



REQUEST FOR PROPOSALS
COMPREHENSIVE SALARY AND BENEFITS REVIEW AND
ANALYSIS

RFP Issue Date: _____

Response Due Date: _____

Proposal Opening Date: _____

Request for Proposals

COMPREHENSIVE SALARY AND BENEFITS REVIEW AND ANALYSIS

I. Introduction

The Town of Sunset Beach (herein after “Town”) has issued this Request for Proposals (herein after, “RFP”) with the sole purpose and intent of obtaining responses from interested and qualified firms licensed to do business in the State of North Carolina offering to provide a Comprehensive Salary and Benefits Review and Analysis in accordance with the specifications stated and/or attached herein/hereto.

It is the Town’s intent to conduct a comprehensive review of its compensation plan and employee benefits. The selected firm will be working with the Town in this comprehensive review.

If awarded, a contract to provide these services will be effective on the date contract is approved by the Town of Sunset Beach, Town Council, (herein after, the “Council”) and executed by all parties.

The specifications included herein are based on requirements to ensure the lowest practical cost and highest practical quality of a Comprehensive Salary and Benefits Review and Analysis are obtained at quality prices using the latest technology and available resources.

Termination or cancellation of the contract will not relieve the bidder of any obligations for any deliverables or liabilities entered prior to termination of the contract. The Bidder may cancel the resulting contract with a one hundred and twenty (120) day notice.

The Town will notify the bidder in writing of any deficiencies or defaults in the performance of his/her duties under the contract.

An award, if made, will be made to the best overall Proposer(s) whose proposal is most advantageous to the Town, taking into consideration the evaluation factors set forth in this RFP.

II. Background

The Town of Sunset Beach, NC is approximately 7.37 square miles in size with an extra-territorial jurisdiction of 3.59 square miles and a serves a fire district that encompasses 16.95 square miles. The Town serves a population of approximately 4,010 and a seasonal population of 15,000. The Town of Sunset Beach, NC composes of both a mainland and barrier island

located in southeastern Brunswick County. The mainland includes 4,136 household units and the barrier island includes 1,372 household units for a total of 5,508 units.

The Town's fiscal year begins on July 1st and ends June 30th. The Finance Department maintains the funds and accounts of the Town and is responsible for the custody and accounting of funds of each department. The Annual Financial Report for the Town of Sunset Beach, NC can be found on the Town's website, <http://www.sunsetbeachnc.gov>.

The legislative branch of the Town is composed of an elected six-member Town Council consisting of a Mayor and five council members. The Town Council is governed by the Town Charter and by state and local laws and regulations.

The Town of Sunset Beach, NC operates under a Mayor-Council form of government and provides a range of municipal services including: general government administration, law enforcement and fire protection, community development, code enforcement, building inspections, flood plain and Coastal Area Management Act (CAMA) permitting, stormwater management, sanitation, construction and maintenance of infrastructure that includes streets and recreational areas and facilities.

The Town has approximately 44 full-time positions and 29 part-time positions. The Town's workforce includes administrative, professional and clerical staff, police officers, firefighters, building and permitting, and maintenance staff. The normal work week is 40 hours. Both law enforcement and fire protection work 4 week cycles of 42 hours and 53 hours a week respectively.

Personnel are funded through the general fund and fire district fees. The Town does not have collective bargaining units.

The Town provides health insurance benefits on a fully-insured basis. Other benefits include retirement, dental, term life insurance, short term disability and leave programs to include but not limited to sick leave, vacation, paid holidays and other benefit programs. Plan detail provided.

III. Inquiries

To ensure fair consideration for all Proposers, the Town prohibits communication to or with any officer, elected official (including Mayor and Town Council), department, office, or employee of the Town during the solicitation process from the date of issuance of RFP through award.

Please direct questions related to this RFP in writing to Bonnie Bray, Finance Director, at BBray@atmc.net. Please include the page and paragraph number for each question in order to ensure that the questions asked are responded to correctly.

