

TOWN OF DERRY, NEW HAMPSHIRE
Public Works Department
RFP No. B23-116
REQUEST FOR PROPOSALS
Consulting Services for Classification and Compensation

The Town of Derry, New Hampshire is seeking proposals from qualified firms to furnish consulting services for a classification and compensation study for the Derry Public Works Department. The positions and employees are represented by Teamsters Local #633. There are 43 employees currently represented and they are assigned to one of several divisions (Buildings & Grounds, Highway, Parks, Transfer Station, Vehicle Maintenance, Water and Wastewater). A summary of the current positions for review are listed in Appendix A

Sealed Proposals plainly marked "RFP # B23-116 – Consulting Services for Classification and Compensation" on the outside of the mailing envelope as well as the sealed envelope, shall be addressed to: Public Works Department, 14 Manning Street, Derry, NH, 03038.

Proposals will be accepted until 4:00 p.m. on Friday, October 6, 2023. Proposals must be submitted to the Public Works Department in a sealed envelope by the date and time noted above. Proposals transmitted by email, fax or other means other than a sealed envelope delivered to 14 Manning Street, Derry, NH 03038 will not be accepted.

This Request for Proposal may be obtained from the Public Works Department on the second floor at the above address, by calling the Public Works Department at 603-432-6144 or from our website www.derrynh.org under the Bids & Proposals tab.

Addenda to this document, if any, including written answers to questions, will be posted on the Town of Derry website under the appropriate heading at least one week prior to the due date. The Town of Derry reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

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GENERAL INFORMATION

The Town of Derry is a local governing body in the State of New Hampshire. The Town of Derry has a population of 34,354 and it covers approximately 36 square miles. The Town of Derry is governed by an elected 7 member Town Council. Daily operations are overseen by an appointed Town Administrator with appointed Department Heads for the major departments (Public Works, Fire, Police). Derry has direct access to Interstate 93 and it is located approximately 10 miles from Manchester, NH and approximately 50 miles from Boston, MA.

The Derry Town Council operates on a fiscal year budget cycle. The approved FY 24 Town budget is \$58,712,053 (which does not include the School Department). FY 24 approved expenditures for DPW is \$11,040,078, funded by taxation. Two other enterprise funds are also managed by the Department of Public Works. Water \$4,220,290 and Wastewater \$3,786,569. By charter, the Town tax rate is constrained by a tax cap which permits the tax rate to increase up to the percentage change of the CPI-U Northeast Region for the trailing year.

The Department of Public Works has employees from multiple bargaining units. **The scope of this study is to narrowly focus on the positions represented by Teamsters Local #633.** The Teamsters Local #633 are in contract through June 30, 2026. All other Town represented units, except two, have contracts with the same expiration date of June 30, 2026.

The Department of Public Works is a full-service operation with winter operations and licensed/permitted facilities which operate 24 hour/7 day per week under regular and emergency operations.

SCOPE OF SERVICES REQUESTED

Work plan tasks include but are not limited to:

1. Review all available documents, including Town organization chart, current job descriptions, federal/state regulations, applicable Town policies and other related information.
2. Identify and meet with key Town stakeholder groups that shall include but are not limited to the DPW Director and Human Resources Director along with mid-management staff and members of the labor force as necessary. The consultant shall propose the number of meetings to effectively achieve the desired outcome. On-site meetings or teleconferences are permissible to complete that task.
3. Review job descriptions currently used by the Town. Develop appropriate data collection instruments to gather information or to conduct interviews/job audits needed for any positions as necessary.
4. Review other background materials as needed such as budgets, personnel rules and regulations, and other related information.
5. Conduct a comprehensive analysis of the Town's current compensation program and identify opportunities including but not limited to recruitment, retention, salary compression and equity.

6. Develop an external assessment/survey of compensation, evaluating the benchmark positions by comparing actual job content and duties to comparable positions in like organizations applicable in population served.
7. Develop a report analyzing the results of the data from the internal and external assessments. The report should compare the Town salary to like organizations.
8. Provide recommendations based on objective analysis and evaluation of the job content that provides internal equity and are competitive with the external market.
9. Recommend/suggest adjustments to the current classification structure and recommend assignment of all positions within the structure as warranted.
10. Provide an overall project timetable with completion date and bi-weekly progress reports on the scope of work completed to date.
11. Prepare a comprehensive final report by the contracted date with conclusions and recommendations.

