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**Request for Proposals**

**RFP-23-6**

**Staffing Plan and Compensation Analysis**

**For**

**MONTROSE RECREATION DISTRICT**

**I. REQUEST FOR PROPOSALS**

The Montrose Recreation District, hereinafter referred to as the MRD, is requesting proposals from qualified and experienced professional consultants to conduct a comprehensive compensation study for the MRD’s 28 full time staff. Prospective vendors should have expertise, experience, and capability to conduct a professional, comprehensive employee compensation study and analysis, and to make specific recommendations to MRD regarding appropriate salary ranges for the District’s job classifications based upon the study results. Vendors should have prior experience conducting similar studies for governmental or non-profit entities. The MRD requires the study and analysis to be completed no later than July 31,2023.

**Questions regarding RFP requirements must be received by Lisa Lopez, Human Resources through email at** [**lisa@montroserec.com**](mailto:lisa@montroserec.com) **by 5:00pm MT on Friday, 06/02/2023.** Late questions will not receive responses.

**THE DEADLINE FOR ALL PROPOSALS is Friday, 06/09/2023 at 5:00pm MST.**

**Any proposal not received before the date and time specified shall not be accepted.**

**Faxes of proposals will not be accepted. Parties must submit their proposal via email to** [**lisa@montroserec.com**](mailto:lisa@montroserec.com)**. Parties may also choose to submit a paper proposal in addition to the emailed proposal. Paper proposals shall be sent to:**

Lisa Lopez, Human Resources

Montrose Recreation District

16350 Woodgate Road

Montrose, CO 81401

It is the sole responsibility of each respondent to ensure its proposal is received by the MRD by the date and time stated in this RFP. Late Proposals will not be accepted.

**II. BACKGROUND INFORMATION**

In 2021 the Montrose Recreation District (MRD) hired PROS Consulting, LLC to conduct its Comprehensive Parks & Recreation Master & Strategic Plan. This was the first update to the Plan since 2004, and as such, set in motion a new level of assessment and direction for the District. The Plan addressed current and emerging trends, analysis of levels of service compared to industry standards, provided many recommendations on operational improvements, and charted a long-range capital improvement plan. Working collaboratively with the District staff, PROS then helped to develop a new mission, vision, and set of values for the District. Further, it defined specific working areas where – with focused intention - staff can clarify objectives and strategies to make the most significant impacts and service improvements, leading to sustainable, long-term progress toward fulfilling the Master Plan. This work formed the framework for the District’s annual Strategic Plan.

The Plan now outlines five (5) key areas of focus: Maintenance, Operations and Staffing; Parks and Trails; Facilities, Programs and Events; Funding; and Marketing and Branding. Completing an **in-depth staff compensation survey, analysis and plan** is one step toward fulfilling the MRD’s 2023 specific strategies.

The MRD is seeking a Staffing Plan and Compensation Analysis to achieve a reasonable level of competitiveness and maintain current standards in providing quality services by attracting and retaining the most qualified employees. The MRD views it desirable to provide career development opportunities wherever possible, competitive compensation, and commit other resources necessary to enhance the attractiveness of the MRD as an employer.

**III. SCOPE OF SERVICES**

The Montrose Recreation District wishes to maintain a competitive market position and to attract and retain highly qualified employees. To ensure our salary structure is aligned with the appropriate external labor market, we request the following scope and approach:

* Discuss the MRD’s compensation related methodology with the Executive Director and Human Resources staff to ensure an understanding of the organizational structure.
* Current compensation plan and to refine and confirm proposed strategy and plan of action.
* Recommend comparable Special Districts and other relevant public sector labor markets for compensation survey in conjunction with MRD full-time staff. (Consultant will be expected to have access to a variety of reputable and legally compliant surveys that include relevant public and private sector data, and to obtain their own data via research of publicly available data, creation of custom surveys and/or other agreed upon methods to fill in gaps as needed).
* Conduct a comprehensive compensation survey to determine external pay equity of the positions in the study/analysis utilizing the existing job descriptions MRD provides as the basis for the study.
* Recommend updates to the current base compensation structure and pay ranges for each position based on internal and external equity considerations.
* Evaluate and discuss positions and/or employees falling outside of the newly established or updated ranges and explore options for responding to these situations.
* Assist the MRD with updating the existing compensation policy with current guidelines and procedures.
* Prepare a written report summarizing the process, findings, recommendations and resulting documentation.
* Present the final report to MRD upon request. This presentation should include an overview of your process, findings, recommendations and resulting documentation.
* Coach and mentor MRD Human Resources staff throughout the project to enhance understanding and experience in working with compensation and related tools.
* Conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

**IV. RESPONSE AND EVALUATION CRITERIA**

**REQUIRED RESPONSE FORMAT**

The following RFP requirements were developed to aid consultants in providing a structured format so that the staff can systematically evaluate several responses.

