

**REQUEST FOR PROPOSAL
COMPENSATION STUDY**



Submission Deadline: April 2, 2025, by 2:00 PM Central Time

**City of Wharton
City Secretary
120 E. Caney St.
Wharton, TX 77488
(979) 532-2491**



NOTICE FOR REQUEST FOR PROPOSALS COMPENSATION STUDY

The City of Wharton (the “City”) invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing a compensation study for the City of Wharton.

Due Date and Time: Thursday, April 2, 2025, by 2:00 PM Central Standard Time

Qualifications Receiving Location: City Hall, 120 E. Caney St., Wharton, Texas 77488. Sealed proposals must include one original and one digital copy clearly marked with the RFP name and description. Sealed proposals must be received no later than the date and time stated above. The submittals will be opened immediately after the closing hour on said date and only the names of those submitting proposals for consideration will be publicly read.

NO LATE SUBMITTALS WILL BE CONSIDERED

This Request for Proposals does not commit the City to award a contract or lease, or to pay any costs incurred as a result of preparing such a response. The City reserves the right to further negotiate with a respondent (and as may be required by law), reject any and all responses received, or cancel in part or in its entirety this Request for Proposals.

The City of Wharton hereby notifies all consultants/offerors that regarding any agreement entered into pursuant to this advertisement, minority business enterprises will be afforded equal opportunities to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, religion or national origin in consideration for an award.

The City reserves the right to reject any and/or all proposals, to waive any and all technicalities, and to accept any proposal or part thereof, which in the opinion of the City Council, is most advantageous to the City. In case of ambiguity or lack of clearness in stating the prices in the proposal, the City reserves the right to consider the most advantageous proposal thereof or to reject the proposal.

RFP – COMPENSATION STUDY

Article 1 Scope of Services

1.1 Scope of Services

This study is expected to create a fair, equitable, and market-competitive total compensation system that complies fully with all applicable laws and regulations. Implementation of recommendations should be a valuable component of efforts to achieve our strategic goal 5.1 to “establish a long-term employee recruitment plan,” in addition to assisting with the retention of current employees. It should include an examination of the City’s current compensation system covering approximately 100 full-time non-civil service positions and provide recommendations for compensation policies, procedures, and overall philosophy. This study shall be conducted in accordance with generally accepted compensation methods, and applicable federal and state laws. The compensation plan must eliminate and avoid compression issues and aid the City in attracting and retaining qualified employees. Specific expectations, services, and work products include the following:

1.1.1. Meet with the City’s HR and Executive teams before project kickoff, midway through project completion, and at project conclusion to present a final report. Ability to help develop and meet a proposed project timeline including the following benchmarks:

- Kickoff meeting the week of 4/14/25.
- Status update meeting the week of 6/4/25. *Dates subject to change*
- Final report presented the week of 7/21/25. *Report deadline can change*

1.1.2 Review of the City’s current compensation structure and classification systems to include job description review and recommendation of any changes to maintain compliance with FLSA and other applicable regulations.

1.1.3 Assist the City in determining a relevant job market. This should be accomplished via the identification of specific comparison factors and appropriate values for the selection of comparator organizations to include both public and appropriate private sector organizations or data.

1.1.4 Complete a survey of identified comparator organizations to obtain compensation data from FY2024 or more current and perform a comparison analysis of positions performing the same or significantly similar functions.

1.1.5 Develop and present a proposed salary schedule with minimum, midpoint, and maximum for each grade. Assignment of all current non-civil service City positions to the proposed schedule.

1.1.6 Completion of compression analysis resulting from implementation of recommendations, identification of potential current or future issues, and recommended strategies for resolution.

1.1.7 Identification of current employees’ compa-ratios in the proposed schedule. Projected cost analysis of incumbents whose current salary would be below the proposed minimum for

their position Cost analysis of maintaining compa-ratios for all employees on recommended schedule and strategies for implementation that balance market competitiveness and fiscal responsibility.

1.1.8 Review, analysis, and recommendation of modifications to other compensation system aspects such as merit pay, certification pay, longevity pay, etc.

1.1.9 Recommend implementation strategies, including immediate full implementation and phased approaches with expected budgetary impact.

1.2.0 Presentation of study findings and recommendations to Executive Staff and City Council.

1.2 Proposal Requirements

1.2.1 A detailed description of the plan to achieve the necessary requirements and a plan for accomplishing the work.

1.2.2 A detailed description of the compensation structure methodology to be used if the consultant has a pre-designed system.

1.2.3 A proposed timeline to include start and completion dates for the study.

1.2.4 Experience of the firm in conducting similar studies for governmental entities and other comparable studies.

1.2.5 References from five (5) most recent clients. For each reference, please ensure that you include the name of the contact person, address, phone number, and email address, and the period of time for which your firm has represented the entity.

1.2.6 Professional resumes of all personnel to be involved in the study and a clear indication of the responsibilities of each.

