



Issue Date: July 1, 2025

RFP Due Date: July 28, 2025 by 11:00 a.m.

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City of St. Johns

100 E. State Street, Suite #1100 PO Box 477

St. Johns, MI 48879

I. INTRODUCTION & OBJECTIVE

The City of St. Johns is soliciting proposals from qualified firms to conduct a **Wage Compensation Study**. The purpose of this study is to ensure the City maintains a fair, equitable, and competitive compensation system that is internally consistent and externally aligned with comparable public-sector organizations.

II. BACKGROUND

The City of St. Johns, located in Clinton County, Michigan, is a full-service municipality. With evolving demands and increasing labor market pressures, the City seeks to evaluate its compensation practices to attract and retain high-quality personnel while maintaining internal equity and fiscal responsibility.

III. SCOPE OF WORK

The selected consultant will:

- 1. Conduct a Market Compensation Survey**

- Perform a wage and benefits survey of public-sector organizations comparable in scope, and geography (as determined in coordination with City staff & City Commission).
- Survey must include wage ranges and base salaries for all City positions included in the study.
- Benefits such as paid time off and insurance offerings should also be considered for comparison.

2. Analyze Compensation Data

- Compare the City's existing pay ranges and actual salaries to market data.
- Identify compensation gaps, areas of compression, and outliers in competitiveness.
- Provide recommendations to align the City's wages with identified market benchmarks (e.g., median or 75th percentile).

3. Attend a minimum of 4 meetings during the process including meetings with staff, City of St. Johns Personnel Advisory Committee, and City Commission.

4. Provide Compensation Structure Recommendations

- Recommend updated pay ranges and/or benefits for each position or pay grade.
- Provide cost estimates for implementing changes, including options for phased implementation.
- Recommend placement strategy of current employees within revised ranges.

5. Present Findings and Recommendations

- Deliver a draft and final report summarizing methodology, findings, and recommendations.
- Present the final report to the City Commission and Administration.

IV. DELIVERABLES

- Defined list of peer communities used for market comparison
- Summary tables showing market compensation comparison

- Recommended revised wage/benefit structure
 - Cost analysis and implementation scenarios
 - Draft and final written reports
 - Executive summary for stakeholders
 - Presentation of findings (virtual or in-person)
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V. PROPOSAL CONTENT REQUIREMENTS

Proposals should include the following sections:

1. Cover Letter

- Briefly introduce your firm and state your interest.

2. Firm Profile & Experience

- Provide the firm's name, address, year established, primary services, and number of employees.
- Highlight experience with municipal wage studies in Michigan or comparable regions.

3. Project Team

- Identify the project manager and key staff who will be assigned to this study, along with their relevant experience.

4. Work Plan & Timeline

- Outline proposed methods for data collection, analysis, and deliverables.
- Include an estimated timeline for project completion.

5. References

- List at least three municipal clients for whom similar compensation studies have been conducted in the past five years.

6. Cost Proposal

- Provide a fixed fee for completing the study, broken down by major project tasks.

- Include hourly rates for any additional services if needed.

7. Insurance

- Provide proof of professional liability insurance with a minimum coverage of \$1,000,000 per claim and \$2,000,000 aggregate.

8. Conflict of Interest Disclosure

- Disclose any actual or potential conflicts related to City personnel or operations.

VI. SELECTION CRITERIA

Proposals will be evaluated based on:

- Experience with comparable municipal compensation studies (30%)
- Quality and clarity of proposed methodology (25%)
- Qualifications of assigned personnel (15%)
- Cost proposal and value (20%)
- References and prior performance (10%)

Finalists may be invited for a virtual or in-person interview.

VII. SUBMISSION INSTRUCTIONS

Submit proposals electronically (PDF format) to:

mseavey@stjohnsmi.gov

Subject Line: "RFP – Compensation Study Proposal"

Or submit two (2) hard copies to:

City of St. Johns

Attn: Mindy Seavey, City Clerk

100 E. State Street, Suite #1100

PO Box 477

St. Johns, MI 48879

Deadline: July 28, 2025 by 11:00 a.m.

VIII. GENERAL CONDITIONS

- The City reserves the right to accept or reject any or all proposals.
- Late submissions may not be considered.
- All proposals become public records upon receipt.
- Final award is subject to approval by the City Council.