

Police Department and Public Safety Compensation Study and Pay Structure Preparation Request for Proposal

The City of Lansing, Kansas is seeking proposals for consultant services to conduct a compensation study and prepare an updated pay structure for public safety employees. The study should be based upon objective analysis, evaluation of existing job descriptions, and a comparison with similar communities. The study should provide recommendations and methodologies for achieving both internal and external equities with the end goal of placing Lansing in an appropriate position within comparable communities, as directed by the City Council. The City of Lansing invites service providers to submit a proposal and outline their qualifications to undertake this project. Upon evaluation of the written proposals, a preferred provider will be selected. Their proposal will then be the basis for further negotiations regarding scope of services, schedule, and agreements for service and cost with the preferred provider.

The proposal should include the following information:

1. A detailed description of the plan for accomplishing this work.
2. A detailed description of job analysis and compensation methodology to be used if the consultant has a pre-designed system.
3. A proposed fee schedule and itemized break-down of costs for each phase of the project.
4. Proposed timeline to include start and completion dates for the study. The City desires completion in time for implementation in the 2022 budget. Budget related items are presented at the June 24, 2021 work session.
5. Project experience of all personnel to be involved in the study and a clear indication of the functional responsibilities of each. It is understood by the City that the individuals specified in the consultant's proposal are the individuals who will do the work associated with the compensation study, as described in the proposal. Provide contact information for client references.
6. Any additional information which the consultant deems appropriate.

Digital responses, limited to eight pages, are due by March 26th to tvandall@lansingsks.org. The project is anticipated to be awarded on April 1st City Council meeting with the final report and recommendations reviewed at the June 3rd City Council meeting, in time for implementation during the 2022 budget cycle.

This request for proposals does not commit the City of Lansing to award a contract, to pay for any costs incurred in the preparation of a proposal, or to procure or contract the services or supplies. The City of Lansing reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety the Request for Proposals if it is in the best interest of the City of Lansing. The City will require the firm selected to participate in negotiations, and to permit such price, technical, or other revision of its proposals as may result from said negotiations.

Thank you in advance for your consideration of this matter. Any questions regarding the proposal should be directed to Tim Vandall, City Administrator, at tvandall@lansingks.org.

Background Information

Lansing is located in the northwestern fringe of the Kansas City metropolitan area. Lansing's current population is approximately 12,000. Lansing is the second largest city in Leavenworth County, bordered by Leavenworth (36,000) to the north, and Wyandotte County to the south. Lansing is home to the state's largest correctional facility. The Lansing Police Department is currently composed of the Police Chief, a Captain, a Lieutenant, three Sergeants, a detective, a records technician, 13 full time police officers, two part time police officers, and a part time animal control officer.

The starting wage for a police officer with no education or experience is currently set at \$41,652. The City desires to be competitive with starting wages, but also competitive with experienced officers in order to retain them and recruit them for their service. The City offers a robust benefit package, with health insurance at 80%, dental insurance, KP&F, life insurance, up to a 2% contribution to the ICMA 457 plan, and other cafeteria options.

The City does not currently operate the fire department but anticipates a City operated Fire Department in the future. As such, the City wants to ensure uniformity and consistency among all public safety employees.

The City of Lansing, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.