

CITY OF BERKLEY



Request for Proposal Employee Compensation Study Services

Issued by:

CITY OF BERKLEY

3338 COOLIDGE HIGHWAY, BERKLEY, MI 48072

JESSICA STOVER

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I. Overview

Overview of City of Berkley

The City of Berkley's population is approximately 15,000 and 2.6 square miles. The City provides a full range of municipal services.

The information contained in this Request for Proposals (RFP) is provided to give prospective responders background for completing their responses to this request. In reviewing proposals, consideration will be given to qualifications, experience, breadth of services, responsiveness, and quality, in addition to fees.

The City of Berkley ("City") is seeking a qualified firm to conduct a classification and compensation study and provide recommendations that support the City's ability to attract, retain, and motivate a qualified workforce while maintaining fiscal responsibility. The selected firm(s) will be one(s) whose services are judged to best serve the interests of the City of Berkley when costs, depth of experience, breadth of services, responsiveness, quality and delivery are considered. The City of Berkley provides equal employment opportunities to all individuals and does not discriminate in its employment or any other programs or activities based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws. We provide reasonable accommodation for qualified individuals with a disability, if requested.

The City of Berkley reserves the right to accept or reject any or all proposals, waive irregularities, and to accept the proposals either on an entire or individual basis that is in the best interest of the City. The City of Berkley accepts no responsibility for any expense incurred by the respondent in the preparation and presentation of a proposal. Such expenses shall be borne exclusively by the respondent. The City of Berkley reserves the right to request additional data, discussion and/or a presentation of the proposal.

Overview of RFP

In this Request for Proposal ("RFP"), the City of Berkley (City) is seeking a consultant who we believe have the resources and capacity to provide a class and compensation study required for a mature municipality evaluate the City's current classification and compensation structure, assess the competitiveness and internal equity of employee compensation, update summary job descriptions and provide recommendations that support the City's ability to attract, retain, and motivate a qualified workforce while maintaining fiscal responsibility.

The City is seeking a consultant with demonstrated experience conducting compensation studies for municipal or other public-sector employers, particularly organizations with multiple employee groups, collective bargaining units, and varied classifications. The City of Berkley employees approximately 88 full time employees across 8 departments and 4 unions.

The selected consultant will work closely with the City's Human Resources Department, City Administration, department leadership, and other designated stakeholders throughout the project.

Project Objectives

1. Review and update existing job descriptions.
2. Determine whether job classifications accurately reflect current duties and responsibilities.
3. Evaluate internal equity among positions.
4. Conduct an external market compensation analysis using appropriate comparable employers.
5. Evaluate the Municipality's existing salary ranges, grades, steps, and/or pay structure.
6. Identify compensation disparities, compression issues, recruitment/retention concerns, and other significant findings.
7. Recommend appropriate changes to classifications and compensation ranges.
8. Provide a feasible implementation strategy.
9. Establish a methodology the Municipality can use to maintain the compensation system in future years.

II. Instructions

Please provide a written response to the requested information no later than October 22, 2026 at 3:00pm. Your response should be delivered as follows:

- a) Via email to Jessica Stover – jstover@berkeleymi.gov

Proposals should be prepared simply and economically by providing a straightforward, concise description of the responder's ability to fulfill the needs of the City of Berkley. To be considered, each firm must submit a response to the RFP in the following format. Each response to the RFP must remain valid for at least ninety (90) days from the due date indicated on the cover page of this document.

When responding to this RFP, please include the following information:

- 1) Cover Letter;
- 2) Firm Background and Qualifications;
- 3) Relevant Experience (with examples of similar projects);
- 4) Project Approach and Methodology;
- 5) Proposed Work Plan and Timeline;
- 6) Team Members and Roles; and
- 7) Cost Proposal
- 8) Completion of required forms provided by the City of Berkley:
 - a. Non-Discrimination Affidavit
 - b. Vendor References
 - c. Non-Collusive Affidavit
 - d. Conflict of Interest Disclosure Form
 - e. Hold Harmless and Indemnity Form
 - f. Iran Business Relationship Affidavit

III. Proposal & Project Timetable

Milestone	Date
RFP sent to Brokers	September 25, 2026
RFP responses due	October 22, 2026
Proposal review and analysis	October 26-30
Board Approval of New Broker	TBD
New Broker relationship effective date	Immediately

Proposals will be accepted until October 22, 2026 at 3:00pm. Submittals and requests for information relative to this Request for Proposal should be addressed to:

Jessica Stover
City of Berkley
jstover@berkleymi.gov
(248) 658-3356

IV. General Submission Requirements

- a) Have a minimum of five (5) years of experience providing compensation and/or classification consulting services.
- b) Demonstrate experience conducting comprehensive compensation studies for municipalities, governmental entities, or other public-sector organizations.
- c) Have successfully completed at least one (1) comparable compensation and classification studies within the past three (3) years.
- d) Experience conducting position analysis and developing/updating job descriptions, preferably within municipal or public-sector organizations.

