



-THE CITY OF-
EASLEY
SOUTH CAROLINA

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL SERVICES FOR Class and Compensation Study

Issued: August 18,2022

Due: September 19,2022

The City of Easley ("the City") is requesting proposals to identify vendors to assure that it is receiving the optimum level of services at a competitive price.

Responses shall be returned on or before September 19,2022 to:

City of Easley
Attn: RFP – Class and Compensation Study
205 N. First Street
Easley, SC 2964

GENERAL INFORMATION

Pursuant to this Request for Proposals (RFP), the City of Easley, South Carolina (“the City”) is currently soliciting proposals from qualified firms to complete a Class and Compensation Study.

Interested firms are invited to submit proposals for consideration in accordance with this RFP to the City Administrator, or his or her designee. An original signed proposal, an electronic copy (via e-mail to THolcombe@cityofeasley.com), and three (3) hard copies of the proposal documents must be received **prior to 5:00PM on September 19, 2022**, at the following address:

Tommy Holcombe
Interim City Administrator
City of Easley
205 N First Street
Easley, S.C. 29640

The City will not accept proposals received after the specified time and date.

All requests for information or clarification regarding this proposal shall be made in writing and submitted to Tommy Holcombe, Interim City Administrator at tholcombe@cityofeasily.com no later than **5:00PM on September 2, 2022**. **Inquiries, clarifications, or requests for interpretations will not be responded to if received after this date and time.**

PROPOSAL DOCUMENTS SUBMITTAL AND SELECTION

Review and Selection

All proposals will be reviewed and evaluated. The selection committee recommends the selected proposal for approval by the Mayor and City Council. The City may interview proposers as part of the evaluation and selection process.

This RFP does not constitute an offer of employment or contract for services.

The City reserves the option to reject any or all proposals, wholly or in part, received by reason of this RFP, to terminate the procurement process at any time, to waive any irregularities or omissions in any proposal, to award in whole or in part to one or more proposers, or to take any other such actions that may be deemed in the best interest of the City.

The City reserves the option to retain all proposals, whether selected or rejected.

DESCRIPTION OF THE CITY

The City of Easley is in Pickens County, South Carolina approximately 12 miles west of Greenville. The City employs approximately 170 full-time employees which represents 7 departments and has an annual budget of just over \$21 million.

Pickens County is approximately 512 square miles and has an estimated permanent resident population of 125,000. There are seven incorporated towns within the county limits, large unincorporated neighborhoods, and

other rural areas with commercial and residential development. The City of Easley is the most populous City in Pickens County, with an estimated population of 22,500. Looking to the year 2030, the State Demography Office projects that the City's resident population will grow to approximately 40,000.

ADDENDA TO RFP

During the period provided for preparation of proposal documents, the City may issue Addenda answering questions, clarifying, or modifying this RFP. Such Addenda will be numbered consecutively and shall be posted on the City's website at www.CityofEasley.com and issued via e-mail to any firms in receipt of the RFP package directly from the City Administrator.

COMMUNICATIONS PROTOCOL

All questions, inquiries, requests for clarification and additional information, and correspondence concerning this RFP or the project requirements must be directed via e-mail to THolcombe@cityofeasley.com.

The City Administrator, or his or her designee, is the point of contact for the City in this RFP procurement process. All communications between the proposer and the City shall be subject to distribution to all proposers. Responses to questions or requests for information will be provided to all proposers.

PROPOSER EXPENSES

The City accepts no liability for the costs and expenses incurred by the Proposers in responding to this RFP, site visits or interviews, due diligence and inquiries, subsequent negotiations, and all other activities associated with this procurement process, which shall be the sole responsibility of the proposers.

PROJECT SCOPE

Class and Compensation Study for various positions of the approximate 170 full-time employees.

DATA COLLECTION AND REVIEW

The firm shall work with designated staff to collect and review all available data and update any existing data as necessary to prepare a Class and Compensation Study.

PRESENTATION OF MATERIALS

Upon completion of the various reports, the firm shall be prepared to present the study, including all elements and recommendations, if requested by the City.

PROPOSAL REQUIREMENTS AND SUBMITTAL

The following should be submitted for a proposing firm to be considered:

- An original printed copy (so marked) and three (3) additional copies.
- Title page showing the contact person's name, address, e-mail address, and telephone number with the date of the proposal.
- The proposer's understanding of the work to be performed, the commitment to perform the work within the anticipated time period, a statement why the firm believes itself to be best

qualified to perform the engagement, and a statement that the proposal remains in effect for a minimum of ninety (90) days.

- A list of references including clients for similar projects the proposer has completed, particularly those in the state of South Carolina (if any).
- A list of the staff assigned to the project including their work history, educational background, and any similar projects they have complete.

OTHER SUPPORTING DOCUMENTATION

The firm may submit any additional supporting information which it deems relevant or important to its proposal under this section.

PROPOSAL EVALUATION

The City Administrator, or his or her designee, and staff will review, evaluate, and make recommendations regarding the proposals according to the criteria set forth in this RFP. The City shall have the right to seek written clarifications and/or additional information from proposers, verify information submitted, and check project references.

Evaluation of the SOQ/proposals will be weighted as follows:

40% Qualifications of the Firm

- Company's background and experience in the field;
- Company's experience with projects of similar size and scope;
- Experience working with large jurisdictions and implementation;
- Company's capability to reallocate resources effectively as needed to meet project schedule and needs.

30% Qualifications of the Staff Members

- Project manager(s) and key staff members' background and experience;

20% Cost Effectiveness

- Total Fee for services to be performed;

10% References

- Similar projects completed on time and within budget;
- History of effective communication with clients;
- Client Satisfaction.