

REQUEST FOR PROPOSALS (RFP)
COMPREHENSIVE COMPENSATION STUDY
CITY OF FARMINGTON, MISSOURI

INTRODUCTION

The City of Farmington, Missouri, is requesting proposals from qualified firms to conduct a comprehensive wage and classification study. Three (3) copies of the proposal, clearly marked on the outside of the envelope “Farmington Compensation Study” shall be delivered no later than 1:00 p.m. on February 21, 2025, to the Office of the City Clerk, City of Farmington, 110 West Columbia Street, Farmington, MO, 63640.

The City of Farmington reserves the right, at its sole discretion, to reject any or all proposals submitted. Any inquiries concerning the proposal process should be directed to Paula Cartee, Human Resources Director, no later than 4:30 p.m. on February 20, 2025. Paula Cartee can be reached at 573-756-1701 Ext. 1141 or at pcartee@farmington-mo.gov. During the revaluation process, the City of Farmington reserves the right to request additional information and clarifications from vendors submitting under this proposal. Proposals submitted in response to this Request for Proposals shall be valid for a period of forty-five (45) days from the date of bid opening and may not be withdrawn or modified by vendors prior to that date.

Submission of a proposal indicates acceptance by the firm of the conditions contained herein unless exceptions are clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Farmington and the firm selected. Submitted questions and answers will be emailed to all firms as an addendum.

The successful proposer will, in accordance with the highest ethical, legal and professional standards, provide a wage and classification study that includes, but is not limited to the following components:

1. Assist in the development of a process to determine when long-term or returning part-time employees receive pay increases. Our pay matrix has grades for part-time employees. Some of the part-time positions are permanent, with the same person holding the position for a number of years. Other part-time positions are more seasonal, but the same person may return for multiple seasons.
2. Develop a standard format for job descriptions for all full-time employees that are both ADA and FLSA compliant. Review all current job descriptions and propose revisions to reflect actual job duties. The review may include use of employee and supervisor questionnaires and individual interviews. Information gathered shall be used to analyze the duties and responsibilities of each position to determine if it has been appropriately classified.

3. Conduct a Fair Labor Standards audit of each full-time position for classification and state an opinion as to whether each position is to be classified "Exempt" or "Non-Exempt."
4. The city has identified ten (10) comparable Missouri public entities for salary survey purposes. Vendor should evaluate selections and make recommendations on changes.

Jackson	Festus
Rolla	West Plains
Popular Bluff	Perryville
Lebanon	Jefferson County
Washington	St. Francois County

Vendor should identify specific positions for which they believe comparisons to the private sector are appropriate.

5. Identify the process to be used in collecting data on salary and major benefits from comparison cities and any process or technique to normalize the data between comparison cities of differing sizes or service levels. The proposal shall state whether any survey information will be obtained from a centralized data source.
6. Identify the process to be used in collecting data on major fringe benefits including but not limited to Missouri LAGERS retirement, 457b employer match, health insurance, dental insurance, vision insurance, life insurance, vacation benefits, sick leave and other leave policies.
7. Develop a pay grade and range for jobs (current pay plan attached) providing starting, midpoint and top pay ranges including any intermediate ranges recommended.
8. Identify the cost savings or additional costs associated with implementing the recommended pay plan including any recommended transitional plans from the current pay plan.
9. Provide an administration manual including plan maintenance procedures.
10. Conduct an employee survey to assess current job duties and update job descriptions accordingly.
11. Provide sample documents to be used to communicate the compensation system change to current employees, and a summary document to communicate the full compensation system to current and future employees, both to be provided in reproducible hardcopy and electronic copies
12. The successful vendor will have a minimum of two presentations at an Administrative Services Committee meeting and at a City Council meeting including one to review process and comparable city criteria and one to present findings and recommendations. It is anticipated that the successful vendor will work directly with senior management including the City Administrator, Human Resources Director, Public Works Director, Director of Parks & Recreation, Fire Chief, Police Chief, IT Director, Maintenance Director and Library Director developing job descriptions and evaluating each job for internal worth comparisons.

PROPOSAL REQUIREMENTS

All proposals shall include, at a minimum, the following information:

1. A detailed statement of the individuals' or firms' qualifications and experience in providing consulting services similar to those envisioned in the Scope of Work.
2. A list of all principals to be assigned to this project together with their statement of expertise as demonstrated by working on similar projects.
3. A list of references, including contact name, phone number and email, of public entities for which comparable wage and benefit studies (preferably of similarly sized communities) was completed in the last three (3) years.
4. A statement of the process the firm would recommend providing the services requested herein and any specific proposals the firm would recommend expanding the scope of service in order to meet the project goals.
5. A proposed timeline for completion of the study.
6. A written disclosure of any conflicts of interest.
7. Any supplementary information that the vendor believes appropriate.
8. A detail on the fee structure to be charged for this project. The city's preference is for a fixed fee with a "not to exceed" provision. A detailed description shall be provided for any fee or reimbursable fee not covered by the fixed fee.

EVALUATION OF PROPOSALS

All proposals received will be reviewed to determine compliance with the requirements of the RFP. Primary factors in the evaluation include, but are not necessarily limited to:

1. Demonstrated experience in providing similar services to municipal clients as identified in the Scope of Work.
2. Demonstrated qualifications and expertise regarding relevant experience with municipal clients.
3. Ability to provide the requested services as demonstrated in the proposal.
4. Past record of performance with respect to the quality of work and ability to meet stated timelines.
5. Proposed project timeline.
6. Proposed fees for services rendered.

USE OF DOCUMENTS

All of the documents, reports, and work papers prepared or furnished by the consultant under this agreement shall become the property of the City of Farmington upon completion or termination of this agreement and shall be considered "open records" under the Sunshine Law except to the extent that the vendor shall request that certain processes or work papers shall be considered proprietary information. Such designations of proprietary work product must be detailed in your proposal.

PROFILE

The City of Farmington is located in St. Francois County, Missouri. We have a population of approximately 18,217 (2020 census data). Farmington's annual budget for 2024-25 totals \$69.5 million. The City of Farmington provides a comprehensive array of city services such as general administration, including finance and information technology; public safety, including police and fire-EMS agencies; public works including streets, water/sewer and electric; planning & development; library; and parks & recreation. Salary and benefits comprise roughly 31% of operating expenses for 156 full-time employees: The current pay plan is a step plan with progression through pay ranges based on both time and satisfactory job performance.

City of Farmington Full-Time Employees-156 Total

Administration	14
Utility Billing & Meter Services	7
Development Services	5
Airport	1
Inventory Control	1
Public Works	43
(Water, Sewer, Streets & Electric)	
Police	34 Officers, 2 Office Personnel, 2 Animal Control
Fire	23
Library	3
Parks & Recreation	16
Maintenance	5

Part Time Employees-163 Total

Fire	24
Library	18
Parks & Recreation	121

*Note: Number of part-time employees increases during summer months due to operation of water park.

The current benefit package for City of Farmington employees is listed below. All benefits are subject to approval by the City Council.

HEALTH INSURANCE

The City currently pays 100% of the monthly premium (\$834.69) for the employee's health insurance. We currently have Anthem Blue Cross/Blue Shield. Employees have the option to add their dependents to the insurance. We currently have \$1,000 and \$3,000 deductible options.

The City pays \$100 per month for spouse and \$150 toward family premiums. The amounts below are what the employee pays and takes into consideration the amount paid by the City.

Monthly cost for the \$1,000 deductible plan is \$784.81 (spouse), \$601.16 (child), and \$1,452.65 (family).

Monthly cost for the \$3,000 deductible plan is \$632.03 (spouse), \$464.70 (child), and \$1,236.07 (family).

Employees are responsible for the total cost of dependent coverage. Premiums are payroll deducted, pre-tax.

DENTAL INSURANCE

The City currently pays 100% of the monthly premium (\$28.66) for the employee's dental insurance through Anthem Blue Cross/Blue Shield. Employees have the option to add their dependents to their insurance. The monthly premium for dependent coverage is paid through tax-deferred payroll deductions. The monthly premium is \$45.14.

VISION INSURANCE

The City currently pays 100% of the monthly premium (\$8.14) for the employee's vision insurance through Anthem Blue Cross/Blue Shield. The monthly cost for dependent coverage is \$6.10 (spouse), \$7.32 (child) and \$15.46 (family). Premiums are payroll deducted, pre-tax.

LIFE INSURANCE

The City currently pays for each employee to have a \$25,000 term life insurance policy. Employees may purchase additional life insurance for themselves and dependents.

*Insurance benefits for new employees are effective on the first day of the month proceeding thirty (30) days of employment.

RETIREMENT

The City participates in the Missouri LAGERS Retirement Program. We currently have the LT-8(65) benefit level. The City fully funds this benefit for employees.

VACATION

Every employee in the City service holding a full-time regular status and having occupied such position for a period of twelve (12) consecutive calendar months shall be allowed annual vacation leave with pay.

- After six months of continuous employment, and/or upon successful completion of the probationary period, the employee shall be allowed forty (40) hours of vacation leave, and will be allowed an additional forty (40) hours of vacation leave after one (1) year of service. Employees of the Fire Department who are scheduled to work twenty-four (24) hour shifts (2,880 hour schedule) shall receive sixty (60) hours of vacation leave after six months, and/or upon successful completion of probationary period, and will be allowed an additional sixty (60) hours of vacation leave after one (1) year of service. Employees of the Fire Department who are scheduled to work twelve (12) hour shifts (2,496 annual hours) shall receive forty eight (48) hours of vacation leave after six months, and/or upon successful completion of probationary period, and will be allowed an additional forty eight (48) hours of vacation leave after one (1) year of service. Unused vacation leave accrued after six months of employment may be carried forward until the employee's two-year anniversary of employment.