PROJECT SCHEDULE

RFP Released	Week of September 5, 2023
Questions to Derry DPW	September 20, 2023
Responses to Questions	September 29, 2023 or earlier
RFP Due by 4pm	October 6, 2023
Evaluations/Interviews	October 9, 2023 – October 13, 2023
Award of Contract	Week of October 16, 2023
Final Report Complete	March 1, 2024

PROPOSAL REQUIREMENTS

One (1) copy of the written proposal shall include the following components delivered in a sealed envelope:

1. Scope and Fee Proposal
2. Signature of Authorized Principal in Charge
3. Cover letter
4. Brief description of the firm
5. Project understanding and Technical Approach
6. Typical project approach focusing on uniqueness of firm
7. Experience statement identifying work on similar projects. Experience statements shall identify the key design personnel involved in the project.
8. Project Team Chart (with resumes limited to 2 pages) identifying the team
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Sub Consultants(s)

EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

1. Responsiveness to submission requirements. 15 points
2. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager. 25 points
3. Previous related work with particular preference toward similar types of projects. 15 points
4. Understanding of required project work, approach and schedule. 20 points
5. Cost for services. 25 points

Upon review of all responsive RFPs using the criteria outlined above, the Town may select up to three (3) firms to interview to clarify responses in assisting with the award of the contract.

RESERVATION OF RIGHTS

The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The Town reserves the right to negotiate directly with the firm selected for additional project work at a later date.

ADDITIONAL INFORMATION

All questions shall be submitted via email to Michael A. Fowler, P. E., Director of Public Works at mikefowler@derrynh.org. Questions about the proposal are due by September 20, 2023 at 4pm. Responses to questions and/or addendums will be distributed via the Town website under Bids & Proposals.

APPENDIX A – Current Positions and Grades

Job Class Description	Location	Grade
CHIEF OPERATOR WW TREAT PLANT	WASTEWATER	J
MECHANICAL ELECTRICAL TECH II	WASTEWATER	J
BUILDING SPECIALIST	BUILDING & GROUNDS	I
MECHANICAL ELECTRICAL TECH I	WASTEWATER	I
CREW CHIEF - HIGHWAY	HIGHWAY & STREETS	H
CREW CHIEF - PARKS	PARKS	H
CREW CHIEF - UTILITIES	WATER	H
OPERATIONS-FLEET MANAGER	VEHICLE MAINTENANCE	H
SEWER TREATMENT OPERATOR II	WASTEWATER	H
WATER SYSTEM OPERATOR II	WATER	H
HVAC TECHNICIAN	BUILDING & GROUNDS	G
SEWER TREATMENT OPERATOR I	WASTEWATER	G
WATER SYSTEM OPERATOR I	WATER	G
MECHANIC	VEHICLE MAINTENANCE	F
UTILITY WORKER	WATER/WASTEWATER	F
BUILDINGS & GROUNDS TECHNICIAN	BUILDING & GROUNDS	E
MOTOR EQUIPMENT OPERATOR	HIGHWAY & STREETS	E
OPERATIONS & PROJECTS COORD	PARKS	E
CUSTODIAN W/CDL	BUILDING & GROUNDS	C
LABORER W/CDL	PARKS	C
CUSTODIAN W/O CDL	BUILDING & GROUNDS	B
LABORER W/O CDL	PARKS	B
RECYCLING COORDINATOR	TRANSFER STATION	TS - H
MOTOR EQUIPMENT OPERATOR II	TRANSFER STATION	TS - G
MOTOR EQUIPMENT OPERATOR I	TRANSFER STATION	TS - E
LABORER W/CDL	TRANSFER STATION	TS - C
WEIGH SCALE MASTER	TRANSFER STATION	TS - C
LABORER W/O CDL	TRANSFER STATION	TS - B