

Attention All Bidders

1. Read conditions of provisions and proposals.
2. **Bidder's name and opening date must be placed on a sealed envelope containing the documents and the envelope plainly marked "Sealed RFP".**
3. Awards are not made at the time of opening RFP. The usual procedure is to prepare a proposal abstract at time of opening. All proposals are subsequently reviewed by the requesting department or activity, which then makes a recommendation for award.
4. This recommendation, with all proposals, goes before the Town council for final decision. After approval by the Council, purchase orders are issued to the successful bidder.
5. Anyone who is unable to attend the proposal opening and wishes to receive proposal information may do so by sending a self-addressed stamped envelope to the Town of Signal Mountain, 1111 Ridgeway Avenue, Signal Mountain, TN 37377.
6. The Town of Signal Mountain, Tennessee does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 USC 2000d).

Honna Rogers
Town Manager

1111 Ridgeway Avenue
Signal Mountain, TN 37377
(423) 886-2177 Fax (423) 886-2939
TOWN OF SIGNAL MOUNTAIN

Request For Proposal (RFP)

Date: December 10, 2010

Scope: The Town of Signal Mountain is seeking proposals from qualified firms to conduct a comprehensive job classification and compensation study.

Provision

The vendor shall identify any changes to the specification in detail. Consultant's specifications, delivery dates of material, interviews, and other information requested by the Town or identified by the proposal along with the proposal's cost will be used to identify the best proposal as determined by the Town of Signal Mountain based upon the needs of the Town.

Special Provision:

- 1) A bid bond of 5% of the total bid is not required and must be authorized to do business in the State of Tennessee.
- 2) A performance bond in the amount of 100% is not required and must be authorized to do business in the State of Tennessee.

Conditions:

Proposal Form:

- 1) All proposed cost shall be submitted on the form provided with a clear explanation of changes in the specifications provided by the Town of Signal Mountain. These explanations shall be attached to the proposal form.

Signature of Proposal:

- 2) Each proposal must provide the full name, business address, and phone number of the proposer. The person signing the proposal form shall print or type name and title, and if requested by the purchasing agent, furnish satisfactory proof of his/her authority to bind the company to contract. Proposals must be typed or printed clearly; otherwise they will not be considered. Purchase orders will be issued on the firm name appearing on the proposal form. Person executing bid must affix his/her signature on the proposal.

Delivery of Accepted Proposal:

- 3) Must be FOB; 1111 Ridgeway Avenue; Signal Mountain, TN 37377; unless another location is identified on the proposal form.

Acceptance of Proposals:

- 4) The purchasing Agent reserves the right to reject any and all proposals; to waive any informality in proposals, and unless otherwise specified by the proposer to accept any item on the proposal. The award winning proposal will be based on the requirements of the provisions. If only one proposal is received, the Council reserves the right to reject the proposal.

Error in Proposal:

- 5) In case of error in the extension of prices in the proposal, the unit price will govern. No proposal shall be altered, amended, or withdrawn after specified time for opening proposal. Negligence on the part of the proposer in preparing proposal confers no right for the withdrawal of the proposal after it has been opened.

Default of Contractor:

- 6) In case of default of the contractor, the Purchasing Agent may procure the articles or services from other sources and hold the contractor responsible for any cost occasioned thereby.

Samples of Materials:

- 7) Samples of items, when required, must be furnished free of expense, prior to the opening of the proposal and if not destroyed, will upon request be returned at the proposer's expense.

Specifications:

- 8) It is understood that reference to available specifications shall be sufficient to make the terms of such specifications binding on the contractor. The use of the name of a manufacturer, or any special brand or make in describing an item does not restrict the proposer to that manufacturer or specific article. Unless specifically stated, this means, being used simply to indicate the character or quality of the article desired; but the articles on which the name brand is submitted must be equal to or superior to that specified. When merchandise received from a successful proposer is not to be an equal by the requisitioned, it will be returned to vendor, shipping charges collect.
- 9) Proposals received after the specified time for opening, as shown on the RFP will not be considered. The Town of Signal Mountain will exercise the utmost care to prevent delays in handling proposals received by mail, but will not assume responsibility for late bids not due to negligence on the part of the employees of the Town.

Inspection:

- 10) During the performance of this contract, the contractor agrees as follows:
The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, National origin, mental, or physical disability. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, National origin, mental, or physical disability. Such action shall include, but not be limited to the Following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, the contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

Taxes:

- 11) The Town of Signal Mountain is not subject to Federal Excise Tax nor State or local sales tax, and Tax Exemption Certificate will be furnished as required.

Mailing Proposal:

- 12) The face of each envelope containing a proposal should bear the “Invitation to RFP number and the date of proposal opening.

Insurance:

- 13) Liability insurance coverage is required by the successful proposer. The minimum, unless stated otherwise is \$700,000.00, and a certificate of insurance must be furnished to the Town of Signal Mountain where applicable.

Penalty:

- 14) In the event the delivery date (set by the consultant receiving the award) is not met for items proposed, the Town of Signal Mountain shall have the right to exercise one of the following two options:
A. Cancel acceptance of proposal and purchase order, or
B. Attach a 5% penalty per month or any fraction thereof on the total cost of purchase.

- 15) The Town of Signal Mountain does not discriminate on the basis of disability and will make reasonable accommodations for the disabled upon request.

