



CITY OF KYLE, TEXAS

REQUEST FOR PROPOSALS (RFP)

RFP NO. 2023-09-SD

CLASSIFICATION AND COMPENSATION STUDY

DUE DATE:

OCTOBER 6, 2023 AT 4:00 PM (CST)



**NOTICE OF REQUEST FOR PROSPOSALS
RFP NO. 2023-09-SD**

The City of Kyle will accept sealed Proposals from qualified firms to conduct a classification and compensation study **until 4:00 PM, October 6, 2023. Proposals received after this time will not be considered.**

Please mark on the outside of the envelope and on any carrier's envelope: "RFP No. 2023-09-SD", and send it to the attention of Sandra Duran, Director of Human Resources, 100 W. Center Street, Kyle, Texas 78640 (physical location and mailing address).

The City of Kyle will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed proposals to the City of Kyle by the given deadline above. Electronic transmission or facsimile of Proposals will not be acceptable.

The City of Kyle reserves the right to reject any or all responses and to accept any response deemed most advantageous to the City of Kyle. For details go to www.cityofkyle.com/rfps

Issued by:

Sandra Duran
Director Human Resources
City of Kyle, Texas

Date Issued:
September 7, 2023

I. BACKGROUND

The City of Kyle is a political subdivision and municipal corporation of the State of Texas (the "State"), duly organized and existing under the laws of the State including the City's Home Rule Charter, initially adopted by the voters in the year 2000.

The City operates as a Home Rule City under a Council-Manager form of government with a City Council comprised of the Mayor and six Council Members. The City Manager is the chief executive officer for the City of Kyle. The City covers approximately 32.6 square miles and has an estimated population of 56,600 as of June 2023.

The City of Kyle is poised to be the largest city in Hays County. The City of Kyle is strategically located along the I-35 corridor, between two top performing cities in Texas. Just 7 miles south of the Austin city limits and 39 miles north of the San Antonio city limits, Kyle is in an enviable position along the booming corridor in the direct path of rapid growth.

The City of Kyle's goal is to offer a competitive compensation plan that offers great pay, great benefits, great culture, and great projects and strives to be the employer of choice. The City of Kyle would like to offer career progression opportunities to attract and retain qualified workers. Provide market rate salaries to all workers and to enable the City to maintain a competitive position with other comparable municipalities and private companies within the same geographic area.

The City of Kyle has not had an official classification and compensation analysis/study since the implementation of the Human Resources department in 2008. The city currently has an annual merit program that is based on job performance with consideration of cost of living when determining the average rate of increase budgeted for all non-sworn personnel. Currently, all sworn personnel pay steps are determined through the Meet & Confer agreement set by the City of Kyle and the Kyle Police Employee Association.

The City's job descriptions have been maintained and evaluated on an as needed basis.

II. QUALIFYING REQUIREMENTS

The classification/compensation system to be recommended as a response to this RFP must adhere to the following elements and characteristics:

1. The systems must meet all legal requirements and provide for compliance with all pertinent federal, state, and local requirements.
2. The systems must easily accommodate organizational change and growth; easy for management to administer.
3. The systems should be based upon sound compensation principles in which both internal and external equity are considered within the pay structure as well as the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
4. The systems should provide for new positions to be incorporated into the compensation plan as well as regular adjustments to maintain the plan's competitiveness.
6. Recommend practices and policies to continue to meet the aforementioned goals in future years.

III. SCOPE OF WORK

The City of Kyle is seeking to develop a list of firms that have demonstrated their ability to provide successful compensation analysis for municipalities along the I35 corridor near the City of Kyle. The City

desires the consultant to recommend cities to benchmark against. The City of Kyle currently benchmarks the following 10 cities (Georgetown, Round Rock, Cedar Park, Pflugerville, Leander, Austin, Buda, San Marcos, New Braunfels, and San Antonio). The City will be interested in adding other entities that have water utilities like New Braunfels Utilities. The study will include up to 150 position titles, occupied by a little under 400 employees.

The City provides all general municipal services within the City limits through the following departments:

1. Office of the City Manager
2. Building Inspections
3. City Attorney
4. City Secretary Office
5. Information Technology
6. Financial Services (Budgeting & Accounting, Utility Billing, and Municipal Court)
7. Police
8. Human Resources
9. Economic Development
10. Engineering
11. Community Development
12. Parks & Recreation
13. Communications
14. Facilities & Beautification and Code Enforcement
15. Public Works (Water, Wastewater, Treatment Plant, Drainage and Streets)
16. Library Services

The City's fiscal year begins on October 1 and ends on September 30.

The City requests that all information submitted by the successful consultant shall be in electronic format. The City further requests the complete use of the material for the ability to update or change. All work provided by the consultant under contract to the City of Kyle shall belong exclusively to the City.

Required Services

1. Comprehensive salary survey process for external equity based upon benchmarked job summaries and current actual averages with results in Excel format.
2. Project planning and administration
3. Employee communication sessions
4. Review and propose changes to job descriptions based on evaluations of certain positions that are critical to the organization.
5. Present (written and oral) findings and recommendations to City Management.
6. Assist with creating a pay philosophy for the city that can be proposed to City Council for adoption.
7. Identify any position found to be below the market and the estimated cost of being positioned to the market.
8. Development of a new pay structure based on salary survey and job evaluation with pay grades. In certain jobs create a space holder within grade levels to add career advancement/progression within the

position. (i.e., Technician I > Technician II > Lead).

