



CITY OF COLLEGE PARK, MARYLAND

REQUEST FOR PROPOSALS CP-16-03 Job Classification and Compensation Study

Issued by:

**City of College Park, Maryland
4500 Knox Road
College Park, MD 20740**

Telephone: 240-487-3534

**Issue Date: March 31, 2016
Submittal Due Date: April 21, 2016 at 2:00 p.m.**

CITY OF COLLEGE PARK, MARYLAND
Request for Proposals CP-16-03
Job Classification and Compensation Study

The City of College Park, Maryland (“City”) requests sealed bid proposals from qualified consulting firms experienced in job evaluation, classification, and compensation. The City desires to contract with an experienced consulting firm to review and update the City’s current classification and compensation plan for all employees.

Copies of the Request for Proposal (“RFP”) package, including a scope of work, submission requirements, and affidavits, may be downloaded from the City’s website at www.collegeparkmd.gov. From the home page, click on the Government tab, then Bids & RFPs. Requests for printed copies should be directed to the Human Resources Department, 4500 Knox Road, College Park, Maryland 20740, Monday- Friday 8:00 a.m.–4:30 p.m. (telephone 240-487-3533).

Proposals in response to this RFP must be submitted in hard copy in a sealed envelope, in accordance with the requirements specified in the RFP. Submissions should be marked **Job Classification and Compensation Study, RFP CP-16-03** and delivered to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740-3390, no later than **Thursday, April 21, 2016, at 2:00 p.m.**

The City of College Park is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, genetic information, gender identity, disability, or any other legally-protected characteristic.

The City reserves the right to reject any and all proposals when determined to be in its best interest.

The contact person for this solicitation is Jill Clements, Director of Human Resources, telephone 240-487-3534, e-mail: jclements@collegeparkmd.gov.

CITY OF COLLEGE PARK, MARYLAND
Request for Proposals CP-16-03
Job Classification and Compensation Study

GENERAL INFORMATION

The City of College Park, Maryland (the “City”) requests proposals from experienced, professional, human resources and compensation consultants to conduct a comprehensive classification and compensation study for all City positions. A similar study has not been done for over two decades. Responses to this request are due by Thursday, April 21, 2016 at 2:00 pm. The City anticipates the project commencing June 1, 2016 with a completion date of November 1, 2016.

PROJECT DESCRIPTION AND BACKGROUND INFORMATION

The City of College Park work force includes approximately 100 full-time and 12 part-time employees, not including contract police and elected officials. Employee positions include 64 non-union titles and 16 union titles. Not every title has an incumbent because former titles are kept on the books when an employee is promoted or reclassified.

The City’s current pay plan assigns each position to one of 24 pay grades. Each pay grade includes 17 pre-determined “steps”, approximately 2.5% apart. These pay grades were implemented in 1998 and the pay scale is increased each year by an amount equal to the City’s annual cost-of-living adjustment (“COLA”), if any. Employees move from one step to the next following a satisfactory performance review on their anniversary date. In FY 2009, 3 “longevity steps”, 5% apart and available every 3rd year, were added to the top of the 17-step pay table for those who have reached the top of the range. See Attachments A (Pay Table) & B (Annual Salary Range by Job Classification).

The project will be done with the active participation and cooperation of the Director of Human Resources and the Human Resources Generalist (collectively, “the HR Department”). Whether or not a compensation committee is formed to assist with the work will be determined based on discussions with the selected Consultant.

PROPOSED SCOPE OF SERVICES

The project is to design and execute a comprehensive classification and compensation study that will help to ensure that the City is providing equal pay for equal work with salary ranges appropriate for the market, provide job descriptions that are accurate and meet all legal standards, and enable the City to recruit and retain well-qualified employees. Key tasks will be to:

1. Present kick-off meeting and wrap up meeting to all staff and provide information to the Project Manager and staff as necessary during the entire project.

2. Meet with Mayor and City Council on 3 occasions at the beginning and end of the project to present outline of work to be done and review outcomes and proposed implementation plan.

3. Present a comprehensive job evaluation and classification system that can be continued in the future with trained in-house staff. Evaluate components of each position in order to classify them in relation to internal and external markets. Train specified staff in the utilization and maintenance of the system independent of the Consultant. Provide all necessary materials for this purpose.
4. Review existing job descriptions and conduct comprehensive interviews where necessary to update and/or create new job descriptions, and ensure that they accurately reflect duties performed by position incumbents and comply with relevant federal, state, and county regulations. Job descriptions shall reflect essential responsibilities and duties, minimum and preferred qualifications, and working conditions and physical requirements. Provide electronic, editable copies to City. Confirm the exempt or non-exempt status of each position, per Fair Labor Standards Act requirements.
5. Conduct market-based wage, salary, and benefits survey for all positions to include, without limitation, the identified peer group to determine the competitiveness of the City's total compensation package.
6. Revise or develop wage and salary grades and ranges. Place each position into the appropriate wage range or grade according to the market, the compensation philosophy, and internal equity.
7. Write a policy and process that enables the City to maintain the wage and salary structure that is developed (or revised); including issues such as transfer, promotion, demotion, red-circling, reclassification, new hire salaries, etc.
8. Recommend an implementation plan for the new system. Include calculations for the approximate cost of implementing the recommendations and a workable timetable for implementation.

