



**CITY OF BISHOP
REQUEST FOR PROPOSALS FOR
COMPENSATION STUDY**

PROPOSALS DUE FRIDAY, MARCH 27, 2020 AT 4:00 PM



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A. REQUEST FOR PROPOSALS OVERVIEW

The City of Bishop is seeking a well-qualified and experienced consultant to conduct a compensation study that includes a review of the current workforce classifications and salary structure with the goal of delivering a citywide compensation study report and a proposed salary plan in a timely fashion.

This Request for Proposals is being forwarded to professional compensation consulting firms who are familiar with our community, have experience working with small agencies, are experts in conducting compensation surveys and analyzing the related data, are competent communicators, and are versed in project management techniques and methods. This Request for Proposals will also be made available to all interested parties on the City of Bishop website: www.cityofbishop.com and at Bishop City Hall located at 377 West Line Street, Bishop, California 93514 during office hours Monday – Friday, 8:00 AM – 4:30 PM. With this request for proposals (RFP), the City of Bishop requests information about your firm’s experience and qualifications in conducting a compensation study as described in the scope of work.

This RFP: 1. Provides a general background on the City of Bishop; 2. Describes the service sought by the City of Bishop (scope of work); 3. Provides an opportunity for respondents to describe their qualifications and to explain how they could contribute to the success of the program.

By participating in the City of Bishop RFP process, a Participant acknowledges that it has read, understands, and agrees to the terms and conditions set forth in these RFP Instructions. The City of Bishop reserves the right to reject any proposal that does not comply with the requirements identified herein. Furthermore, the City of Bishop may, in its sole discretion and without notice, modify, suspend, or terminate this RFP without liability to any organization or individual. This RFP does not constitute an offer to buy or create an obligation for the City of Bishop to enter into an agreement with any party, and the City of Bishop shall not be bound by the terms of any proposal until the City of Bishop has entered into a fully executed agreement.

This RFP does not include compensation study services for non-governmental organizations (NGO’s), firms, consultants, or joint powers authorities (JPA’s) that receive funding from the City of Bishop.

B. CITY OF BISHOP OVERVIEW

The City of Bishop was incorporated in 1903 and has a population of just under 4,000. Bishop is located in the scenic Owens Valley, nestled between the eastern escarpment of the Sierra Nevada mountains to the west and the equally impressive White Mountains to the east. Bishop is a year-round recreation destination for outdoor enthusiasts, providing opportunities for hiking, mountaineering, fishing, hunting, off-roading, bird watching, and myriad other activities. Notably, Bishop has become a

popular destination for rock climbing, and is located a short 45-minute drive from the ski slopes of Mammoth Mountain. Bishop is known as “Mule Capital of the World,” for its annual Memorial Day event celebrating the area’s historic reliance on mules to build mining, road, and hydroelectric infrastructure, and the popularity of mule packing in the High Sierra.

The Owens Valley is the homeland of the Paiute Native Americans, who lived in semi-permanent camps, and developed elaborate irrigation systems in the fertile valley. Non-native prospectors and ranchers settled the Bishop area around 1860, establishing Bishop as a ranching community to support nearby gold and silver mining communities, such as Bodie and Cerro Gordo. In the early 1900s, much of the land surrounding and within Bishop was purchased by the City of Los Angeles Department of Water and Power to secure water rights for City of Los Angeles. Today, the City of Los Angeles continues to own and operate these lands to provide water to Los Angeles, which has had lasting effects on land use and economic development within the City.

While the DWP land ownership presents a challenge for development, it is also a feature that attracts people to Bishop in the first place: wide open areas of land and assurance that Bishop won’t become a sprawling city with an ever-expanding footprint. Bishop has transitioned to become one of the “Top 25 Best Towns to Call Home” (Outdoor Magazine, 2017), and the community is eager to develop a guiding vision to ensure Bishop maintains its small-town, family-oriented community character, while fulfilling its potential as a thriving and beautiful community.

C. SCOPE OF WORK

1. Meet with the City Administrator to review and identify the scope of work parameters, timeline, and objectives.
2. Research and identify a reasonable number of comparable employers within the same employment market to interview as part of the compensation study.
3. Conduct survey and collection of data with the appropriate procedures and methods in place to ensure sound data and quality control.
4. Prepare a comprehensive compensation study report that clearly outlines the identified job classifications by employer and their related salary and benefits as it compares to the City of Bishop.

