

CITY OF FAYETTEVILLE INVITATION TO BID



COMPENSATION STUDY FOR PUBLIC SAFETY DEPARTMENTS

COF1516961

ISSUED: JUNE 26, 2025

DUE: JULY 28, 2025

The City of Fayetteville is seeking proposals from qualified consulting firms to conduct a comprehensive compensation and classification study for its Public Safety departments, including Police, Fire, and Telecommunications.

ISSUED BY:
CITY OF FAYETTEVILLE

PRIMARY CONTACT:

KIMBERLY TOON,
PURCHASING MANAGER
kimberlytoon@fayettevillenc.gov

(910) 433-1942

OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.



A message from the City of Fayetteville City Manager, Douglas J. Hewett, ICMA-CM

The City of Fayetteville is fully committed to provide Small Local Business Enterprises (SLBE's) an equal opportunity to participate in all aspects of City contracting including, but not limited to participation in the procurement of contracts relating to the construction of and improvements to facilities throughout the City. It is also the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, sex, color, religion or national origin and to conduct its contracting and purchasing programs so as to prevent such discrimination. The City is also committed to follow all applicable State and Federal law as they relate to procurement practices.

The City will actively seek and identify qualified SLBE's and offer them the opportunity to participate in the procurement of contracts for all City purchasing and service contracts as well as construction and repair contracts.

The City aspires to spend 40% of its eligible contract dollars with small local suppliers and contractors. Towards this end the City's Charter has been amended by the General Assembly (H.B. 198) to allow the City to establish a race and gender neutral small business enterprise program to promote the development of small local businesses. The City is authorized to establish bid and proposal specifications that include subcontracting goals and good-faith effort requirements to enhance participation by small business enterprises located in Cumberland and Hoke Counties.

For more information or questions about the SLBE policy, please contact the Purchasing Division at 910-433-1942.

CITY OF FAYETTEVILLE



Douglas J. Hewett, ICMA-CM
City Manager

1. Introduction

The City of Fayetteville is seeking proposals from qualified consulting firms to conduct a comprehensive compensation and classification study for its Public Safety departments, including Police, Fire, and Telecommunications. This study will establish a competitive, equitable, and fiscally sustainable compensation framework that supports the City's mission to attract, retain, and motivate highly qualified public safety professionals.

2. Background

The City of Fayetteville recognizes that competitive compensation is essential for maintaining effective public safety services that protect our community. Our current compensation system requires evaluation to ensure it:

- Reflects current regional and national labor market conditions
- Maintains internal equity across positions and departments
- Supports effective recruitment and retention of qualified personnel
- Remains fiscally sustainable within municipal budget constraints
- Complies with applicable federal, state, and local regulations

This study will provide the analytical foundation for strategic compensation decisions and long-term workforce planning initiatives.

3. Scope of Work

The selected consultant shall perform the following tasks:

3.1 Current State Analysis

- Conduct comprehensive review of existing compensation structures, including base salaries, overtime policies, shift differentials, specialty pay, longevity pay, and all other forms of compensation
- Review relevant personnel policies, and benefit packages
- Assess compensation-related recruitment and retention challenges

3.2 Market Analysis

- Conduct extensive market survey comparing compensation for comparable positions in:
 - Similar-sized municipalities within the region
 - Relevant state and federal agencies
 - Private sector where applicable
- Identify appropriate benchmark jurisdictions based on population, budget size, service levels, and geographic proximity
- Analyze total compensation packages, including benefits and non-monetary compensation

3.3 Internal Equity Analysis

- Evaluate pay relationships between positions within and across departments
- Assess promotional pathways and career advancement opportunities
- Identify and address any potential compensation disparities

3.4 Compensation Structure Development

- Design recommended pay grade/step structure or alternative compensation framework
- Develop implementation strategies with multiple timeline options
- Provide cost-benefit analysis of recommendations
- Ensure compliance with applicable laws and regulations

3.5 Stakeholder Engagement

- Conduct interviews with department heads, supervisors, and representative employees
- Facilitate focus groups or surveys as appropriate
- Present preliminary findings to City leadership

Incorporate feedback into final recommendations

4. Deliverables

The consultant shall provide the following deliverables:

