



City of O'Fallon
Compensation Study
Request for Proposals #25-019

CITY OF O'FALLON, MISSOURI
REQUEST FOR PROPOSALS
RFP NUMBER 25-019
COMPENSATION STUDY

INCLUDED ARE:

Proposal Instructions

Terms and Conditions

Scope of Services

Proposal Form

Worker Eligibility Verification Affidavit

CITY OF O’FALLON, MISSOURI

PROPOSAL INSTRUCTIONS

PURPOSE

The purpose of this Request for Proposals (RFP) is to obtain competitive proposals from qualified companies capable of providing services related to conducting a compensation study for the City of O’Fallon. The study will be expected to be completed before August 30, 2025, for implementation at the start of calendar year 2026. The RFP states the overall scope of services desired and specific functionality as well as required vendor qualifications.

This RFP provides prospective companies with sufficient information to enable them to prepare and submit proposals for consideration by the City of O’Fallon (hereafter referred to as “the City”) to satisfy the needs as outlined in the scope of services.

BACKGROUND:

The City of O’Fallon is a full-service city and provides general administrative services, police protection, streets, water and sewer, community development, parks and recreation, and environmental services. The City employs approximately 500 full-time employees and about 325 part-time and seasonal employees.

The City encompasses 30 square miles and services a population of approximately 94,000. O’Fallon is located in St. Charles County, Missouri, about 30 minutes west of the St. Louis City limits. The city is bisected in a north-south direction by Missouri State Highways M and K and in an east-west direction by Interstates 70 and 64. Regularly scheduled air passenger service is available at Lambert St. Louis International Airport located approximately 22 miles east of the City on Interstate 70.

The City of O’Fallon’s economic base is diverse and consists of a mix of residential, retail, manufacturing, financial services, governmental services, education and healthcare. Essentially a “bedroom community” in the early 1980’s to the St. Louis Metropolitan area, the City’s economic growth now supports approximately 50,000 jobs for our residents.

SCHEDULE OF ACTIVITIES

Release and advertisement of RFP:	February 14, 2025
Deadline for submission of questions:	March 6, 2025, at 12:00 P.M. CST
Proposal submission deadline:	March 18, 2025, at 12:00 P.M. CDT

PROPOSAL SUBMISSION

Sealed proposals must be received by the City of O’Fallon, Missouri; Purchasing Office, 100 North Main Street; O’Fallon, Missouri 63366 prior to March 18, 2025, at 12:00 P.M. (prevailing central time). Each proposal shall consist of one original paper submission.

It is the responsibility of the proposer to ensure that their proposal is received in the Purchasing Office, prior to the deadline. Companies mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the deadline for receipt of proposals will not be opened or considered.

Proposals must be clearly identified as a proposal for the City of O’Fallon, Missouri “**RFP # 25-019 Compensation Study**” and shall show such information on the outside of the proposal packet. Proposals will not be accepted by facsimile or email transmittal. **Do not staple or submit the proposal in any type of binder; binder clips are acceptable.**

QUESTIONS

All questions must be submitted in writing to Christine Grabin, Purchasing Agent, no later than 12:00 P.M. (CST) on March 6, 2025, via email CGrabin@ofallonmo.gov. The City will only respond by the end of day on March 11, 2025, to questions from Respondents. Answers to questions will only be distributed via addendum and posted on our website. https://www.ofallonmo.gov/services/business_services/bid_opportunities.php

AMENDMENTS TO RFP

In the event it should be necessary to revise any portion of this RFP, addenda will be provided to all proposers who received the original RFP from the City of O'Fallon. This does not relieve the submitting company from the responsibility of regularly checking the City website listed below for updates regarding any addenda associated with this proposal request. Addenda are available at: https://www.ofallonmo.gov/services/business_services/bid_opportunities.php

If you received this RFP by means other than the bid system, you must furnish your company name, address, and telephone number to the Purchasing Agent identified in the Proposal Instructions section in order to receive any addendum to this RFP. Proposers shall acknowledge receipt of each addendum issued in the space provided on the RFP form.

END OF PROPOSAL INSTRUCTIONS

CITY OF O'FALLON, MISSOURI

TERMS AND CONDITIONS

QUALIFICATIONS:

All companies shall be licensed, insured, and bonded and shall furnish satisfactory evidence to the City that they have previously performed/provided the types of services as specified below.

LAWS AND ORDINANCES, REGULATIONS, LICENSING FEES:

Firm shall conform to all rules, regulations, ordinances, laws, or directives set forth by the City of O'Fallon and/or the State of Missouri.

LAW GOVERNING:

All State of Missouri and/or Federal Laws shall be hereby specifically made a part of this contract as set forth herein.

