrated excellence in time management
- d. Demonstrate a satisfactory record of achievement in project management services.

If you have any questions, please feel free to contact me at 316-284-3606.

Sincerely,

A handwritten signature in blue ink, appearing to read "Triniece Robertson".

Triniece Robertson, MHRM, SHRM-CP  
Human Resources Director

City of Newton  
REQUEST FOR PROPOSALS  
FOR  
CONSULTANT SERVICES

Classification & Compensation Study  
for  
City of Newton

City of Newton City Hall  
Human Resources Department  
201 E. 6<sup>th</sup> St.  
Newton, Kansas 67114

Release Date: August 30, 2024

Proposals must be received no later than: September 27, 2024

## I. Request for Proposal Notice

Notice is hereby given that the City of Newton (Newton or City) will accept proposals from professional organizations with demonstrated experience in conducting classification and compensation study until September 27, 2024 – previous experience with public sector agencies is required.

The selected firm will analyze the existing classification system as well as the most recently completed classification study and develop suitable, industry recognized classification specifications. The selected firm will also conduct a market study and evaluate internal relationships and the organizational structure to develop a new compensation structure, an implementation plan to make compensation adjustments and a cost estimate for implementing the adjustments.

The project will include identifying comparable markets for the job classifications, conducting the market analysis, and recommending appropriate adjustments to the City.

## II. Overview

The City of Newton is a Kansas public entity established in 1872 with approximately 239 employees. The City of Newton has a population of approximately 18,251 residents. The organizational structure of the City is as follows:

1. the citizenship of the City of Newton;
2. the Mayor and Commission that are elected by citizens;
3. the City Manager and the City Attorney who serve at the pleasure of and appointed by the Mayor and Commission;
4. the various department heads that are led by non-elected Directors (Airport, Administrative Services, City Clerk, Communication, Community Development, Finance, Fire/EMS, Human Resources, Law and Municipal Court, Police, Public Works); and
5. the employees within all departments that support the mission, vision, and values of the City

### III. Current Classification and Compensation System

The City currently budgets for 239 full-time employees and five part-time employees in approximately sixty-five positions. The current compensation system was put into place in 2021, and all City employees' positions are subject to the Commission approved pay plan. The current rates were updated in 2022 and 2023 to get 3% per step in the pay plan. The issues this compensation study will need to solve for are but not limited to:

- A. Market changes: assess competitive position within benchmark
- B. Updated compensation philosophy
- C. Job description/classification audit
- D. Pay plan structure for public safety as well as exempt/non-exempt positions
- E. Creation of job families by operational functions
- F. Assess pay inequities between departments with same pay grade positions

### IV. Goals & Objectives

The City's goals are to attract and retain quality employees who provide exemplary public service to our community in an effective, professional, and efficient manner. We accomplish these goals by:

**A. Adequate Staffing** – Staffing levels will be adequate for the operations and programs of the City to be conducted both efficiently and effectively. To provide continuing services to a growing population, as well as add new services, staffing levels will be evaluated by the City Manager regularly to determine workloads.

**B. Market Adjustments** – The City shall utilize salary survey data, as well as data from other benchmark cities, as a reference for making market-based adjustments. Market-based adjustments are based upon the job duties and job descriptions of the position, not on the performance of the employee within the position. The City Commission may fund market adjustment increases annually during the budget process.

**C. Step Increases** – The City utilizes a step pay plan as part of the overall compensation system. Each employee has an evaluation completed at least annually by their supervisor before the increase is approved by the Department Head and City Manager.

### V. Scope of Work

Classification Plan/Compensation Analysis

The successful completion of the Scope of Work objectives will require the Consultant to carefully and thoroughly review the City's organizational charts, current and proposed job descriptions, previous completed compensation study documentation, federal, state and local statutes and regulations, applicable City policies and procedures that relate to the pay plan and strategies, as well as the mission and values of the organization and other related information.

The Consultant is expected to:

1. Identify and meet with key City stakeholder groups. The consultant will propose the number of meetings needed for effective communication and engagement of the project which shall include an interim meeting to review progress and direction.
2. Review Position Description/Evaluation Documents created by the City and previous compensation study completed by a previous consultant for all positions in the organization and conduct interviews and/or job audits as needed to gather additional information on the positions, as necessary.
3. Review other background materials as needed, such as organizational charts, budgets, personnel rules and regulations, and other related information.
4. Create and recommend a classification structure that reorganizes the current system and/or creates classifications and recommend the appropriate assignment for all City positions within this structure. Provide appropriate implementation and maintenance manuals.
5. Determine the appropriate Fair Labor Standards Act (FLSA) (exempt/non-exempt) designation for all positions.
6. Draft and submit up-to-date and accurate class specifications (PDE's) for all classifications as determined, which uniformly reflect distinguishing characteristics, essential job functions and minimum qualifications, working conditions, license requirements, regulatory requirements, and special responsibilities. The consultant will ensure that all classifications/positions are in full compliance with all applicable federal and state statutes and regulations, including the Americans with Disabilities Act, EEO (Equal Employment Opportunity) and FLSA.
7. Provide progress reports – not less than bi-weekly – outlining the following: scope of work completed to date; scope of work completed during the period; and summary statement of project progress.
8. Provide a comprehensive report to the Director of Human Resources and City outlining methodologies, findings, conclusions, and recommendations.

9. Educate and train City staff on the methodology used to create the classification structure and classification assignments so that it may be properly implemented and maintained by the City in the future.
10. Work with City staff to develop a communication plan regarding the classification study.
11. Present the new classification plan with key stakeholders' groups, which may include a presentation or more as needed to the City Commission.
12. Serve as a resource to the Human Resources Director for classification requests (such as reclassification and new classifications) received during the project by the Human Resources Department from City Departments.
13. Responses to this RFP must be submitted in writing to the City of Newton no later than September 27, 2024, by 12:00 p.m. Responses should be directed to Triniece Robertson, Human Resources Director (City of Newton, Attn: Triniece Robertson, 201 E. 6<sup>th</sup> St, Newton, KS 67114). Bid opening will take place at 1:00 p.m. on the 3rd floor of City hall at 201 E. 6th Newton KS 67114.
  - a. For questions you may contact Ms. Robertson by email or phone (trobertson@newtonkansas.com or 316-284-3606). Deadline to submit questions September 13, 2024, at 5:00 p.m. Clarifying responses will be provided within 48 hours of receipt.
  - b. Proposals will be evaluated based upon the credentials, technical competence, suitability, and cost of proposed services. Please submit two copies of the proposal.
14. To qualify for consideration, a responder must meet the following criteria as they relate to the RFP:
  - a. Have the experience, technical skills, and organizational support necessary to meet the needs of the City.
  - b. Have adequate technical and financial resources for performance of agreement.
  - c. Demonstrate a satisfactory record of achievement in project management services.

#### **SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT**

- The scope of services includes, but is not limited to the following:
- Evaluate current job classifications
- Discuss appropriate market comparisons for various job classifications
- Conduct a market analysis on comparable salaries and benefits

- Coordinate contact with the City’s Management staff to hold discussion of the market analysis to prepare for implementation of changes.
- Coordinate implementation of changes
- Recommend different policy changes and procedures to increase retention of employees
- Additional services may be provided but should be broken out with appropriate cost information.
- Costs of each scope of service should be broken out individually
- Cost projections for implementation

## **CONSULTANT INFORMATION**

Your written response to the RFP must contain responses to each and all the following:

- a. Provide a brief history of your organization including length of time in the applicable business, staff size, areas of expertise and the number and type of clients which you service. As well as experience conducting on-site consultation services.
- b. Provide specific contact names and phone numbers for three governmental references and three client references that are comparable to the City in terms of employee population and the scope of their job classifications. Also provide a comprehensive list of clients by name, city, and state.
- c. Describe the approach utilized to provide the services specified in this RFP. Specify the costs with a “not to exceed” amount associated with the performance of such services.
- d. Provide examples of appropriate work products related to the scope.
- e. Outline your employee communication capabilities and provide samples.
- f. Include the names of the individuals who would be assigned to work with the City on an ongoing basis. Also include the professional qualifications and experience of each person.

## **SELECTION**

15. The City reserves the right to accept or reject any or all proposals to award the contract to the firm which shall best serve the interests of the City and the City Manager. The award is not based solely on proposal price, but a combination of price, background, and scope of services. The City reserves the right to waive any irregularities in the proposals, to accept or reject any or all proposals, to waive minor defects or technicalities in proposals and to award the contract for purchase

in the manner the City deems in its best interests. The City Manager may accept, reject, or negotiate any proposal. Final approval of all plans, contracts and purchases are at the sole discretion of the City Manager and City Commission. The City anticipates selecting a company by October 4, 2024.

16. Upon selection the consultant will schedule a kick-off meeting within two business days.

## **TIMELINE**

17. A mutually agreed upon timeline will be established during the kickoff meeting that includes:

- a. project status updates;
- b. study completion date;
- c. final product to be presented to stakeholders;
- d. implementation of the compensation structure recommendation;
- e. and post study support.