

**City of Seward, NE**  
**Tuesday, February 9, 2016**  
**Regular Session**

**Item G10**

**CONSIDERATION FOR APPROVAL OF A REQUEST FOR  
PROPOSAL FOR CONSULTANT TO CONDUCT A WAGE  
AND BENEFIT COMPARABILITY STUDY - Bruce Smith**

**Administrative Report:** Following review and discussion, a motion to approve the RFP would be in order.

**Staff Contact:**

**THE CITY OF SEWARD, NEBRASKA**

**REQUEST FOR PROPOSALS (RFP)**

**COMPARABILITY WAGE & BENEFIT STUDY**

**Proposals are to be submitted to:**

**Assistant Administrator/Clerk-Treasurer/  
Budget & HR Director**

**Seward City Hall  
P O Box 38  
Seward Nebraska 68434-0038**

**Submission Deadline  
Tuesday, March 1, 2016 by 9:00 a.m.**

**REQUESTS FOR PROPOSALS (RFP)  
COMPARABILITY WAGE AND BENEFIT STUDY  
FOR THE CITY OF SEWARD, NEBRASKA**

**Please fill out this form for our Request for Proposals. (You may attach additional sheets if necessary).**

The City of Seward, Nebraska is requesting proposals for completing a Comparability Wage and Benefit Study in accordance with the requirements of Nebraska Statute 48-818 and current Commission of Industrial Relations guidelines. This study should provide information necessary to establish compensation and benefit parameters for employees of the City of Seward.

The City will select the firm whose proposal is most responsive to this Request for Proposal (RFP) and in the best interest of the City and regulations imposed upon the City. Proposals submitted in response to the RFP must provide sufficient detail and information to complete an evaluation of their merit.

***BACKGROUND & EXPERIENCE IN COMPARABILITY WAGE & BENEFIT STUDIES :***

In the space provided, please list the prior & current Wage and Benefit Studies of Cities of the First Class and the name, telephone number, email address of a representative that could be contacted:

City Name	City Reference	Contact Info.	Year	Current Client Y/N
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The study must be completed and ready for presentation to the City Council by July 1, 2016. The Consultant will be expected to present the results to the City Council at their July 19, 2016 Council meeting.

Each proposal must be legibly printed in ink or typewritten, include the full name and business address of the firm, and be signed by an authorized representative of the firm.

- 1) Include an original and one copy of the proposal;
- 2) Include one copy of a recent study completed by the company;
- 3) The City of Seward reserves the right to accept any proposal, reject any or all proposals, or to waive any defects in any proposal;
- 4) Any proposal received after the specified time for filing will be rejected;
- 5) Proposals are to be submitted in a sealed envelope, clearly marked: "PROPOSAL FOR COMPARABILITY WAGE & BENEFIT STUDY"

If additional Study information is required prior to submitting this proposal, direct inquiries to: Bonnie Otte, Assistant Administrator/Clerk-Treasurer/Budget & Human Resource Director, [Bonnie.Otte@CityofSewardNe.com](mailto:Bonnie.Otte@CityofSewardNe.com) mailing address P.O. Box 38; 537 Main, Seward NE 68434, or by telephone at (402) 643-2928.

#### ***FEE SCHEDULE***

Project Cost \$ \_\_\_\_\_

Travel and Administrative Fees (if any)

Description: \_\_\_\_\_ \$ \_\_\_\_\_

Total For All Scope of Services \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