NON-DISCRIMINATING:

The Contractor, its employees, and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

Firm shall comply with Section 285.525 – 285.550 RSMo regarding enrollment in a federal work authorization program. **A signed, notarized affidavit (attached) and supporting documentation affirming enrollment in a federal work authorization program must be submitted with proposal. Failure to comply with this provision may result in rejection of proposal.**

E-VERIFY:

Company shall be E-Verify compliant and shall provide documentation to support this requirement within the proposal including the memorandum of understanding (MOU) and the electronic signature page completed in its entirety.

METHOD OF AWARD / SELECTION:

The proposals will be evaluated by the City. A response summary of proposals will be available by contacting Christine Grabin, Purchasing Agent. The response summary will only include the names of the companies that submitted proposals that were delivered by the required RFP submittal date and time. Until award of the contract, the Responses shall be held in confidence and shall not be available for public review.

TERMS/CANCELLATION AND DAMAGES:

This contract may be terminated by either or both parties upon thirty (30) days written notice or upon mutual agreement of both parties.

If the City, because of the Vendor's breach, terminates this Contract, the City shall have the right to purchase service elsewhere and to charge the Vendor with any additional cost incurred.

Notwithstanding the above, the Vendor shall not be relieved of any liability to the City for damages sustained by the City by virtue of any breach of this contract by the Vendor and the City may withhold any payments to the Vendor until such time as the amount of such damages due the City from the Vendor shall be determined.

SCOPE OF SERVICES

A. General:

The City is requesting proposals from qualified individuals and/or firms with experience evaluating employee compensation in terms of comparability and competitiveness, both from internal equity and market perspectives for similar positions in the region/related fields. This should include comparisons of the City of O'Fallon salaries with other comparable local government organizations/entities within the State as further identified below, as well as a component of internal equity being factored into the pay plan. The City is also requesting recommendations on certifications and/or levels of positions within certain departments within the City (such as an in-training status, level I, level II, etc.) as possible tools for advancement through the pay plan; focusing on employee development versus supervisory responsibility.

Furthermore, the City currently conducts annual evaluations and provides employees with merit increases on a staggered schedule. The proposal should include recommendations for transitioning all employees to a standardized evaluation date.

Lastly, the City is requesting an analysis on each position as to its exemption status as outlined under the FLSA.

B. Background - Existing Pay Plan:

The City's existing pay plan includes both an open range compensation system (Core employees) and a step program for most positions within the Police Department. The City last underwent a compensation study in 2022 with implementation in January of 2023. The previous compensation study included the following comparators: Ballwin, Chesterfield, Duckett Creek, Florissant, Kirkwood (Environmental Services only), Lake St. Louis, Maryland Heights, Metropolitan Sewer District (MSD), Public Water District 2, City of St. Charles, St. Charles County, St. Louis County, St. Peters, University City (Environmental Services only) and Wentzville. The compensation study conducted in 2022 utilized job descriptions from the comparator cities in conjunction with the City of O'Fallon's job descriptions to ensure the closest match.

The positions placed on the open range included a minimum, midpoint and a maximum. Positions were graded based upon internal equity and hierarchy considerations along with market value. Positions on the step program have anywhere from 7 to 10 steps depending on the position.

C. General Scope of Work to be Performed:

The successful proposer will, in accordance with the highest professional standards, provide at the direction of the City Administrator and/or staff designees, a compensation study including but not limited to the following tasks:

- Schedule/hold a meeting with City Administration and Human Resources staff to understand the City's existing pay plan and goals for successful project completion.
- Consider having all positions complete a position questionnaire to ensure current job descriptions truly match the major responsibilities of the position.
- Review all job descriptions to use as the basis for the study, and to evaluate internal equity.
- Review all positions and their current exemption status to ensure correct status is designated as defined by the U.S. Department of Labor.
- Schedule/hold meetings as needed (with department directors, employee groups, etc.) to understand the City's various positions to address any questions and discuss any specific issues.

- Conduct a custom survey comparing the City’s positions with the above-listed comparable communities/entities. Other/alternative comparable communities will be considered, should the selected proposer have suggested additions/subtractions to the above lists.
- Develop a draft pay plan to review with City Administration and Human Resources. Any resultant proposal should be reflective of the market minimums/maximums, as well as have a component of internal equity. Draft plan should also include proposers’ recommendations on any changes to position exemption status.
- Finalize the draft plan after input from City Administration/Human Resources and review by other key staff as needed. Simultaneously, cost out implementation of the draft plan, identify any compression issues, and recommend how to address.
- Include recommendations on certifications and/or levels of positions (such as in-training status, level I or level II) as possible tools for advancement through the pay plan, focusing on employee development and continuous education versus supervisory responsibility. The City will provide the selected proposer with an initial list of identified positions to be considered for such a program, although others may be considered should the selected proposer have suggested additions/subtractions to the list.
- Provide recommendations for successfully transitioning all staff to a single annual evaluation date. Additionally, include suggestions for maintaining this unified evaluation date in the future.
- Present the finalized pay plan in person to the City Council at a public Workshop.
- Provide tools/analysis to Human Resources for them to be able to independently add new positions and keep the pay plan current on an ongoing basis.
- Provide Human Resources with guidance on how to compensate employees who move from the Core employee pay plan to the Step pay plan and vice versa; provide the City with guidance on best practices in compensating employees who are promoted within the organization, employees who take a lateral position, employees who take a new position at a lower grade within the City, and employees who become “topped out”.