Proposals will be evaluated on the following:

**1. Qualifications of the firm**

* Please provide a brief description of the firm, organization structure, location of principal offices, and number of professional personnel.

**2. Project experience and references**

* Please detail five (5) projects of similar scope and size completed by your firm in the last five (5) years with references. References shall include name and contact information, name of agency, scope of work, and dates of work.

**3. Team’s Qualifications**

To better understand the team who will be assigned to this project, please provide the following:

* An outline of key personnel’s knowledge regarding the applicable standards
* Professional Credentials
* Resumes of all key personnel and anticipated personnel to be employed on this project including their longevity with the firm

**4. Workflow Qualifications**

To better understand the consultant’s capabilities with projects of this magnitude, please provide the following:

* A description of your anticipated workflow specific to the aforementioned Scope and Deliverables
* Discuss the process used to audit and prepare reports for this site
* A description of your approach to client meetings, and relationship with government agencies and, if possible, Special Districts
* A reasonable schedule

**5. Fee for service**

Bidder to provide a fee for the base bid. While fee will be important in determining the winning bidder, it will not be the only criteria used.

**V. MISCELLANEOUS**

The issuance of this RFP and the receipt and evaluation of Proposals do not obligate the MRD to select a Respondent, to enter into any agreement, or to pay any costs incurred in responding to this RFP or negotiating an agreement. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD’s receipt of any required Certificates of Insurance and applicable endorsements. No Proposal shall constitute business terms of any eventual agreement except as expressly agreed by the MRD. The MRD reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Proposal, and to waive any informalities or irregularities in any Proposal, without liability, at any time.

All Proposals shall become the property of the MRD, will not be returned, and will become a public record. Respondents may request parts of their Proposals to remain confidential by indicating such in the Proposals and on the appropriate proprietary or financial pages, which must be clearly marked. The MRD will take reasonable steps to keep confidential only documents actually prevented from disclosure under the Colorado Open Records Act (“CORA” or “Act”), C.R.S. § 24-72-201, *et seq.*, including notifying the Respondent of a CORA request and allowing the Respondent to take steps to prevent disclosure. Under no circumstances may an entire Proposal be marked or identified as proprietary or confidential. **By submitting a Proposal, each Respondent agrees to hold the MRD harmless from any claims arising from the release of confidential or proprietary information not clearly designated as such by the Respondent or where the MRD has notified the Respondent of a request, and from any claims arising from the release of documents not protected from disclosure under the Act.**

Respondents are cautioned not to undertake any activities or actions to promote or advertise their submittals, other than discussions with MRD staff as described in this RFP. After the release of this RFP, Respondents are not permitted to make any direct or indirect contact with members of the Selection Committee, the Board of Directors or media on the subject of this RFP, except in the course of MRD-sponsored presentations. Violation of these rules is grounds for disqualification of the Respondent.

**VI. CHANGE ORDERS**

Any alteration or deviation from the Services mentioned or any other contractual specifications that result in a revision of this Agreement shall be approved by the MRD Executive Director and/or its designee.

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**REQUEST FOR PROPOSAL**

**SUMMARY SHEET**

1. Project: Staffing Plan and Compensation Study

2. Location: 16350 Woodgate Road, Montrose, Colorado 81401

3. Type of Submittal Required: Request for Proposal in accordance with written guidelines

4. Submission Date: Friday, June 9th, 2023

5. Submission Time: No later than 5:00pm, MST

6. Submission Requirements: Proposals must be emailed to lisa@montroserec.com.

7. Montrose Recreation District Representative and Primary Contact:

Lisa Lopez

Human Resources

16350 Woodgate Road

Montrose, Colorado 81401

Telephone: (970) 249-7705 ext. 8562

E-mail: [lisa@montroserec.com](mailto:lisa@montroserec.com)