9. Each paygrade shall reflect Minimum, Mid and Max ranges, as appropriate.
10. Make recommendations for new hires rates, promotion rates, demotion rates, incentive pay, and certification pay.
11. Provide recommendations on policies and procedures to determine how pay rates should be established and maintained for internal equity.
12. Find pay compression issues and make recommendations to address them.
13. Analysis and recommendations on compa-ratio for employees.
14. Final report including fiscal impact estimates based on a variety of scenarios.
15. Provide on-site meetings along with teleconferencing as needed with city management.

IV. PROPOSAL REQUIREMENTS

A. General Requirements

- a. Inquiries concerning the RFP must be submitted via email to Sandra Duran, Director of Human Resources, at the following email sduran@cityofkyle.com
- b. Responses will not be made to telephone inquiries.
- c. Proposal Submittal: One portable storage drive and one hard copy of complete proposals are required. The original must be clearly marked and contain original signatures and must be easily reproducible.
- d. Late Submittals: Submittals received by the City after submission deadline may be returned unopened and will be considered void and unacceptable. The City is not responsible for lateness of mail, carrier, etc.

B. Format of Proposal

- a. Title Page showing the RFP subject and proposal number; the firm's name; the name, address, telephone number and email address of the contact person and date of proposal.
- b. Table of Contents identifying the materials submitted by section and page number.
- c. Signed Cover Letter briefly stating the proposer's understanding of the services to be performed; the commitment to perform the services within a specified time period and the person authorized to represent the proposer.
- d. Detailed proposal organized in the order set forth in Section C below.

C. Contents of Proposal

The purpose of the Proposal is to demonstrate the qualifications, competence, capacity, and past success of the firm seeking to provide assistance to the City with Professional Services in conformity with the requirements of this RFP. The Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to the engagement. The proposal should provide a thorough description of the firm's approach to the compensation plan for the City of Kyle demonstrating best and tried practices as well as innovative techniques. It should also clearly demonstrate the firm's success in attracting and retaining top talent to some of the most renowned municipalities in Texas, including letters of recommendation.

The Proposal should address all points outlined in the RFP, The Proposal should be prepared in a straightforward and economical manner, providing a concise description of the proposer's capabilities to satisfy the requirements of this RFP. While additional information may be presented, the items in Section E. must be included. They represent the criteria which the proposal will be evaluated. If a service requirement or section of the proposal cannot be met by a proposer, then "No Proposal" should be indicated in the Proposal. An alternative equivalent service may be offered. If a service is provided by a third party, please indicate this clearly.

D. Cost Proposal

The sealed cost proposal should identify the detailed pricing information relative to the Required Services. All costs incurred directly or indirectly related to the preparation of a response to the RFP or any oral presentation required to supplement and or clarify a proposal which may be required by the City shall be the sole responsibility of and shall be borne by the participating firm.

E. Evaluation of Proposals

All proposals submitted will be reviewed by a City of Kyle evaluation panel. At the completion of the proposal review, finalists may be asked to provide an in-depth presentation to the City Council at the October 17, 2023, regular City Council meeting. The panel will select the proposals which best fulfills the City's requirements and represents the best value to the City of Kyle. No single factor will determine the final award decisions.

Evaluation criteria may include but will not be limited to:

- 1) Completeness and compliance with the terms of this RFP.
- 2) Professional qualifications of the respondent firm and individual team members assigned to the project.
- 3) Past classification and compensation analysis completed successfully, especially as they relate to the City of Kyle for such characteristics as city size and population, regional location, etc.
- 4) Overall innovative and successful compensation plan and methods.
- 5) Letters of recommendation from past clients.

F. Contract Award

No guarantee is made by the City that any action or contract will be issued as a function of this RFP and its responses, if any. Award of a contract shall be made to- and negotiated with- the responsible submitter whose proposal is determined to be the most advantageous for the City, taking into account all of the evaluation factors set forth in this RFP. The City of Kyle reserves the right to reject any and all proposals submitted in response to this RFP.

The City of Kyle is subject to the Texas Open Records Act. However, certain types of information may be exempt from disclosure under the Act. Firms submitting information which they deem confidential or proprietary must clearly mark and identify such information page by page. The City of Kyle will, to the extent allowed by applicable law, protect such information from disclosure. The final decision as to what information must be disclosed under the Open Records Act lies with the Texas Attorney General.

Questions or clarifications concerning the City of Kyle's RFP requirements should be sent by email only to:

Sandra Duran
Director of Human Resources
City of Kyle
sduran@cityofkyle.com

Response to any questions, if appropriate, will be issued in the form of an Addendum and will be posted on the City's website at:

<http://www.cityofkyle.com/rfps>

Key Dates (subject to change)

Event

Key Dates (subject to change)	Event
September 7, 2023	RFP posted on the City's website and advertised intent to solicit proposals. Distributed to prospective firms or firms that made a request previously.
October 6, 2023	Responses due 4:00 PM (CST) to the HR Department
October 9, 2023	Evaluation panel to review RFPs for recommendation
October 17, 2023	City Council selection of firm and award contract. (Tentative)