D. Goals of the Compensation Study:

- Build a compensation plan that will continue to attract and retain qualified employees.
- Ensure positions performing similar work with the same level of complexity, responsibility, and requirements are compensated in a similar pay range.
- Provide compensation that is commensurate with assigned duties.
- Outline promotional opportunities and provide recognizable growth.
- Ensure the City is compliant with regulations regarding exemption status as outlined by the U.S. Department of Labor.

E. Proposal Requirements:

- All proposals must address the following areas:
 1. A detailed statement of the firm’s qualifications and experience in consulting with respect to the scope of work.
 2. A list of principal(s) assigned to the City together with a statement of their expertise as demonstrated by direct experience in municipal financing. The expertise of each principal must be clearly presented; it is recommended that resumes be included.
 3. A statement on how the firm will provide services and address the scope of services/work contained herein. Provide a draft timeline to complete the deliverables listed above in “C. General Scope of Work to be Performed” and include a description of the firm’s ability to provide timely completion of the project for the City.

4. Written disclosure of any potential conflicts of interest.
5. Completion/inclusion of the Supplemental Information form, Proposal Form, and Worker Eligibility Verification Affidavit, along with any additional relevant supplementary information or material.

END OF SCOPE OF SERVICES

Supplemental Information (use additional sheets as necessary):

1. Name of primary contact, address and phone number.

2. What day(s) and time(s) is the primary contact available?

3. Describe any name or ownership changes in the past five (5) years.

4. Submit a sample copy of a current contract/agreement with all terms and conditions (subject to review by the City’s legal review).

5. Provide at least five (5) references of current or past clients for which a comparable compensation study was completed during 2022-2024. Include the following information for each reference:

- Agency/firm name
- Address, city, state, zip
- Contact information
- Population

6. Cost Proposal:

- The City desires to pay an all-inclusive fixed fee for these services. Proposals should indicate the amount of this fixed fee and a description of any fees and services deemed to be outside the scope of this contract.

Evaluation Criteria:

The City reserves the right to select the Vendor who best meets the “overall” needs of the City of O’Fallon based primarily on the following criteria (not listed in any order of importance):

1. Qualifications (Expertise and Experience)
 - The firm’s past experience and performance on comparable engagements
 - The quality of the firm’s professional personnel to be assigned to the engagement
2. Approach to Compensation Study Services
3. References and track record for successful engagements, including timeliness
4. Fees
5. Adherence to the requested information specifications, thoroughness of the proposal, as well as the overall format of the presentation

END OF SUPPLEMENTAL INFORMATION

CITY OF O’FALLON, MISSOURI

PROPOSAL FORM

Signature of proposer indicates that the proposer understands and will comply with all terms and conditions and all other specifications made a part of this Request for Proposals and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Request for Proposal Number 25-019 and to all the conditions imposed herein, the undersigned offers and agrees to provide Compensation Study services for the City of O’Fallon in accordance with the scope of services and intent of the request for proposals contained herein.

Proposal Form shall be attached to respondent’s proposal.

Indicate whether: () Individual; () Partnership; () Corporation

Incorporated in the state of: _____

COMPANY: _____ SIGNATURE: _____

ADDRESS: _____ NAME: _____

CITY: _____ TITLE: _____

STATE/ZIP: _____ PHONE NO.: _____

TAX ID NO.: _____ DATE: _____

EMAIL ADDRESS: _____

Acknowledge the receipt of addenda by initialing box below as appropriate.			
Addenda 1 _____	Addenda 2 _____	Addenda 3 _____	Addenda 4 _____

WORKER ELIGIBILITY VERIFICATION AFFIDAVIT

STATE OF _____)
) ss
COUNTY OF _____)

On the ____ day of _____, 20____, before me appeared _____,
Affiant name

personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, stated as follows:

• I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the City to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

• I, the Affiant, am the _____ of _____, and I am duly
title business name
authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.

• I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the City of O’Fallon. I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

• I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by the City, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

• I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

• I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Affiant Signature

Subscribed and sworn to before me in _____, _____, the day and year first above-written.
city (or county) state

My commission expires: _____
Notary Public

[Attach documentation of enrollment/participation in a federal work authorization program]