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Request for Proposals (RFP) Classification and Compensation Study

I. Introduction

The Brunswick Housing Authority (BHA) is seeking proposals from qualified firms to conduct a comprehensive Classification and Compensation Study.

The BHA is a public housing agency with administrative offices located at 1126 Albany Street, Brunswick, GA 31520. BHA provides quality, affordable housing assistance programs to low-income families residing in its service area.

BHA administers the following programs (with most recent funding level/eligibility shown for Federal programs):

- Low Income Public Housing (589 units)
- Capital Fund Program (with CFFP)
- Housing Choice Voucher Program (750 Vouchers)
- Business Activities (including privately owned apartments (51 units), and participation in joint venture and tax credit property)
- Component Unit (non-profit organization)

BHA is governed by a five-member Board of Commissioners. The Board of Commissioners hires the Executive Director to oversee the day-to-day administration of BHA. The accounting function is performed by the Director of Finance, who reports to the Executive Director. The human resources function is performed by the Director of Human Resources, who reports to the Executive Director.

II. Project Overview

The BHA is seeking a firm to work with the Human Resources Director to design and assist with implementing a compensation and classification study, including job analysis, evaluation, updated job descriptions and updated compensation structure.

III. Scope of Services

The BHA's goal is to pay its employees competitive wages that reflect the requirements and responsibilities for their positions. Compensation must be comparable to the pay received by workers in similar roles based on market data in the industry (a) in comparable organizations in Georgia and a broader market area, (b) in similarly sized markets, particularly in the Southeast region of the country, (c) in similarly sized City and County Public Housing Authorities, and (d) in similarly situated specialty positions in related industries.

The BHA is seeking a consulting firm to work with the Human Resources Director to design and assist with implementing a compensation and classification study, including job analysis, evaluation, updated job descriptions and updated compensation structure.

Timeline

The BHA would like to implement the updated job descriptions and compensation structure on or before September 1, 2024.

Consulting Services Desired

Job Analysis, Job Evaluation, Updated Job Descriptions, and related Documentation – The consultant of choice will design a framework and facilitate job analysis and evaluation of all positions based on internal and relevant market data. The consultant of choice will also work with the Human Resources Director to revise and update current job descriptions based on internal and relevant market data. There are approximately 30 jobs to be evaluated. The specific job titles will be provided to the consultant of choice. BHA currently has 35 active employees.

Competitive Benchmarking – The consultant of choice will procure and provide existing market data relative to positions and compensation for positions based on comparable similarly suited organizations, including pay practices, budget, geographic region, size, and traditional and specialty positions in related industries. Compensation study to include similarly suited City and County Public Housing Authorities comparable to Brunswick, GA. Additionally, the consultant of choice will work with the Human Resources Director to develop strategies for ongoing data management (aging of data, etc.) to maintain internal equity and market competitiveness over time.

Develop a Comprehensive Compensation Structure – The consultant of choice will work with the Human Resources Director to develop an easily communicated compensation structure for positions based on the market data derived from the job analysis, evaluation, updated job descriptions, and competitive benchmarking as mentioned above. The consultant of choice will work with the Human Resources Director to develop definitive guidelines and salary ranges, including compensatory factors related to hiring and in-band and band-to-band promotional increases. The Human Resources Director and consultant will work together to develop classifications and slot jobs within the appropriate classifications and salary ranges.

Implementation – The consultant of choice will partner with the Human Resources Director to develop a detailed outline for implementation and develop training and informal mediums for ongoing administration of the classification and compensation structure. If necessary, the consultant will participate in kickoff initiatives related to the newly revised structure.

Communication Plan – The consultant of choice will partner with the Human Resources Director to develop a formal communication plan to apprise leadership and employees throughout the change management process.

Conclusion – The consultant of choice will prepare a written report of recommendations, including a discussion of methods, techniques, and data used to develop the newly revised job classification and compensation structure. The consultant will provide resources for the Human Resources Director to maintain and update the structure.

IV. General Requirements

A Proposer may be an individual or a business corporation, partnership, firm, joint venture or other legal entity duly organized and authorized to do business in the City of Brunswick, GA, financially sound and able to provide the services being procured by BHA.

If a Proposer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its offer, which may be sufficient ground for disqualification. If the selected firm fails to disclose such information and BHA discovers it thereafter, then BHA could terminate the contract.

Each Proposer must be in good standing with BHA, and any Federal, State or Municipality that has or has had a contracting relationship with the firm. If Proposer is not in good standing with BHA, and/or any Federal, State or Municipality this must be disclosed. If a Federal, State or Municipal entity has terminated any contract with an Proposer for deficiencies or defaults, that Proposer must disclose this information to BHA. BHA will consider such facts and circumstances during its evaluation of the Proposer's proposal. If the selected firm fails to disclose such information and BHA discovers it thereafter, then BHA could terminate the contract.

Proposer must have and maintain all necessary insurance to cover malpractice liability and workers' compensation and submit proof of it with their proposal submission.

V. Content of Response Documents

Proposals received without all of the required information may be deemed non-responsive. All proposals must include the following:

A. General Information

1. Letter of Interest (Cover letter)
2. Type of Organization; Corporation, Partnership, Joint Venture or Sole Proprietorship. Names of shareholders, partners, principals and any other persons exercising control over the Firm.
3. Description of the Proposer's capacity including staff resources
4. Organizational Certifications:
 - a. Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational document.
 - b. A corporate resolution signed by the Secretary of the Corporation and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto.

