



Request For Proposals Compensation and Benefits Study

Introduction

The City of Jonesville, Michigan is seeking proposals from qualified firms to conduct an update of the City's salary structure, wage scale, and payment schedule and market comparison of its benefit offerings for all City positions.

Background

The City received assistance in 2019 from a professional firm who reviewed and updated position descriptions and developed a salary structure for all full-time positions. The structure was developed through review of salaries for similar positions at comparable cities in Michigan. The structure includes grade levels for the respective positions and various steps within each grade for compensation based on experience. The City Council has annually adjusted the structure to reflect cost of living increases.

Staff subsequently developed a compensation schedule for part-time position descriptions, based on the methodology used to develop the full-time salary structure.

In 2024, staff developed an updated schedule for payments to the City's volunteer firefighters. The schedule includes compensation on a per-call and per-training basis, as well as stipends for officers. Compensation for expenses associated with required certifications is included, as well. Given the nature of the work, in-county departments were used as comparables.

Scope of Work

The City is seeking a fully updated Compensation and Benefits Study and proposes the scope of work accomplish all of the following:

- Update the salary structure and wage scale for approximately 16 full-time position descriptions and one part-time position, based on market rate comparisons for similar positions. Positions are typical of municipal government work and include office, water and sewer utilities, public works, and police. All positions are at-will and there are no bargaining units.
- Review and update the schedule for payments to volunteer firefighters, including four officer positions.
- Provide a market comparison of the City's benefit offerings, including recommendations for changes to these offerings to maintain competitiveness. Offerings would include, but not necessarily be limited to:
 - Vacation, personal, and sick leave accruals;
 - Health, vision, and dental insurance;
 - Health savings account contributions;
 - Disability and accidental death and dismemberment policies;
 - Holiday leave;
 - Incentive pay and/or bonuses;
 - Additional competitive benefits; police staff have requested that management consider a legal-aid benefit, for example.

- Include meetings, as needed, with the City Manager and Deputy Clerk to refine the work plan and obtain current payroll and benefits data.
- Provide a draft report for review by the City Manager and Deputy Clerk.
- Provide a presentation to the City Council of the Study and recommendation for implementation of proposed changes.
- Provide up to two (2) presentations to City staff of the Study and implementation.

Proposal Contents

To be considered, proposals must include at least all of the following:

1. A proposed work plan describing the primary tasks, including a project timeline.
2. Project cost information, including:
 - a. The lump sum project cost with a breakdown illustrating the costs of various tasks;
 - b. An estimate of the staff time needed to complete the project, including an estimate of the time allocated to each staff member;
 - c. The number of meetings and site visits included in the project cost;
 - d. The firm's fee schedule for additional work.
3. A statement of qualifications, including a brief history of the firm. Include resumes of key personnel assigned to the project, along with a list of the responsibilities of each individual.

Submittal of Proposals

Three (3) copies of the completed proposal must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS – COMPENSTATION AND BENEFITS STUDY, and received at the Jonesville City Hall, 265 E. Chicago Street, Jonesville, MI 49250 by 2:00 p.m. on Friday, March 6, 2026. Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the City Clerk before the stated proposal opening time.

Questions regarding the proposal must be received by the close of business on Monday, March 2, 2026 and may be directed by email to:

Jeffrey M. Gray, City Manager
jgray@jonesvillemi.gov

Bidders are responsible for checking the bids section of the City website, <https://jonesvillemi.gov/bids/> for any addenda prior to submitting proposals.

Award of Contract

The City will award the work to the firm having the combination of price, qualifications, experience, and scheduling most advantageous to the City. It is anticipated that City Council will authorize a contract award in mid- to late-March of 2026. It is proposed that the contract would be a lump sum contract with limited expense items.

Reservations

The City reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.