Proposers must clearly understand that the only official answer or position of the Town will be the one stated in writing from

IV. Method of Source Selection

Each proposal will be reviewed to determine if the proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive proposal is one which has been signed and submitted by the specified proposal deadline and has provided the information required to be submitted with the proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Town may, as it deems necessary, conduct discussions with responsible Proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

V. Evaluation Criteria

The Town will review all responsive proposals and those proposals deemed to be reasonably acceptable to be selected will be evaluated using the criteria set forth herein. The criteria will include but is not limited to the following items:

1. Qualifications of Firm and Project Staff
 - Qualifications and Experience
 - Organizational Chart
 - Current project workload and availability
2. Approach to Work
 - Understanding of Scope and implementation, including any innovative methods and concepts
 - Ability to coordinate and expedite work to ensure quality control under accelerated schedule
3. Fee for Services
4. Projected Timeline
5. References
6. Sample of Similar Analysis

VI. Pre-Proposal Conference

A pre-proposal conference is not applicable for this solicitation.

VII. Projected Timetable

The following projected timetable should be used as a working guide for planning purposes only. The Town reserves the right to adjust this timetable as required during the course of the RFP process.

Projected Timetable

EVENT	DATE
Release RFP Notice	
Last Date for Receipt of Written Questions	
Addendum Issue (If Applicable)	
Proposal Due Date	
Evaluation of Proposals	
Notification of Recommendation	

Note: Dates are subject to change

VIII. Scope of Work

The Town of Sunset Beach, NC is seeking proposals from qualified and experienced firms, licensed to practice in the State of North Carolina, with demonstrated skills and experience in conducting a Comprehensive Salary and Benefits Review and Analysis to **help establish internal equity and external competitiveness.**

1. Conduct a comprehensive evaluation of the Town’s Personnel Policy amended August 4, 2014 as needed to complete the Comprehensive Salary and Benefits Review and Analysis scope of work.
2. Conduct a job audit of all positions, including general task analysis by department, which may include interviews to include department director and other key personnel and/or employees to determine the functions of each role.
3. Review and make any necessary recommendations regarding the Town’s current job descriptions. Prepare new job descriptions and update existing job descriptions at the Town’s request. Assess Fair Labor Standards Act (FSLA) designation (exempt/non-exempt) for each classification shall be included in the review.
4. Review current compensation rates and ranges for all classifications.

5. Recommend pay grades; grade pricing and salary ranges for all classifications.
6. Recommend an appropriate salary structure, including minimum, midpoint, maximum and the difference between each salary step.
7. Conduct a comprehensive compensation survey of those entities considered an appropriate labor market within the Town's competitive areas, to include employer provided benefits.
8. Recommend implementation strategies (if needed) including calculating the cost of implementing the study.
9. Provide necessary training, tools and materials for the Town to maintain the system independently.
10. Meet with staff, management, and Town Council members as needed to fully complete the objectives of this RFP.

VIII. Insurance Requirements

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed North Carolina Company.

A. Without limiting Proposer's indemnification, it is agreed that the successful Proposer will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. Certificates of Insurance must be furnished to the Town naming the Town of Sunset Beach, NC as additional insured. These certificates must provide a ten (10) calendar day notice to the Town in the event of cancellation, non-renewal or a materials change in policy.

1. Professional liability for any architect and/or engineer for one million dollars (\$1,000,000)
2. Workers' Compensation Insurance to apply to all employees of the contractor, sub-contractors and the contractor's architect and/or engineer and meets the obligations of the North Carolina "Workers' Compensation Law" and all applicable federal laws.
3. Commercial General Liability Insurance to provide coverage of not less than one million dollars (\$1,000,000) combined single limit per occurrence and two million (\$2,000,000) in general aggregate where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.

4. Comprehensive Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than one million dollars (\$100,000,000) per occurrence and one million dollars (\$100,000,000) property damage.

X. Proposal due Date and Time

A) Proposal Due Date

Sealed proposals must be received at the Town of Sunset Beach, NC Finance Department, no later than **4:00 p.m., Eastern Time, on XXXXX, 2017**. Proposals received after this date and time will not be considered.

B) Public Opening

All proposals received will be opened shortly thereafter at which time only the names of the respondents will be publicly read aloud.

C) Public Record

Pursuant to North Carolina General Statutes, Chapter 132, all records made or received in connection with the transaction of public business are subject to public inspection under public record laws at the time of bid opening unless a clear statutory exemption exists.

XI. Proposal Preparation and Format

A) Preparation

Prepare your proposal in a clear and concise manner. Ensure that the content of your proposal submittal is complete. Special attention should be given to the specific information, instruction and requirement of the RFP document to ensure responsiveness. Proposals are incomplete or lack key information may be rejected. To help facilitate the review process, properly label each section or tab to correspond with your submittal information.