D. REQUEST FOR PROPOSALS SCHEDULE

The proposed action and timeline for implementation is as follows:

Date:

Event:

Thursday, March 12, 2020	City of Bishop issues RFP
Friday, March 27, 2020	Deadline for RFP submittal
Week of March 30, 2020	Shortlisted respondent interviews
Week of April 13, 2020	Awardee(s) notified
Week of April 13, 2020	Contract review and execution

Respondent interviews: The City of Bishop will hold in-person or Skype interviews with the shortlisted respondents during the week of March 30, 2020, in the City offices or a location identified by the City.

Changes to RFP: If changes to the RFP are warranted, they will be posted to the City of Bishop website (www.cityofbishop.com). It is the responsibility of each proposer to check the website for changes and/or clarifications to the RFP prior to submitting a response. A proposer's failure to do so will not provide a ground for protest.

E. SUBMITTALS AND COMMUNICATIONS

Proposals must be received on or before the deadline as specified in Section D. The required information must be submitted on a memory stick and delivered to the City of Bishop offices. Address and contact information is as follows:

**Robin Picken, City Clerk
City of Bishop
377 West Line Street
Bishop, CA 93514**

Email: rpicken@cityofbishop.com

Phone: (760) 873-5863 x24

Proposals must include:

1. Contact information including post office box / street address and email and business phone number.
2. Organizational qualifications and staffing plan for this contract, including capacity to meet expanding and fluctuating reporting needs over the term of the agreement. Please include:
 - a) A statement of qualifications for your organization, including an organizational chart (if necessary), a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP.

- b) Number of full-time employees (FTEs) you plan to make available to provide services to the City if you are selected.
 - c) Number of people in total employed by your company, delineated between employees and consultants.
 - d) Professional qualifications for each individual that would be assigned to provide services requested by this RFP, including date and educational institutions of any applicable degrees, additional applicable training, and any professional certifications and/or licensing. In lieu of listing this information, you may submit a resume or curriculum vitae (CV) for each such individual if the resume/CV includes all the requested information.
3. Hourly rates for relevant staff.
 4. Contact information for three recent or current clients willing to serve as references.
 5. Proposed cost.
 6. References from three public entity clients.

The City of Bishop reserves the right to make all submissions available to the public pursuant to legal requirements.

F. AGREEMENT TERMS

Awardees will be required to enter into an agreement based upon the City of Bishop standard contract. A sample agreement is available to respondents upon request.

The agreement will include a non-exclusive and perpetual license for the City of Bishop to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer media, which are prepared or caused to be prepared by the vendor for the City.

The term of the agreement shall be for a one-year period unless terminated by the City of Bishop. The City shall have the unilateral option, at its sole discretion, to renew the agreement for no more than three additional one-year terms.

G. SELECTION CRITERIA AND PROCESS

The City of Bishop will evaluate proposals based upon the following criteria and values:

- Demonstrated understanding of project scope, deliverables and purpose (20%);
- Responsiveness to the RFP (10%);
- Experience and demonstrated success of the respondent in compensation studies and the deliverables as described in the scope of work (30%);
- Hourly rate and costs (20%); and
- Input from references relative to quality of work, communication style (both verbal and written), ability to manage multiple projects/deadlines, response to client's requests and professionalism (20%).

As a part of its evaluation, the City may request additional information or data from respondents.

H. GENERAL CONDITIONS

1. Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all recipients of the RFP.
2. The City reserves the right to:
 - Waive minor irregularities;
 - Modify or cancel the selection process or schedule at any time;
 - Reject any and all proposals, and seek new qualifications when it is in the best interest of the City to do so;
 - Seek any clarification or additional information from respondents as is deemed necessary to the evaluation of a response;
 - Judge the veracity, substance, and relevance of the respondents' written or oral representations, including seeking and evaluating independent information on any of the respondents' work cited as relevant experience;
 - Contract with separate entities for various components of the services, including substitution of members of a respondent's proposed subconsultant team or technical specialist.
3. All expenses related to any respondent's response to the RFP, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of the respondent. The City will not, directly or indirectly, assume responsibility for such costs except as otherwise provided by written agreement.
4. Any contract for the performance of this project will provide that: (i) the consultant will perform its services at the direction of the City in a manner consistent with State law and City policies; and (ii) the consultant will be subject to the State law and the City's conflict of interest policies, including disclosing any work for the applicant in other communities. Further, the City expressly reserves the right, at its sole discretion, not to utilize the selected consultant(s) or subconsultant(s) on a particular project, if the City believes that there is a potential public perception of a

conflict of interest that could undermine the credibility of the work to be performed, or based on other particular circumstances or criteria relevant to the project.

Thank you for your time and interest in this Request for Proposals. We look forward to reviewing your proposal.