Article 2 Fee

All fees related to this contract will be paid in a lump sum according to the Cost Proposal Form.

Article 3 Submission Requirements

Sealed submittals are required. Submittals shall be delivered to the City of Wharton City Hall, Attn: City Secretary, at 120 E. Caney St. Wharton, TX 77488 on or before **Wednesday, April 2, 2025, 2:00 p.m. Central Standard Time**. All submittals must be labeled on the outside with the Respondent's name and the name of the Project. Late submittals will not be considered. An original (signed), and one digital copy of each response are required.

3.1 *Cover letter and Executive Summary: (1 page)*

Provide at least the following:

- Introduction
- Legal name of firm, date of formation
- Location of office that will be engaged in the work (geographical location in relation to the City of Wharton)
- Contact persons
- Legal business description (individual, corporation, joint venture, etc.)
- Statement of availability and commitment of the firm
- Statement of interest including a narrative and unique qualifications
- Signature of authority authorized to enter a contract

3.2. *Qualifications*

General requirements to demonstrate the qualifications, competence, and capacity of the respondent seeking to undertake the compensation study for the City in conformity with the requirements of the request for proposal. The technical proposal should demonstrate the qualifications of the respondent and of the staff to be assigned to this engagement.

3.3 *Project Team:*

- a. Organizational chart of the project team.
- b. Names, qualifications, and resumes of all project team members who will directly participate in the project.
- c. Identify any sub-consultants that would be used and their specific role. (All sub-consultants, including markup, must be included in the consultant's cost proposals.)

3.4. *Work Plan/Service Approach:*

- a. Set forth a work plan, including an explanation of the methodology to be followed to perform the study as required in this request for proposal.
- b. Describe the needs of City staff. For example, what City staff expertise is needed, and how much time do you anticipate?
- c. Describe the type and extent of analytical procedures to be used in the engagement and the approach to be taken in sampling and data collection.

3.5 *References:* Provide at least five (5) references from current or past clients, preferably Texas agencies. References must have worked with the proposed project manager and other key staff proposed to be assigned to such services.

References should include the following:

Name of the agency

Period for the project

Brief description of the scope of work

Reference contact name, email, and telephone number

3.6. *Cost Proposal:* Please clearly identify all proposed costs and fees associated with the Scope of Services.

3.7 *Additional Data:* Responses may include any other information that might be deemed essential to the evaluation of the Request for Proposals.

3.8. *Required Forms:* Please include in your submission the following forms:

- Cost Proposal Form
- Completed Certification Form
- Completed Conflict of Interest Form
- Completed HB 89 Form

Article 4 Evaluation Process

This is a request for proposals. Each submission shall be evaluated by a selection committee. The City may choose to interview the top firms. Invited candidates may be required to give oral presentations and answer questions relating to the proposal. Based on issues or questions raised during the interview, the City may request additional written information in a proposal addendum. City staff will analyze additional information and recommend a selected candidate.

4.1 Evaluation Criteria

The criteria that will be used to evaluate the responses are:

Proposed Cost - 30 Points

Points are awarded by the lowest proposal being divided by the respondent's proposal times 30, with costs over \$50,000 receiving a 0 score.

Qualifications and Experience – 30 points

Qualifications and experience of the firm and personnel to be assigned to work with the City as it relates to performing a compensation study.

Work Plan/Service Approach- 20 points

The technical ability of the firm to perform the needed services, including an evaluation of the firm's plan and approach.

References- 20 points

Past experience performing similar services with similar clients (municipalities with 100-200 employees.) Reference forms are to be sent to past clients and points are awarded using an objective tool to determine satisfaction.

Article 5 Schedule

Proposed Schedule

RFP Release Date	March 11, 2025
Deadline for Written Questions	March 28, 2025
Proposal Deadline	April 2, 2025
Evaluation Period	April 4 – April 9, 2025
Award of Contract	April 14, 2025

Article 6 Specific Terms & Conditions

- 6.1 The City may terminate this contract at any time upon thirty (30) days' written notice. The firm shall be compensated for the services satisfactorily performed prior to the termination date. If any cause, the firm fails to fulfill its obligation under this contract, or if the firm violates any of the terms and conditions of this contract, the City has a right to terminate this contract upon five (5) days' written notice.
- 6.2 Should there be a change in the firm's ownership or management, the contract may be canceled at the option of the city unless a mutual agreement is reached with the new owner or manager to continue the contract pursuant to the existing contract terms, conditions, and pricing.
- 6.3 This contract shall be governed in all respects by the laws of the State of Texas. The Parties agree that performance and all matters related thereto shall be in a state court of competent jurisdiction in Wharton County, Texas, and further that neither party will seek to remove such litigation to the federal court system by application of conflict of laws or any other removal process to any Federal Court not in Texas.

Article 7 Additional Instructions, Notifications, and Information

- 7.1 No Gratuities- Respondents shall not offer gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be considered a bribe and grounds for exclusion from the selection process and possible legal action.
- 7.3 All Information True- Respondent represents and warrants to the City that all information provided in the response shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, shall be subject to exclusion from the selection process.

