



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#16-0829

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: July 12, 2016

TITLE: Motion to Approve Purchase of Job Classification and Compensation
Study Services– The Segal Company (Eastern States), Inc. - \$415,000

Recommendation

It is recommended that the City Commission approve a contract, in substantially the form attached, for the purchase of job classification and compensation study services from The Segal Company (Eastern States), Inc. in the amount of \$415,000, contingent upon appropriation of funds.

Background

WMS & Company, Inc. completed the City's last classification and compensation study in the year 2000 for approximately 190 classifications and 380 non-represented employees. The proposed study covers approximately 2,500 full-time employees in over 500 classifications.

In response to a foreseeable budget deficit, the City offered an early retirement package during FY 2012. However, the tasks of the retiring employees still needed to be accomplished, which resulted in changes for the employees who remained as tasks were reassigned and levels of responsibility and authority also changed. As the economy improved some job vacancies were filled and in some cases, new positions were added. With this said, the City's current classification system, grade levels, rates of pay, policies, and procedures are outdated and in need of revision.

The Human Resource Department does not have sufficient staffing to dedicate to the classification and compensation study project, as the scope of the work is beyond its capacity. Staff recommends that a professional classification and compensation study be performed to help reestablish the City's position in the marketplace as an employer of choice.

The background of the solicitation process includes the following:

- April 5, 2016 – Request for Proposals 565-11739 (RFP) was issued for a job classification and compensation study.

- May 3, 2016 – The RFP closed with a total of three firms submitting proposals from the following firms:
 - Springsted Incorporated
 - Management Advisory Group Int'l, Inc.
 - The Segal Company (Eastern States), Inc.
- June 14, 2016 - The evaluation committee consisting of Averill Dorsett, Timothy Maher, and Carolyn Bean met with AnnDebra Diaz, Senior Procurement Specialist and Hendry Lopez, Procurement Specialist I, to evaluate and rank the firms based on the evaluation criteria shown below:

| EVALUATION CRITERIA | WEIGHT |
|--|--------|
| Qualifications of the team performing services for this scope of work | 15% |
| Experience, qualifications and past performance of the proposing firm, conducting similar work | 15% |
| Methodology, approach and philosophy | 30% |
| Proposed time line to complete all phases | 10% |
| The firm, fixed total costs proposed | 30% |
| TOTAL | 100% |

The three firms were ranked as follows:

- The Segal Company (Eastern States), Inc. (1st Place)
- Management Advisory Group Int'l, Inc. (2nd Place)
- Springsted Incorporated (3rd Place)

The Segal Company provided a more comprehensive proposal than the other proposals received. The references were more supportive, the scope of the project was reasonable, and the company had a broader spectrum in size and geographical location for previous work performed. The Segal Company has a larger staff with more experience in the classification and compensation field, which will benefit the City of Fort Lauderdale in the study being requested.

Staff recommends awarding the contract to The Segal Company (Eastern States), Inc., who has met all requirements of the RFP specifications and has been deemed the most responsive and responsible proposer.

Resource Impact

There will be a current fiscal impact to the City in the amount of \$415,000 for the contract award.

| Funds available as of 7/1/2016 | | | | | |
|---------------------------------------|--|---|---|--|------------------|
| ACCOUNT NUMBER | INDEX NAME (Program) | CHARACTER CODE/ SUB-OBJECT NAME | AMENDED BUDGET (Character) | AVAILABLE BALANCE (Character) | AMOUNT |
| 001-HRD010101-3199 | Human Resources | Services & Materials/ Other Professional Services | \$452,917 | \$201,556 | \$125,000 |
| 001-GEN010101-3199 | Other General Government – Social/Cultural | Services & Materials/ Other Professional Services | \$982,273 | \$539,341 | \$290,000 |
| TOTAL AMOUNT ► | | | | | \$415,000 |

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Neighborhood Enhancement Cylinder of Excellence, specifically advancing:

- GOAL 11: Be a well-trained, innovative, and neighbor-centric workforce that builds community.
- OBJECTIVE 1: Foster professional and rewarding careers
- Strategic initiative 5. Develop a succession-planning program to ensure knowledge transfer for critical positions
- GOAL 12: Be a leading government organization, managing resources wisely and sustainably.
- OBJECTIVE 1: Ensure sound fiscal management strategic initiatives
- Achieve a structurally balanced budget through viable revenue sources, smart financial management, comprehensive financial forecasting, and results-oriented and efficient services.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community*.

Attachments

Exhibit 1 - Solicitation

Exhibit 2 – Final Rankings

Exhibit 3 – The Segal Company (Eastern States) Inc. Proposal

Exhibit 4 – Springsted Incorporated Proposal

Exhibit 5 – Management Advisory Group International, Inc. Proposal

Exhibit 6 – Agreement

Prepared by: Timothy Maher, Human Resources
Hendry Lopez, Finance
Linda Blanco, Finance

Department Directors: Averill Dorsett, Human Resources
Kirk Buffington, Finance