

Request for Proposals

Multi-Community Municipal Wage Survey

Dane County Cities and Villages Association

Issued: August 25, 2020

Responses Due: Monday, September 21, 2020, 12 p.m.



Dane County
Cities & Villages Association

INTRODUCTION

The Dane County Cities and Villages Association (DCCVA) is issuing this Request for Proposals to invite qualified vendors to prepare a comprehensive wage or “market” survey of benchmark municipal positions in our region.

IMPORTANT DATES/TIMELINE

- RFP Issue Date: August 25, 2020
- Proposal Due Date: Monday, September 21, 12 PM CDT
- Between Sept. 21 and Sept. 30, 2020, a DCCVA subcommittee will review the responses.
- Sept. 30, 2020 – The DCCVA subcommittee will make a recommendation to the DCCVA membership from the proposals received, with a vote potentially taken by the membership.
- Early October – Respondents will be contacted and work on the wage survey may begin.

CONTACT INFORMATION/SUBMITTING A RESPONSE

Email is the preferred delivery method for responses to this Request for Proposals.

Delivery of electronic copy to: via email to ann@wis-gps.com

Please put RFP Wage Survey in the subject line.

Contact information for questions or clarifications:

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DESCRIPTION OF PROJECT

The Dane County Cities and Villages Association is an association that represents the cities and villages throughout Dane County. There are 28 cities and villages within Dane County. They are:

City of Edgerton
City of Fitchburg
City of Madison
City of Middleton
City of Monona
City of Stoughton

City of Sun Prairie
City of Verona
Village of Belleville
Village of Black Earth
Village of Blue Mounds
Village of Brooklyn
Village of Cambridge
Village of Cottage Grove
Village of Cross Plains
Village of Dane
Village of Deerfield
Village of DeForest
Village of Maple Bluff
Village of Marshall
Village of Mazomanie
Village of McFarland
Village of Mount Horeb
Village of Oregon
Village of Rockdale
Village of Shorewood Hills
Village of Waunakee
Village of Windsor

Each municipality currently conducts its own individual wage and compensation surveys/studies of municipal positions throughout the area. We are seeking a qualified consultant to prepare a survey of municipalities in Dane County about the wages paid for key municipal positions.

The objective of a market-based wage survey is to ensure that each community maintains a competitive standing in relation to the local municipal labor markets. With this survey, we wish to learn how much is being paid by cities and villages both within Dane County and comparable cities and villages outside of Dane County for their staff wages.

DCCVA is seeking a consultant to prepare and send a survey to every city and village in Dane County (28) seeking wage information for the following municipal positions, as applicable:

- City/Village Administrator
- City/Village Clerk
- Office Manager/Administrative Services Director
- Administrative Assistant
- Finance Director
- Account Clerk/Finance Assistant
- IT Director
- IT Technician
- Police Chief
- Police Captain/Lieutenant
- Police Sergeant
- Fire Chief
- Building Inspector

- Building Maintenance Supervisor
- Public Works Director
- Streets Supervisor
- Public Works Crew
- Parks Director
- Parks Crew
- Recreation Supervisor
- Library Director
- Librarian
- Library Assistant
- City/Village Planner

The market survey will seek information on actual/market wages for each of these positions (above), as well as provide the respondents a general description of each position. In addition, the survey should also inquire about the following for each position:

- Average years in position
- Minimum salary
- Midpoint salary
- Maximum salary
- Current salary

In addition, the consultant will survey comparable municipalities **outside of Dane County** for certain positions, as discussed below. For administrator and department head positions, the consultant should include survey data for comparable municipalities outside of Dane County to gather compensation information for these key positions, as it is not uncommon to recruit for these positions from a larger geographic area. And because there is a wide variety in the membership of DCCVA in terms of population and organization size, the selected vendor will provide analysis and recommendations on which positions should be surveyed for comparables outside of Dane County and identify the comparable cities/villages outside of Dane County to determine the “market rate” for certain key benchmark positions as it relates to different categories of the DCCVA membership . Proposals should indicate the proposed geographic area(s) and approximate number of comparables the consultant will survey to collect this information. These positions might include but is not limited to:

- City/Village Administrator
- City/Village Clerk
- Police Chief
- Fire Chief
- City/Village Planner
- Public Works Director
- Finance Director

VENDOR RESPONSES

Vendors submitting a response to this RFP should use the outline below, and responses should address these questions:

A. Institution Information

- Describe your organization and its qualifications to respond to this Request for Proposals.
- Provide a brief description of your organization's experience relating to multi-community wage or market surveys.
- Provide professional background information for each of the firm employees that would be specifically working on this project.
- Provide references containing the names of five clients for whom the firm has provided similar services in the past three years.

B. Technical Information

- Your firm's proposal for accomplishing the results described as above.

C. Timeline

- The estimated timeline for completing the project.
- Provide a detailed schedule identifying expected starting and completion dates for the work plan.

D. Cost/Pricing

- A breakdown on cost for providing services as outlined above.