- After two (2) years but less than eight (8) years of continuous service, the employee shall be allowed 80 hours of vacation leave. Employees of the Fire Department who are scheduled to work twenty-four (24) hour shifts (2,880 annual hours) shall receive one hundred twenty (120) hours of vacation leave. Employees of the Fire Department who are scheduled to work twelve (12) hour shifts (2,496 annual hours) shall receive ninety-six (96) hours of vacation leave.
- With eight (8) but less than fifteen (15) years of continuous service, the employee shall be allowed one hundred twenty (120) hours of vacation leave. Employees of the Fire Department who are scheduled to work twenty-four (24) hour shifts (2,880 annual hours) shall receive one hundred sixty-eight (168) hours of vacation leave. Employees of the Fire Department who are scheduled to work twelve (12) hour shifts (2,496 annual hours) shall receive one hundred forty-four (144) hours of vacation leave.
- With fifteen (15) but less than twenty (20) years of continuous service, the employee shall be allowed one hundred sixty (160) hours of vacation leave. Employees of the Fire Department who are scheduled to work twenty-four (24) hour shifts (2,880 annual hours) shall receive two hundred forty (240) hours of vacation leave. Employees of the Fire Department who are scheduled to work twelve (12) hour shifts (2,496 annual hours) shall receive one hundred ninety-two (192) hours of vacation leave.
- With twenty (20) but less than twenty-five (25) years of continuous service, the employee shall be allowed two hundred (200) hours of vacation leave. Employees of the Fire Department who are scheduled to work twenty-four (24) hour shifts (2,880 annual hours) shall receive two hundred eighty-eight (288) hours of vacation leave. Employees of the Fire Department who are scheduled to work twelve (12) hour shifts (2,496 annual hours) shall receive two hundred forty (240) hours of vacation leave.
- With twenty-five (25) years of continuous service, the employee shall be allowed two hundred forty (240) hours of vacation leave. Employees of the Fire Department who are scheduled to work twenty-four (24) hour shifts (2,880 annual hours) shall receive three hundred thirty-six (336) hours of vacation leave. Employees of the Fire Department who are scheduled to work twelve (12) hour shifts (2,496 annual hours) shall receive two hundred eighty-eight (288) hours of vacation leave.

Vacation leave may be taken at a time mutually agreed on by the employee and supervisor following its accumulation. Vacation leave may not be carried over or accrued beyond one year.

HOLIDAYS

All full-time regular employees of the City shall receive compensation for the thirteen holidays listed below.

New Year's Day	(January 1)
Martin Luther King's Birthday	(Third Monday in January)
President's Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4)
Labor Day	(First Monday in September)
Veteran's Day	(November 11)
Thanksgiving Day	(Fourth Thursday in November)
Day after Thanksgiving	(Fourth Friday in November)
Christmas Eve	(December 24)
Christmas Day	(December 25)
New Year's Eve	(December 31)
Employee's Birthday	

SICK LEAVE

All full-time City employees shall earn sick leave with full pay at the rate of eighty-eight (88) hours per year of service. Employees of the Fire Department who are scheduled to work twenty-four (24) hour shifts shall receive one hundred and twenty (120) hours per year of service. Sick leave shall accrue from the date of employment but shall not be taken until the successful completion of the six (6) month probationary period, except with permission of the department head. Sick leave may be accumulated up to six hundred forty (640) hours. Employees of the Fire Department who are scheduled to work twenty-four (24) hour shifts (2,880 annual hours) may accumulate up to eight hundred seventy (870) hours. Employees who have accrued the maximum amount of sick leave entitlement, and who have unused sick leave during the ensuing fiscal year, shall be paid for one-half of their unused sick leave during said year.

JURY LEAVE

An employee may be granted leave with pay when required to be absent from work for jury duty, or as trial witness when subpoenaed to testify. Compensation for such leave shall be limited to the difference between pay received for service and his/her regular City pay. Jury duty shall not be counted as hours worked for the computation of overtime for any given pay period.

UNIFORMS

Uniforms are provided for most positions in the City.

EDUCATIONAL ASSISTANCE

Full-time regular and salaried employees who have completed twelve (12) months of continuous service with the City are eligible to apply for tuition reimbursement. Assistance is limited to six (6) credit hours (750 minutes per hour) per fiscal year. The City will consider courses relative to an employee's current job classification through a master's degree.

CIVIC CENTER/WATER PARK MEMBERSHIP

The City will provide, for full-time and regular part-time employees, an individual pass to use at the Farmington Civic Center and Farmington Water Park. Employees may choose, at their expense, to upgrade to a family pass. The employee's share will be paid by payroll deduction or a one-time cash payment.

FINAL REPORT REQUIREMENTS

1. Methods used to conduct the salary survey results and methodology of job evaluation.
2. Summarized position comparison data. • Recommended classification plan. • Recommended pay structure.
3. Recommended benefit changes, if any.
4. Recommendations for maintaining future market competitiveness.
5. Other miscellaneous requirements
6. Provide administration manual with plan maintenance procedures.
7. Provide sample documents to be used to communicate the compensation system change to current employees, and a summary document to communicate the full compensation system to current and future employees, both to be provided in reproducible hardcopy and electronic copies.