



Request for Qualifications and Proposal

Classification and Compensation Study

(Released Tuesday April 11, 2023)

(Responses due by 12:00 P.M. EST on Wednesday, May 3, 2023)

General:

The Town of Enfield, NH (hereafter referred to as the “TOWN”) invites qualified firms to submit proposals for consulting services to conduct a Townwide Employee Classification and Compensation Study as described herein (hereafter referred to as the “CONTRACTOR”).

Enfield is a Town located in Grafton County, New Hampshire close to the Connecticut River on the Western side of New Hampshire. Interstate 89 travels through Enfield connecting the town to the City of Lebanon, NH and the rest of the Upper Valley. U.S. 89 also provides easy access to the State Capitol in Concord, NH (40 minutes), and connects to I-93 which provides access to Manchester, NH (1 hour) and Boston, MA (2 hours). The TOWN has a population of 4,465 according to the 2020 U.S. Census and serves as a bedroom community to Dartmouth Hospital and College, the City of Lebanon, and Towns of Hanover and Hartford, which are the employment centers for the area.

The TOWN is a full service Town, with a five member Select Board operating under the Select Board/Manager form of government.

Town departments include:

- Police
- Paid on Call Fire and Ambulance Services
- Department of Public Work- Highway, Sanitation, Water & Sewer
- Land use - Planning and Zoning, Building and Code Enforcement
- Administration - Town Manager, Town Clerk, Finance, Payroll/HR, Recreation

Overall, the TOWN has approximately 33 full-time employees and 10 part-time employees making up our 33 job classifications that will be included in the study.

Instructions:

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Wednesday, May 3, 2023. Envelope must be clearly marked “CLASSIFICATION AND COMPENSATION STUDY” and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.**

Submit proposals to:

Ed Morris
Town Manager
PO Box 373
23 Main Street
Enfield NH 03748.
(603) 632-5026

Bids can also be submitted electronically to townmanager@enfield.nh.us

Questions can be submitted to the contact above.

Proposal information is available on the Town's web site at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

Scope of Work:**Objectives**

The Town's objectives with this study are to:

1. Attract and retain qualified employees;
2. Maintain a competitive position with other comparable government entities and private employers within the same geographic areas.
3. Create a compensation plan that:
 - a. Clearly outlines promotional opportunities and provide recognizable compensation growth;
 - b. Provides salaries commensurate with assigned duties that ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together;
 - c. Provides justifiable pay differential between individual classes;
4. Compares leave time and other benefits with other comparable government entities and private employers within the same geographic areas.

All work will be done with the regular involvement of the Town Manager, Assistant Town Manager and Accounting/Payroll Clerk. Department Heads and other key personnel will be involved as necessary. At completion of the project a presentation to the Budget Committee and Select Board is expected.

Scope of Services

1. Provide a comprehensive evaluation of every job within the TOWN to determine relative worth within the organization for internal equity and for the establishment of pay ranges and step progressions within the ranges.
2. Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
3. Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable Georgia municipalities as required.
4. Identify potential pay compression issues and provide potential solutions.
5. Compare leave and other benefits with other comparable government entities and private employers within the same geographic areas.

6. Create a long term compensation structure to meet market analysis.

Proposed Project Timeline

The TOWN would like to have the study completed by November of 2023. If the final report and compensation is not complete, guidance on compensation increases for the 2024 budget will be expected.

Proposal Content:

All proposals must include the following information:

- Introduction of the company.
- Point of contact with contact information.
- A statement identifying individuals and related qualifications (i.e. resumes or CVs) of those who will be part of the study.
- Similar projects completed including contact information for reference purposes.
- Example of previously built compensation plan.
- An estimated project timeline.
- Cost Estimate.

Guidelines:

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance and must be submitted to the TOWN upon signing a contract for services, and be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements.

Evaluation Criteria:

All proposals received in response to this RFQ will be evaluated to determine if they are complete and meet the requirements specified in this RFQ. The vendor will be chosen based on who will provide the “best value” taking into consideration the most beneficial combination of qualifications, services, costs, and who has met the requirements of this RFQ. Only proposals judged to be responsive to the submission requirements set forth in this RFQ will be evaluated.

Contractors will be scored based on their:

- Organization and presentation of materials
- Experience and skill level of their project team;
- Experience conducting similar work;
- Quality of past work;
- Ability to complete the project in a timely manner and within budget;
- Reputation and references.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;

- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received.

The TOWN may award a contract based upon the proposals received without discussion of such proposals with proposers. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references or previous contract performance.

Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Wednesday, May 3, 2023, no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

Contract:

The final contract will be negotiated with the chosen CONTRACTOR.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER