



City of South Padre Island

Request for Proposals (RFP)

Professional Services to Develop a Comprehensive  
Compensation Plan for the City of South Padre Island

RFP# HR2019-01

Due Date: Thursday, January 16th, 2020 at  
3:00pm

City of South Padre Island  
Attn: City Secretary  
4601 Padre Blvd.  
South Padre Island, TX 78597  
956-761-8109  
[www.myspi.org](http://www.myspi.org)

## I. Introduction

The City of South Padre Island, Texas is seeking proposals from qualified firms/consultants to develop a comprehensive compensation plan for the City of South Padre Island that includes a pay for performance component. The City of South Padre Island will accept proposals from firms/consultants interested in providing the requested services.

Proposals must be received by no later than 3:00pm central standard time on Thursday, January 9th, 2020, at the City of South Padre Island Municipal Complex, Office of the City Secretary, 4601 Padre Blvd., South Padre Island, TX 78597. Proposal information is available by accessing the City's website at [www.myspi.org](http://www.myspi.org) or by contacting the City Secretary at (956) 761-8109.

## II. General Information

South Padre Island lies on the southernmost tip of Texas and is situated on the South end of Padre Island, the longest Barrier Island in the world and the largest stretch of undeveloped beach in North America. It sits just thirty (30) miles north of Mexico and is linked to the mainland by a two and a half mile long bridge, the Queen Isabella Memorial Causeway. The City of South Padre Island is home to an estimated 5,900 people. South Padre Island is a year-round vacation destination and enjoys a sub-tropical environment with mild, dry winters, and warm, breezy summers. South Padre Island has a Council-Manager form of government. The City Council, consisting of the Mayor and five City Council members, with three-year staggered terms.

The current budget authorizes 176 full-time, regular employees who are assigned to an estimated 84 different positions in 11 different departments. Departments include: City Manager's Office, Administrative Services, Finance, Environmental Health Services, Planning, Fire, Police, Public Works, Shoreline, Transit and the Convention and Visitor's Bureau.

The City of South Padre Island is an Equal Employment Opportunity Employer. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion, transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures, or any other aspect of employment or personnel management because of age, race, religion, sex, color, national origin, citizenship, disability, political affiliation, veteran's status or other unlawful basis, is prohibited.

## III. Objectives

The City of South Padre Island is seeking a qualified and competent provider of professional services to design and implement a comprehensive compensation plan for the City of South Padre Island that includes a pay for performance component.

The City of South Padre Island desires to maintain an internally and externally equitable, yet market competitive, classification and compensation plan. The compensation plan will be used to attract and retain high caliber employees. The City also desires to ensure its benefit offerings and salaries are competitive in the market.

#### IV. Scope of Work

The City of South Padre Island is seeking a qualified and highly experienced firm/consultant with proven capability in the design and implementation of a comprehensive compensation plan. The scope of this project includes but is not limited to the following services:

1. Work with an assigned committee to determine specific needs related to the City of South Padre Island in regards to compensation and finalize methodology and instruments to be used.
2. All work will be completed with regular involvement of the Director of Operations or Human Resources Manager, Chief Financial Officer and the City Manager and members of the assigned committee established for the purpose of this project.
3. Present a project plan to the assigned committee which includes project timelines with milestone dates.
4. Work with the committee to review and establish benchmark cities to be used in determining the City's "competitive market." The consultant may use criteria such as:
  - a. population
  - b. growth Rate
  - c. similarity of services provided
  - d. similarity of tax base
  - e. land size
  - f. city demographics
  - g. number of employees
  - h. government structure
5. Conduct a job analysis to establish pay grades/classification groups for all City positions.
6. Review current compensation philosophy, policies and plan.
7. Determine City's compensation philosophy with assigned committee to obtain direction and consensus.
8. Conduct a customized market salary and benefit analysis for all full-time positions that includes additional pay types (i.e. assignment pay, certification pay, education pay, etc.)
9. Recommend and identify a competitive position within the market (i.e. percentile of market).
10. Based on results of survey, recommend pay structures (grades/classification groups and pay ranges).
11. Develop a complete, market-sustainable compensation plan that includes a pay for performance structure that rewards those employees with high performance.

The plan should include methods to maintain a compensation plan that remains current in the market as it relates to inflation/cost of living/CPI.

12. After the appropriate pay structures are created, coordinate with the City to illustrate initial (single) and/or multi-year implementation cost scenarios.
13. Meet with the assigned committee and prepare and present to City Council as required.
14. Create and provide administrative policies related detailing the complete compensation plan for insertion into the Employee Handbook.
15. Provide comprehensive training for key City staff members for implementation and ongoing maintenance of the approved compensation plan.
16. All deliverables must be in hard copy and electronic format suitable for ongoing customization and implementation by the Human Resources division.
17. Provide telephone or email support for twelve (12) months following the City's acceptance of the final deliverables for questions relating to the compensation plan and study.

#### V. Proposal Requirements and Contact

The City has limited funding allocated for the completion of this project.

Firms/consultants are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the outlined needs.

The proposal, in a format decided by the firm, must contain the following information:

1. Experience of the firm/consultant in conducting similar studies for governmental entities.
2. Minimum of five (5) references, including names, addresses, and telephone numbers of parties for whom comparable work has been performed in the past five (5) years. At least two (2) of the references must be a municipality. Include a list of current and past clients.
3. List of all personnel to be involved in this project with a clear indication of their responsibilities, previous team experience with similar projects and professional resume.
4. A detailed description of the job analysis and compensation methodology to be used.
5. Proposed timeline to include start and completion dates for each phase of the project and to identify specific milestones.
6. Include a detailed description and methodology for each phase of the plan to achieve the Scope of Services.
7. Any additional information which the firm/consultant deems appropriate.
8. Total costs to provide all services related to this RFP.
9. Detailed description of how the proposed cost/expense/fee structure was developed.

## VI. Proposal Evaluation Process and Contract Award

The City will evaluate all proposals to determine which proposers are reasonably qualified for the award of the contract, applying the evaluation factors and emphasis to be placed on each factor as identified within the RFP.

The City reserves the right to determine which proposal will be most advantageous to the City.

An evaluation committee will consist of members of the City staff and City Council. The assigned committee will evaluate the responses, interview one or more firms, and recommend one or more firms to the City Council. Selection of a firm may be made without discussion with proposers after proposals are received. Therefore, proposals should be submitted on the most favorable terms.

The assigned committee will select a firm or consultant that will be recommended to the City Council for award.

The sole objective of the committee will be to select the proposal that is most responsive to the needs of the City. The selection of which Proposer(s) to be interviewed will be based on the evaluators' scores achieved on the proposal evaluation ratings. The highest ranked Proposer(s) will be invited to interview with the Committee. The interview may take place via telephone conference, live video conference or in person.

Upon completion of the interview process, the highest ranked Proposer from those interviews will be invited to enter into final negotiations with the City. If an agreement cannot be reached, negotiations will be ended, and the second highest ranked Proposer from those interviews will be invited to enter into final negotiations with the City. This process may continue until successful negotiations are achieved. However, the City of South Padre Island reserves the right to terminate negotiations with any Proposer should it be in the best interest of the City.

The City of South Padre Island reserves the right to modify the activities, timeline, or any other aspect of the process at any time, as deemed necessary. By requesting proposals, the City is in no way obligated to award a contract or pay the expenses of proposing institutions in connection with the preparation or submission of a proposal. The awarding of any contract shall be contingent on the availability of funds and the requisite staff and City Council approvals.

## VII. Proposal Evaluation Factors

Points Available	Factor
30	Ability to provide all requested services and the experience of the firm in conducting similar projects and studies for governmental agencies.
30	Content, technical approach and understanding of the scope of this project

30	Overall costs for requested services
5	Proposed project timeline
5	Quality, adequacy and organization of the proposal

VIII. Tentative Schedule of Events

Proposal Release Date:	December 17 <sup>th</sup> , 2019
Deadline for Submittal of Written Questions:	January 6 <sup>th</sup> , 2020
Sealed Proposals Due & Opened:	January 16 <sup>th</sup> , 2020 @ 3:00pm (CST)
Anticipated Council Award:	February 5 <sup>th</sup> , 2020
Projected Project Start Date:	February 10 <sup>th</sup> , 2020
Estimated Project Completion Date:	May 2020

IX. Delivery of Proposals

It shall be the responsibility of each submitting Proposer to ensure proposal is turned in to the City of South Padre Island before the due date and time.

Proposals are due no later than 3:00 pm, Thursday, January 16th, 2020. Late proposals will not be accepted under any circumstances.

Proposals must be completed and delivered in sufficient time to avoid disqualification for lateness due to delivery difficulties. All required documents are to be complete and accurate with all appropriate signatures. Packages are to be sealed and clearly identified.

X. Proprietary Information

All material submitted to the City of South Padre Island becomes public property and is subject to the Texas Public Information Act upon receipt. If a vendor does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify propriety information will result in all unmarked sections being deemed non-proprietary and available upon public request.

XI. Proposal Response

Information provided in the proposals will be used to evaluate the professional qualifications of the firm/consultant and to determine which will be selected to provide professional services for the City.

Responses must be complete in accordance with the requirement of this RFP. Statements made by a Proposer shall be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

There is no expressed or implied obligation for the City of South Padre Island to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. All costs associated with preparing a proposal in response to a solicitation shall be the full responsibility of the Proposer.

The City of South Padre Island reserves the right to reject any or all proposals, in whole or part, to waive any informality in any proposal, request additional information, and to accept the proposal which, in its discretion, is in the best interest of the City of South Padre Island.

**Please submit one electronic version (USB) and two paper copies of the proposal.**

## XII. Questions, Clarifications and Issuance of Addenda

In order to ensure fair and objective evaluation, all questions related to this RFP are to be addressed to the Director of Operations. Contact with any other City employee is expressly prohibited without prior consent of the Director of Operations. Firms/consultants directly contacting other City employees will risk elimination of their proposal from further consideration.

