

REQUEST FOR PROPOSALS

**City of Olmos Park
120 West El Prado Drive
San Antonio, Texas 78212**

Municipal Services

Organizational analysis on the feasibility, benefit or disadvantage from an efficiency or cost prospective, of fully or partially combining municipal services and operations related to Human Resources functions, and building management. Specific recommendations for other operational improvements, individually or collectively, will be welcome.

The City of Olmos Park is inviting any qualified individual or company to submit a proposal for professional services to conduct a comprehensive evaluation of all operations of the human resource and building management functions within the municipal services. This analysis will review all tasks and functions necessary to deliver effective and efficient performance within a framework that provides support to all operations within the municipal services. Proposals must be submitted to 120 West El Prado Drive, San Antonio, Texas 78212. Proposals shall be submitted in sealed packages labeled “RFP – City of Olmos Park Municipal Staffing Analysis Study, Attn: Celia DeLeon, City Manager.”

Introduction

The City of Olmos Park operates as a General Law A City with a Council-Manager form of government.. The City Council have determined that it is in the best interest of the City to conduct a comprehensive evaluation of all staffing, including but not limited to human resource, public works operations and public safety. This analysis shall also make recommendations on how to deliver effective and efficient performance within a framework that may fully or partially consolidate support provided to all operations within the municipal services.

The City is interested in obtaining the services of one or more qualified individuals or companies to provide the services, however, the City reserves the right to retain services from other individuals or companies for related projects/services at any time.

Community and Department Profile

The City of Olmos Park, Texas is located in the central part of the state. It has a population of approximately 2297 people, and covers approximately 2 square miles. The municipality employs approximately 36 full-time employees, paid by-semi-monthly.

The City is currently staffed at 36 full-time positions, including a City Manager, the Court Clerk/AP Clerk Building Permit Official, City Secretary and public safety employees (fire and police).

Services

The intent of this project is to provide an analysis of the existing operations, including how well the operations are functioning (quality, volume of work, and efficiency). The analysis may then suggest a recommendation on how to design departments that will serve the entire organization more effectively and efficiently. The design should provide recommendations on staffing levels, job descriptions and organizational charts.

The scope of this project shall include at a minimum the following:

- A comprehensive analysis of the existing operations that will review quality, workload, processes, efficiency,-compliance mandates, and overall performance.
- An evaluation of current positions (tasks, job descriptions, skill level, experience, etc). This task shall include individual interviews with all related staff (approximately 36 employees). Develop a detailed questionnaire prior to the interviews.
- An evaluation on the way each department and its employees work within their respective department and how the departments work within the organization as a whole, including reporting requirements.
- A framework that best serves the needs of the organization as a whole.
- An evaluation of office space requirements, including optimal location.
- An implementation plan for any recommendations.

The City reserves the right to ask its auditor to participate in this process.

Minimum RFP Submittal Requirements

The proposing firm must not be affiliated with any software company that sells, develops, advises or implements specific software projects. The firm must be independent and unbiased.

Seven copies of the complete proposal are required to be deemed a complete submission.

1. Name, address and brief description of the business entity. This may include a brochure about the firm.
2. Qualifications to undertake the City's needs. If the firm intends to use other firms for specialized services associated with the list of services described in this RFP, the qualifications must include information on the other firms to be used.
3. A listing of projects done by the firm that demonstrates the firm's capabilities working with other municipalities in particular.
4. A list of clients that the firm currently works for in a similar capacity, including governmental, quasi-governmental and commercial related entities. The list should include the name, address, and telephone number for each client.
5. Profiles of key personnel to be involved in the design of this project.
6. Statement of current workload and demonstration that the firm is capable of taking on additional work.
7. A schedule of fees keyed to each component of the scope of services. The fees for this project shall be lump sum for each component of the project. Include hourly rate schedule for all personnel who will work on this project. Note that the City may conclude the project at the end of any phase.
8. A one page Executive Summary.
9. Any additional information that is believed to be useful in the evaluation of the firm's qualifications.

Selection Process

Responding firms will be screened and the firms judged by designated City officials to be most appropriately qualified will be interviewed. The selection will be based on qualifications, experience, and fees.

Qualifications Evaluation

Selection criteria will be the based upon the following:

(10 BEING THE HIGHEST)

| | Item | Rating | | Weight % | | Total |
|----|--|--------|---|----------|---|-------|
| 1) | Firm's history and resource capability to perform required services. | | X | 20% | = | |
| 2) | Firm's perception of proposal requirements. | | X | 10% | = | |
| 3) | Specific experience and awards. | | X | 10% | = | |
| 4) | Qualifications of staff and consultants. | | X | 10% | = | |
| 5) | Quality and content of references included. | | X | 5% | = | |
| 6) | How creative was this submittal? Was it prepared specifically for our purpose. | | X | 15% | = | |
| 7) | Completeness and professionalism of information submitted. | | X | 15% | = | |
| 8) | Fee for services and any reimbursables. | | X | 10% | = | |
| 9) | Overall impression | | X | 5% | = | |
| | Total Score | | | 100% | | |

The City of Olmos Park reserves the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm and to select one or more of the proposals. Late proposals will not be considered.

Tentative Selection Process Schedule

- **Proposals Due: September 11, 2014 at 5:00 PM**
- Interviews: TBD
- Firm Selection: TBD