B. Previous Related Experience

1. The Proposer shall list three (3) firms, governmental units, or persons for whom the Proposer has previously performed work of the nature requested under this RFP. Name of the contracting entity.
2. Name, title and a telephone number of a contract person for each identified contracting entity to permit reference checks to be performed. The identified party must be one who has first-hand knowledge regarding the operation of the contracted facility or project and who was involved in managing the contract between the Proposer and the contracting entity.

3. In addition to the references, all Proposers will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.
4. All Proposers will provide information on the most recent BHA job to include all change order information and the reason for each. The most recent BHA job can be one of the 3 last jobs performed if that is the case.

C. Proposed Staffing and Sub-consultants Responsibilities and Qualifications

Provide the following information relative to the proposed staffers and sub-consultants for this contract:

1. Provide background information regarding each identified Staff member that accurately describes his or her employment history and relevant experience providing services similar to those described in the Request for Proposals.
2. Description of the Scope of Services for at least three (3) projects in which the Staff and/or subconsultant has provided services similar to those described in this Request for Proposals. Please include the individual's role in each project and all relevant aspects of each project.

D. Methodology

Project Approach: Provide a brief narrative of the Proposer's approach to the services described in this Request for Proposals. Describe the availability of the Staff proposed and the turnaround time for each request to be made by the Authority.

E. Fee Proposal

The Fee Proposal **must** be submitted as a separate document.

VI. Evaluation Criteria

An Evaluation Committee will evaluate and will score each proposal that is submitted as a complete response. It is noted that the proposed Fee will be evaluated separately. Responses may receive a maximum score of one hundred (100) points subdivided as follows:

Experience of Proposer: Demonstrated successful experience and capability of the proposed staff and sub-consultants proposed for this project in providing the services described in this Request for Proposals.

Capacity: Demonstrated ability of the Proposer to provide the resources (staffing, equipment, office facilities and other) necessary for the timely and efficient implementation of BHA's goals and objectives as described in this solicitation.

Methodology: The Proposer's proposed methodology is reasonable and logical and will ensure that BHA requirements will be met and indicates that the Proposer has a clear understanding of the scope of services required.

Proposed Fee: Proposed rates and level of service are reasonable and appropriate in relation to the services requested.

Deductions Points may be deducted for failure to submit all required documents or for submitting irrelevant or redundant material.

VII. Procurement and Award Process

Pre-Proposal Conference & Questions

There will not be a Pre-Proposal Conference. Any questions and /or misunderstandings that may arise from this request shall be submitted in writing to Orah L. Reed, Director of Human Resources, (oreed@brunswickpha.org) no later than 5:00 pm on Friday, May 3, 2024. All Questions and Answers submitted will be posted to the website no later than 5:00 pm on Wednesday, May 8, 2024. Answers to questions submitted that materially change the conditions and specifications of this Request for Proposal will be promulgated to all addressees as an addendum. All contact concerning this solicitation shall be made to Orah L. Reed (oreed@brunswickpha.org). Proposers shall not contact BHA employees, Department Heads, Evaluation Committee Members or Board Members with questions or any other concerns about the solicitation. Any discussions or documents will be considered non-binding unless incorporated and promulgated in an addendum. It shall be the Proposers responsibility to seek clarification as early as possible prior to the opening of proposals.

Submission of Proposals

Proposers must submit one (1) original, three (3) copies and one (1) electronic copy in PDF format on a USB Flash Drive of the Technical Proposal. In a separate sealed envelope Proposes must submit one (1) original paper, one (1) paper copy and one (1) electronic copy in PDF format on a USB Flash Drive of the Fee Proposal.

Proposals must be clearly marked: RFP – Classification and Compensation Study

Proposals may be hand-delivered or sent by certified or registered mail, return receipt requested, to the attention of **Orah L. Reed, Director of Human Resources** at the following address:

Hand Delivery

**Housing Authority of the City of Brunswick
P. O. Box 1118
Brunswick, GA 31521-1118**

Certified or Registered Mail

**Housing Authority of the City of Brunswick
1126 Albany Street
Brunswick, GA 31521**

Proposals must be received at the above address no later than 2:00 pm on Friday, May 17, 2024.

Each Proposal will be date-time stamped immediately upon receipt at BHA to document its timeliness. Interested parties are solely responsible for ensuring that proposals are delivered on time. Any Proposal received after the specified deadline shall be automatically rejected and will be returned to unopened to the Proposer.

BHA reserves the right to reject any or all proposal, waive technicalities and make the award in the best interest of the Authority.

Evaluation of Proposals

All Proposals determined to be complete and responsive will be provided to an Evaluation Committee. The Evaluation Committee will evaluate the Proposals utilizing the criteria set established in Section VI of this Request for Proposal.

The BHA Evaluation Committee reserves the right to interview Proposers in the competitive range and request additional information from selected Proposers.

BHA shall not be responsible for and will not reimburse any Proposer for any cost(s) associated with preparing a proposal or attending an interview with the Evaluation Committee.

A Proposal submitted by a Proposer does not constitute a contract, nor does it confer any rights on the Proposer the award of a contract. A letter or other Notice of Award or the intent to Award shall not constitute a contract.

The Evaluation Committee shall make its recommendation to the Board of Commissioners for approval. Upon that approval, a contract will be executed.