- 16) Should you have any questions, contact:

Honna Rogers, Town Manager
Phone: (423) 886-2177
Fax: (423) 886-2939
e-mail: hrogers@signalmountaintn.gov

Specifications

The Town desires to obtain a consultant who will assist the Town in reviewing the existing job classification and compensation system and make recommendations for improvements to the existing system. This study is meant to be an update as the Town does not desire an entirely new system.

The methodology proposed by the consultant should include work to be done by the consultant, the anticipated requirements of information to be compiled by Town staff, and proposed meetings. The proposal should include a detailed description of the proposed

methodology and the rationale behind the proposal. The current pay scale includes a minimum, market, mid, and maximum range. The Town would like to continue with this scale unless consultant can show cause for changing. The final plan must be easily understandable and explainable to all employees. Ease of implementation is also important.

Scope of Services:

- 1.) Review all current job titles and their corresponding compensation pay with regard to their responsibilities (job description) and requirements (education, experience, skills and abilities) of which there are approximately 52 titles. The consultant will review the Town’s job descriptions to assure a clear understanding of responsibilities, not merely titles.

- 2.) Compare said titles and compensation pay with the compensation pay of like titles in other organizations, both private and public, geographically and professionally competitive:
 - a. Data from similar-sized cities and towns within the southeast United States (public sector) and other entities within Hamilton County (i.e. Soddy Daisy, Red Bank, East Ridge, Collegedale, Chattanooga, and Hamilton County).

 - b. Data from private sector jobs within Chattanooga and surrounding metro areas, indexed for cost of living.

 - c. Data from supervisory and professional jobs across the region and nation.

- 3.) The Town is also interested in the possibility of including benefits as a part of the compensation study. The Town offers generous benefits and feels this may need to be considered along with the monetary pay. A separate cost should be included for this option.

- 4.) Report to the Town of Signal Mountain all findings and recommendations in an orderly, precise and actionable manner within the timeframe set forth.

Projected Schedule:

December 10	Distribute RFP
December 30	RFP submittal deadline
January 10	Town Council will vote on selection
March 4	Project completed

Selection procedure and evaluation criteria

The proposal submitted will be the primary document upon which each consultant will be evaluated by an evaluation team. It must include the qualifications and relevant experience of those assigned to the project. All proposals will first be screened in determining whether the consultant has performed the type of analysis requested herein.

After review of the proposals, the evaluation team may determine a short list of qualified firms for interviews/presentations. The evaluation team will be responsible for selecting a vendor and recommending them to the Governing Body. The Town reserves the right to accept or reject any and all proposals and all or part of a proposal and may waive informalities, technical defects, and minor irregularities in the proposals received.

Proposal Format

Proposals must be organized according to the fixed format outlined below. A fixed format facilitates comparison and evaluation of competitive proposals. The required sections of the proposal and a description of the contents of each section are set forth below.

The following sections prescribe the format of proposals and describe the approach for the development and presentation of proposal data. These sections are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of proposals.

They permit the inclusion of any additional information a respondent may deem pertinent to add value to the proposal. A comprehensive table of contents should be at the front of the proposal for ease of reference. (Additional identification of additional attachments is recommended.)

- A. Section 1. Cover letter - letter of transmittal.
- B. Section 2. Executive Summary - The respondent presenting the proposal should provide a statement of the prominent features of the proposal including any recommendations to enhance the value, effectiveness, and/or reduce the cost of the overall project.
- C. Section 3. Description of Work Program and Scope of Services - The respondent shall describe such items as the design of the proposed work program, methodology, time-frames, proposed interaction with city staff as well as other project components and features. Refer to the scope of services section for a description of proposed work.

- D. Section 4. Qualifications and Experience of Firm - The respondent presenting the proposal response should describe all qualifications of their firm and experience in performing projects of similar nature and scope. The key personnel to be involved on the project team also should be identified and a description of their qualifications and experience included. A list of similar projects completed by members of the project team, with a client reference company, point of contact, and phone number should be included in this section. Local government references are preferred.
- E. Section 5. Cost Breakdown - Respondent must include all costs associated with their proposal. A separate cost should be added for including benefits in the study.
- F. Section 6. Additional Information - Respondent may add any information that supports its response to the proposal in this section.

Town of Signal Mountain
1111 Ridgeway Avenue, Signal Mountain, TN 37377

RFP ISSUED TO: All potential bidders

DATE: December 10, 2010

Sealed Proposals subject to the provisions and conditions hereof will be received until 12/30/10 At 4:00 p.m. EST and then publicly opened.

Delivery charges are to be prepaid, and included in the proposal.

DELIVER TO: Town of Signal Mountain, 1111 Ridgeway Avenue, Signal Mountain, TN 37377.

SPECIFICATIONS:

Specifications are included on the previous page. Please adhere to format requested.

In compliance with the above RFP and subject to all the conditions hereof, the undersigned, offers, and agrees, to furnish and deliver any or all of the items upon which prices are quoted, at the price opposite each item after receipt of the order. The proposer agrees that this proposal shall be good and may not be withdrawn for period of 45 calendar days after the scheduled closing time for receiving proposals. The issuance of a Purchase Order based on this proposal shall constitute a contract.

(Proposer's Firm Name)

(Phone)

(Address)

BY _____

(Signature of Person Authorized to Sign Proposal)

(Title)