Any explanation, clarification or interpretation desired by a Proposer regarding any part of the RFP must be requested from Wendi Delgado, Director of Operations no later than 3:00 pm on Monday, January 6<sup>th</sup>, 2020. Request for explanations or clarifications may be emailed to [wdelgado@myspi.org](mailto:wdelgado@myspi.org). Emails must clearly identify the RFP number and title.

If the City, in its sole discretion, determines that a clarification is required, such clarification shall be issued in writing in the form of an Addenda. Decisions on issuance of addenda are made by the City Manager and are final. Addenda shall be sent to all who are known to have received a copy of the RFP. Proposers shall acknowledge receipt of all addenda within the RFP responses.

Interpretations, corrections or changes to the RFP made in any other manner are not binding upon the City of South Padre Island, and Proposers shall not rely upon such interpretations, corrections, or changes. Oral explanations or instructions given before the award of the contract are not binding. It is the sole responsibility of the Proposer to check with the City of South Padre Island's website to ensure that all available information has been received prior to submission. The City will not be held liable for any addenda information not received by the Proposer.

## XIII. Withdrawal/ Modification of Proposals

A Proposer may withdraw a proposal at any time, prior to the final submission deadline, upon presentation of acceptable identification. The Proposer may thereafter submit a new or modified proposal prior to the final submission date.

Any submitted proposal may be withdrawn or a revised proposal substituted if a written notice is submitted to the City Secretary prior to the submittal deadline.

Any interlineations, alteration, erasure or other amendment made before the submittal deadline, must be signed or initialed by the Proposer or authorized agent, guaranteeing authenticity. Proposals cannot be altered, amended or withdrawn by the Proposer after the submittal deadline. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the designated time for receipt, except for modifications/clarifications requested by the City of South Padre Island after the date of receipt and following any oral presentations.

#### XIV. Award of Contract

It is understood that the City reserves the right to accept or reject any and all proposals and to re-solicit for proposals, as it shall deem to be in the best interest of the City of South Padre Island. Receipt and consideration of any proposal shall under no circumstances obligate the City to accept any proposals. If an award of contract is made, it shall be to the responsible firm/consultant whose proposal is determined to be the best evaluated proposal after taking into consideration the relative importance of the evaluation factors set forth in this RFP.

#### XV. Tax Exempt

The City of South Padre Island is exempt from state sales tax; therefore, tax must not be included in any contract that may be awarded from this RFP.

#### XVI. Negotiations

The City reserves the right to negotiate all elements that comprise the successful firm's/consultant's response to ensure that the best possible consideration can be afforded to all concerned.

#### XVII. Error or Omissions

The proposer will not be allowed to take advantage of any errors or omissions in this RFP. Proposers shall promptly notify the City of any omission, ambiguity, inconsistency or error that they may discover upon examination of the documents. The City assumes no responsibility for any errors or misrepresentations that result from incomplete proposals. No plea of ignorance of conditions that exist, or difficulties or conditions concerning the work to be performed, or execution of the work shall be accepted as an excuse for any failure or omission on the part of specifications documents governing the work. Any ambiguity in the proposal as a result of omission, error, lack of clarity or



non-compliance by the Proposer with specifications, instructions and all conditions shall be construed in the favor of the City.

#### XVIII. Validity Period

Once the submittal deadline has passed, any proposal shall constitute an irrevocable proposal to provide the commodities and/or services set forth in this RFP at the price(s) shown in the proposal on the terms set forth in the proposal, such proposal to be irrevocable until the earlier of the expiration of ninety (90) days from the submittal deadline, or until a contract has been awarded by the City.

#### XIX. Termination

If this award results in a contract, it shall remain in effect until the contract expires, the performance of services are completed or terminated by the City. In the event of termination, the City reserves the right to award to the next best firm/consultant as it deems to be in the best interest of the City.

#### XX. Conflict of Interest

No public official shall have interest in this contract, in accordance with Texas Local Government Code Title 5, Subtitle C, Chapter 171. Proposers will be required to submit a Conflict of Interest Questionnaire, stating that no officer or employee of the City has, or will have; during the said term of this contract, any prohibited interest as defined. The Proposer understands that any existence of a prohibited interest at any time during the term of the contract will render the contract voidable.

#### XXI. Ethics

In the event a contract is entered into between the City and a firm/consultant for proposed professional services a Disclosure of Interested Parties – Form 1295 must be completed. (Texas Ethics Commission)

#### XXII. Indemnification

Proposer agrees to defend, indemnify and hold harmless the City, all of its officers, Council members, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including reasonable attorneys' fees, court costs and related expenses, arising out of, connected with, or resulting from any acts or omissions of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution of performance of this contract without regard to whether such persons are under the direction of City agents or employees.

#### XXIII. Tentative Schedule of Events

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