B) Proposal Reproduction

Please submit an original and four (4) copies of the proposal package as follows: One (1) clearly marked unbound original and three (3) bound exact copies and an additional complete copy in an electronic format, e.g. single CD-ROM or flash drive containing the submittal formatted to be read with Microsoft® software products or Adobe® PDF software.

C) Incurred Expenses

The Town is not responsible for any expenses which Proposers may incur in preparing or submitting proposals, including presentations and other expenses requested in this RFP.

D) Proprietary Information

1. In accordance with North Carolina General Statutes, Chapters 132 and except as may be provided by other applicable State and Federal Law, all Proposers should be aware the RFP and the responses thereto are in the public domain. Proposers are requested to identify specifically any information contained in their proposals which may be considered confidential, proprietary or exempt from public examination, citing specifically the applicable exempting law.

A generic notation that information is “confidential” is not sufficient. Failure to provide the Finance Department with a detailed explanation and justification including statutory cites and specific reference to your proposal detailing what provisions, if any, you believe are exempt from examination in accordance to Chapter 132 of the North Carolina General Statutes.

2. All proposals received from Proposers in response to this RFP will become the property of the Town of Sunset Beach, NC and will not be returned to Proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the Town.

XII. Required Proposal Submittals

A. Proposals will be evaluated based on the information provided in the response. All documents should be type written, 8½ x 11 format and should properly be identified by name of respondent and titled **COMPREHENSIVE SALARY AND BENEFITS REVIEW AND ANALYSIS** to facilitate effective evaluation by the Town.

B. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal.

C. During this process, any intentional omissions, alterations, or false representations will result in the rejection of any proposal. Proposals must include the following tabbed sections and include a Table of Contents which provides clear identification of the material by section and by page number:

1. Tab I, Management Summary

Provide a cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of the firm in providing the services stated herein. Include the name(s), telephone number(s), and email(s) of the authorized contact person(s) concerning proposal.

2. Tab II, Experience

The proposal should state the size of the firm, years of experience, the location of the officer from which the work on this engagement is to be performed and the number and nature of the professional staff available for this contract. The firm should identify the individuals who will

provide the services, including resume and experience in similar work as well as the name of one individual who will act as coordinator or primary contact for the firm to resolve any and all issues that may arise during the term of the contract. This section should include a description of the firm's recent experience providing the services detailed in the scope of work to municipalities. Additionally, please provide a current listing of municipalities for which the firm is providing or has provided these services, the scope of work, and the time periods of service provided. Please list a contact person, email and phone number, as the Town may contact any or all of them for references.

3. Tab III, Acceptance of Conditions

Indicate any exceptions to the general terms and conditions of the RFP, and to insurance requirements or any other requirements listed in the RFP. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations.

4. Tab IV, Fee Proposal

Provide a detail cost for providing the services listed herein. The Town is prepared to pay a fixed fee to be paid upon the receipt and approval of the final report by the Town. The stated fee shall include all costs associated with the performance of services. These shall be no hidden costs associated with this request. A full disclosure of nature and amount of all fees and charges is mandatory. The Town shall not be responsible for the reimbursement of any costs not specifically set forth in the firm's proposal and mutually agreed upon in advance in writing. The Town reserves the right to accept any part or the Proposer's entire fee schedule.

5. Tab V, Other Related Services

A detail description of any additional services the firm can provide to the Town, as related to salary surveys, benefits and compensation plans, etc.

6. Tab VI, Deliverable/Timeline

Include a description that outlines the approach to be taken to meet the objectives of this RFP. This tab should include a description of the deliverable products and projected timeframe for providing products.

7. Tab VII, Documents

- Professional Certifications/Licenses
- Affiliations and/or memberships

XIII. Reserved Rights

1. The Town, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposal received as a result of this RFP.
2. The Town does not guarantee the award of any contract as a result of this solicitation process.

XIII. Delivery of Proposals

Proposals shall be submitted in a sealed envelope or packed addressed to the Finance Director, at the address listed below. All proposals submitted must be received in the Finance Director by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that proposals are received in the Finance Department by the due date and time. The Town shall not be responsible for delays caused by any occurrence. Proposals received by the Town after the time specified for receipt will not be considered.

All sealed proposals shall be mailed or delivered to the Finance Department at the address listed below:

**Town of Sunset Beach
Attn. Bonnie Bray
Finance Department
700 Sunset Boulevard North
Sunset Beach, NC 28468**