- **Project Initiation Package**
 - Detailed work plan and project schedule
 - Data collection instruments and survey methodology

- Communication plan for stakeholder engagement
 - **Internal Equity Assessment**
 - Analysis of current pay relationships
 - Identification of equity issues and recommended solutions
 - **Recommended Compensation Structure**
 - Complete pay plan with grades, steps, or alternative structure
 - Position allocation recommendations
 - Implementation timeline with phases
 - **Fiscal Impact Analysis**
 - Cost projections for implementation
 - Budget impact over multiple years
 - Funding strategy recommendations
 - **Final Report and Executive Summary**
 - Comprehensive documentation of methodology, findings, and recommendations
 - Executive summary suitable for public presentation
 - Appendices with supporting data and analysis
 - **Presentations**
 - Initial findings presentation to City leadership
 - Final presentation to City Council (public meeting)
 - Additional briefings as requested
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5. Proposal Requirements

5.1 Technical Proposal

Proposals must include the following components:

A. Cover Letter and Executive Summary

- Demonstrated understanding of project objectives
- Summary of proposed approach and key differentiators

B. Firm Qualifications and Experience

- Company profile, history, and organizational structure
- Specific experience with public safety compensation studies
- Experience with municipalities of similar size and characteristics
- Knowledge of North Carolina public sector compensation practices

C. Project Team

- Resumes of key personnel who will work on this project
- Role and responsibility assignments
- Project manager designation and availability

D. Methodology and Approach

- Detailed description of proposed methodology
- Data collection and analysis techniques
- Stakeholder engagement strategy
- Quality assurance procedures

E. Project Timeline

- Detailed project schedule with milestones
- Critical path identification
- Flexibility to accommodate City schedule constraints

F. References

- Minimum of three (3) references from similar projects completed within the last five (5) years
- Contact information for reference verification
- Brief description of scope and outcomes for each reference project

6. Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

Criteria	Weight
Understanding of project scope and objectives	20%
Firm qualifications and relevant experience	25%
Project team qualifications and availability	20%
Methodology and technical approach	20%
Cost competitiveness and value	10%
References and past performance	5%

The City may conduct interviews with the highest-ranked proposers before making a final selection.

6.2 Minimum Qualification Threshold

Proposals must achieve a minimum score of 70 points out of 100 points to be eligible for award consideration. Proposals scoring below this threshold will be rejected as non-responsive, regardless of cost competitiveness.

7. RFP Schedule

Milestone	Date
RFP Issue Date	June 26, 2025
Deadline for Written Questions	July 14, 2025
City Response to Questions	July 18, 2025
Proposal Submission Deadline	July 28, 2025
Proposal Evaluation Period	July 28, 2025-August 1, 2025
Interviews (if conducted)	August 1, 2025-August 16, 2025
Anticipated Contract Award	September 2025
Project Commencement	October 2025
Anticipated Project Completion	January 2026

Dates are subject to change at the City's discretion.

8. Submission Instructions

Submit proposals electronically in PDF format to:

Kimberly Toon
Purchasing Manager
City of Fayetteville
Email: Kimberlytoon@fayettevillenc.gov
Phone: 910-433-1942

Proposals must be received by **2:00pm on July 28, 2025** to be considered. Late submissions will not be accepted.

All communication regarding this RFP must be directed to the primary contact. Unauthorized contact with other City personnel may result in proposal disqualification.

9. Terms and Conditions

- The City reserves the right to:
 - Reject any or all proposals
 - Request additional information or clarification
 - Negotiate contract terms with the selected proposer
 - Cancel this RFP at any time prior to contract execution
 - Waive minor irregularities in proposals/proposal submissions.
- All materials submitted become public record subject to North Carolina Public Records Law upon contract award, except for information properly designed as trade secrets.

The City of Fayetteville is not responsible for any costs incurred by proposers in preparing or submitting proposals. The selected consultant will be required to execute a professional services agreement containing standard City terms and conditions, including but not limited to:

- Professional liability insurance requirements
 - Compliance with applicable laws and regulations
 - Ownership of work products
 - Confidentiality provisions
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