- 7.2 Interviews- The City may choose to interview Firms that are short-listed through the Request for Proposal process. If so, those firms will receive notification by email of the date and time of the interview.
- 7.3 Inquiries- Do not contact the City of Wharton during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- 7.5 Cost of Responses-The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- 7.6 No Obligation- The City reserves the sole right to (1) evaluate the responses submitted;(2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the City of Wharton's best interest; or (6) cancel the entire process.
- 7.7 Insurance- The awarded firm shall provide and maintain Professional Liability Errors and Omissions Insurance coverage to protect the Firm and the City from liability arising out of the performance of services if any, under this agreement. Such coverage shall be in the sum of not less than Three Hundred Thousand Dollars (\$300,000) per occurrence and Five Hundred Thousand Dollars (\$500,000) aggregate. A certificate of Insurance, satisfactory to the City, showing compliance with this requirement and all other requirements shall be furnished to the city before any services are performed.
- 7.8 Conflict of Interest- Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any person who seeks to contract for the sale or purchase of property, goods, or services with a local government entity shall file a completed conflict of interest questionnaire with the City Secretary within seven business days after initial contact. Form is included in this request. Please consult your own legal advisor if you have questions regarding this statute or this form.
- 7.9 H.B. 89- Pursuant to Texas Government Code 2270.001, the respondent certifies that 1.) they do not boycott Israel currently and 2.) they will not boycott Israel during the term of the contract the above-named company has with the City of Wharton, Texas. Form is included in this request.
- 7.10 Questions- All questions regarding this RFP shall be submitted by email to the following email address pfavors@cityofwharton.com. Please note the RFP name on the email. The deadline for questions is March 28, 2025, by 5:00 PM.
- 7.11 Addenda - Any addenda to this RFP shall be published at www.cityofwharton.com

CITY OF WHARTON
REQUIRED FORMS

**CITY OF WHARTON
COST PROPOSAL FORM**

In order to facilitate comparison of competing proposals, the City respectfully requests applicants complete the following form. Please feel free to attach additional sheets where your response to the information requested is more extensive than the space provided.

Total cost to complete compensation study: \$ _____

Will billable rates for travel include both ways, one way, and no charge? _____

Mileage expense rate: \$ _____

Please identify reimbursable expenses and charges that may be incurred in the execution of the work to be performed as specified in this Request for Proposal for which the City will be invoiced:

Reimbursable item	Charge to City (include unit of measure, i.e. per hour, per item, etc.)

NOTE: Please itemize any other additional fees or charges. Any charges not included in this proposal will not be allowed. Attach an additional sheet if necessary.

The City of Wharton is exempt from taxes. DO NOT INCLUDE TAX IN PROPOSAL

I, _____, acting on behalf of _____

Certify that I have reviewed and fully understand the City of Wharton’s Request for Proposal for a Compensation Study. I further certify and swear that the information submitted in response to the RFP is true, correct, and fully shows all information required to be reported.

Company Name: _____

Address: _____

Phone Number: _____

Authorized Signer: _____
(Printed Name)

Authorized Signer: _____
(Signature)

E-mail: _____



CERTIFICATION FORM

The undersigned agrees this submission becomes the property of the City of Wharton after the official opening.

The undersigned affirms he has familiarized himself with the specification, drawings, exhibits, and other documents; the local conditions under which the work is to be performed; satisfied himself with the conditions of delivery, handling, and storage of materials and equipment; and all other matters that will be required for the work before submitting a response.

The undersigned agrees, if this submission is accepted, to furnish any and all items/services upon which prices are offered at the price(s) and upon the terms and conditions contained in the specification. The period for acceptance of this submission will be 90 calendar days unless a different period is noted.

The undersigned affirms that they are duly authorized to execute this contract, that this submission has not been prepared in collusion with any other respondent, nor any employee of the City of Wharton, and that the contents of this submission have not been communicated to any other respondent or to any employee of the City of Wharton prior to the acceptance of this submission.

Respondent hereby assigns to the City any and all claims for overcharges associated with this contract that arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and that arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the scope of work and all exhibits and attachments contained in this solicitation package.

The undersigned agrees that the solicitation package posted on the website is the official specification and shall not alter the electronic copy without clearly identifying changes.

The undersigned understands they will be responsible for monitoring the City of Wharton Website at www.cityofwharton.com to ensure they have downloaded and signed all addendum(s) required for submission with their response.

I certify that I have made no willful misrepresentations in this submission, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in this submission will be investigated, with my full permission, and that any misrepresentations or omissions may cause my submission to be rejected.

Acknowledge receipt of the following addenda to the solicitation:

Addendum No 1 Dated _____
Addendum No 2 Dated _____
Addendum No 3 Dated _____

Received _____
Received _____
Received _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Date _____

Title _____

Telephone Number _____

Email Address _____