V. Scope of services and expectation of consultant

- a) Meet with City of Berkley representatives to review the City's goals and objectives for the compensation study, establish a project timeline, identify required information and data, and develop a mutually agreed-upon project plan.
- b) Review the City's current organizational structure, classification system, salary schedules, compensation practices, job descriptions, personnel policies, and applicable collective bargaining agreements.
- c) Conduct a comprehensive position analysis for positions included in the study. The analysis should evaluate the actual duties and responsibilities being performed, level of responsibility, complexity, decision-making authority, supervisory responsibilities, required qualifications, working conditions, and other relevant factors.
- d) Review existing job descriptions and identify outdated, incomplete, inconsistent, or inaccurate information. Compare current job descriptions with the actual work being performed.
- e) Develop or revise summary job descriptions for positions included in the study using a consistent format and methodology. Summary job descriptions should accurately reflect the essential functions, responsibilities, qualifications, knowledge, skills, abilities, supervisory responsibilities, and other relevant requirements of each position.
- f) Review the City's current classification structure and identify opportunities for classification changes, new classifications, title changes, consolidation of classifications, or other modifications based upon the position analysis.
- g) Conduct a comprehensive external compensation market analysis using appropriate comparable municipalities and/or public-sector employers. The consultant should explain the methodology used to determine appropriate comparator organizations.
- h) Analyze the City's current compensation in relation to the external market, including minimums, maximums, starting rates, steps, ranges, differentials, premiums, longevity, specialty pay, certification pay, and other relevant forms of compensation.

- i) Conduct an internal equity analysis to evaluate relationships between classifications and identify potential pay compression, inconsistencies, or other internal equity concerns. The analysis should consider relationships between represented and non-represented employees, supervisors and subordinates, and positions with similar levels of responsibility.
- j) Develop recommendations for a comprehensive salary structure, including pay grades, salary ranges, minimums, maximums, midpoints, steps or progression structures, and placement of classifications within the recommended structure.
- k) Analyze the financial impact of the recommended compensation structure and provide implementation options, including estimated costs, priorities, and potential phased implementation.
- l) Meet with City leadership and/or department representatives to review preliminary findings and recommendations and provide an opportunity for questions and feedback prior to completion of the final report.
- m) Prepare and present a comprehensive final report outlining the methodology, position analysis, classification recommendations, market analysis, internal equity findings, recommended compensation structure, implementation options, and financial impact
- n) Provide the City with a methodology for maintaining the compensation structure following completion of the study, including guidance for evaluating newly created positions, significant changes to existing positions, and future market adjustments.

VI. Evaluation questions

A. General company information and service team

- Provide a brief history of your firm including size, volume of business, locations, and number of years in business.
- Provide your company's philosophy on providing class & compensation consulting, as well as your corporate mission, vision, and values.
- What distinguishes your firm from other consulting firms?
- Describe the proposed team that would work with City of Berkley and provide information about the qualifications and expertise of each team member.
- How often does your team meet with your clients and for what purposes?
- Describe your internal mechanism for ensuring customer satisfaction with your services.
- Describe your approach to the ongoing training of your staff.

B. Position Analysis

- Describe your approach to conducting a position analysis.
- Describe your experience developing and/or revising summary job descriptions.
- How do you determine whether an existing job description accurately reflects the work being performed?
- Describe your approach to evaluating supervisory and subordinate positions for internal equity.

C. Compensation and Market Analysis

- Describe your approach to conducting a municipal compensation market study.
- Describe your sources of compensation data and how frequently the data is updated.
- Describe your methodology for selecting comparable municipalities.
- How do you account for differences between municipalities when comparing compensation?
- Describe your approach to analyzing internal equity and salary compression.
- Describe your approach to developing salary grades and ranges.
- Describe your experience assisting municipalities with implementation following completion of a compensation study.

D. Compensation

- How would you prefer to be compensated?
- If you charge fees for consulting, employee communication, and/or any other services, please indicate the basis of your charges (hourly, by project, etc.) and what typical charges might be.
- Describe your protocol for disclosure of compensation and philosophy on compensation transparency.
- Please provide a sample fee agreement.

VII. Evaluation Criteria

Our Selection Committee will evaluate proposing firms based upon the following criteria. Because of the uniqueness of City of Berkley, much emphasis will be placed on the depth of the Michigan municipal experience that the firm and specific staff will bring to the relationship.

Criterion	Maximum possible points
Experience, performance record and experience and expertise as described in Section VI:	
Part A – Firm Experience and Qualifications	15
Part B - Municipal/Public-Sector Experience	15
Part C – Compensation Study Methodology	25
Part D – Position Analysis, Classification & Job Description Experience	25
Part E – Implementation Strategy	20
Expected cost of services and/or fee structure	15

VIII. Additional Information

A. Contract Insurance Requirements

During the contract period, the firm shall provide and maintain, at their own expense, all insurance set forth in the Professional Services Agreement.

B. Disclosures

Under the Freedom of Information Act (Public Act 442 of 1976 as amended), the City is obligated to permit review of its files if requested by others. All information in a respondent's proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

C. Cost Liability

The City assumes no responsibility or liability for costs incurred by the firm prior to the execution of a Professional Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, the respondent agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

D. Award Protest

All proposal protests must be in writing and filed with the City Clerk within five (5) business days of the award action. The respondent must clearly state the reasons for the protest. The protest shall be reviewed by the City Manager or designee, whose decision shall be final.

E. Reservation of Rights

- The City reserves the right in its sole and absolute discretion to accept or reject any or all RFP responses, in whole or in part, with or without cause.
- The City reserves the right to waive, or not to waive, informalities or irregularities in the RFP process, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the City to be in the best interests of the City even though not the lowest fee proposal.
- The City reserves the right to request additional information from any or all respondents. The City reserves the right not to consider any proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.
- The City reserves the right to disqualify Firms that fail to respond to any requirements outlined in the RFP document.