SUBMISSION REQUIREMENTS

Documents to be submitted with proposal include an original and 1 copy of each of the following documents:

- Bid Proposal Form
- Information Regarding the Bidder
- Non-Collusion Affidavit
- Bribery Affidavit
- False Pretenses Affidavit
- Certificate of Non-Suspension
- Affidavit of Non-Conviction

- Additional required information (if not included on the Bid Proposal Form or Information Regarding the Bidder):
 1. A budget for the project based on the tasks listed or proposed by component, to include:

- Position analysis
 - Position descriptions
 - Recommended classification consolidations, rankings, grade or title changes
 - External wage survey
 - Development of pay scale
 - Attendance at meetings with staff and Mayor & Council
2. Preparation of all final documents for the plan, hard copy and electronic, including guidelines for plan implementation, administration and maintenance.
 3. A not-to-exceed amount shall be provided for each project component. Provide pricing for optional or additional services and designate which costs are included in the base fee.
 4. A statement summarizing the firm's expertise and experience in performing comprehensive classification and compensation studies, in particular for governments, and provide a brief overview of the history and structure of the bidder and 3 references.
 5. Resumes and hourly rates for all personnel to be involved in the work.
 6. Proposed Schedule of Work (timetable)

NO BID BOND IS REQUIRED IN CONNECTION WITH BID SUBMITTAL.

The City of College Park is an Equal Opportunity Employer. Discrimination based on race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, genetic information, gender identity, disability, or any other legally-protected characteristic is expressly prohibited.

All materials submitted in response to this Request for Proposals will become the property of the City of College Park. The City agrees, to the extent permitted by law, to hold in strictest confidence all material and information belonging to the Bidder which it deems to contain confidential business or financial information.

Proposals in response to this Request for Proposals (original plus one copy) must be submitted in hard copy (no electronic submittals accepted) in a sealed envelope containing the name and address of the Bidder, in accordance with the requirements specified in the RFP. Submissions should be marked **Job Classification and Compensation Study, RFP CP-16-03** and delivered to the Finance Department, City of College Park, 4500 Knox Road, College Park, Maryland 20740, no later than **Thursday, April 21, 2016 at 2:00 p.m.**, at which time the bids will be publicly opened and read.

REVIEW OF QUALIFICATIONS

The City will review all submissions for responsiveness to this RFP. Individuals, firms or teams will be given consideration. The review will consider the experience of the individual, firm, or team; the experience of the individuals proposed to work on the project; work on similar projects; project references; and fee structure. The City will select the most qualified individuals, firms or team to be interviewed for the project. The City may request additional information and reserves the right to reject any or all proposals as is in its best interest.

AWARD OF CONTRACT

Bidders may bid only on the entire contract. The successful Bidder will be approved by the Mayor & Council of the City of College Park. In determining which proposal is best, the City will take into consideration the bid price and the experience, qualifications, references, responsibility and current availability of the Bidder to perform the work. The City reserves the right to exercise its sole discretion to best serve the interests of the City. Except where the City exercised the right reserved herein to reject any or all proposals, each Contract will be awarded on a per unit price or lump sum basis, as is in the best interest of the City of College Park.

The successful Bidder shall be required to execute a contract in a form satisfactory to the City, in substantially the same form as attached. The City of College Park reserves the right to cancel the award of the Contract at any time prior to execution of the Contract without liability on the part of the City.

EXECUTION OF THE CONTRACT

The successful Bidder must execute the Contract within 10 business days after the award and submit such other Documents as required by the Contract Documents and insurance certificates. Failure by the Contractor to execute the Contract and submit such other documents as required by the Contract Documents shall be just cause for annulment of the award.

If the successful Bidder shall fail to execute the contract, the award may be annulled and the contract awarded to the second-highest rated responsible bidder, and such bidder shall fulfill every stipulation embraced herein, as if he/she were the original party to whom the award was made, or the City of College Park may reject all of the bids, as its interest may require.

A Bidder may submit only one proposal for the Contract. More than one proposal from an individual, firm or partnership, corporation or association under the same or different names will not be considered on any given Contract, and will be considered grounds for disqualification and/or rejection of the proposals involved, unless prior approval has been given by the City.

INVITATIONS TO SUBMIT PROPOSALS AS A COURTESY

This invitation to bid may be sent as a courtesy to known interested parties. The receipt of this RFP from the City in no way implies that the recipient is a qualified bidder.

INTERPRETATIONS

All questions about the meanings or intent, discrepancies or omissions of the Contract Documents shall be submitted in writing by April 8, 2016 at 5:00 p.m. to Jill Clements, Director of Human Resources, jclements@collegeparkmd.gov. The written responses, including any changes to the RFP, become part of the Contract Documents and will be posted on the City website as an addendum by April 11, 2016 at 5:00 p.m. It is the responsibility of each Bidder to visit the City's website at www.collegeparkmd.gov under Government, Bids & RFPs, to obtain any addenda or other information regarding the RFP.

MODIFICATION OF BID DOCUMENTS

The right is reserved, as the interests of the City may require, to revise or amend proposal

specifications prior to the date set for opening bids and to postpone the date set for opening bids. Such revisions, amendments and/or postponements will be posted on the City's website on or before April 11, 2016.

CONTRACT TERM

Work under the contract shall begin on or before June 1, 2016. The date upon which all deliverables under the Contract are due shall be determined as part of the proposal process, but the anticipated deadline for all deliverables is on or before November 1, 2016.

OTHER REQUIREMENTS AND INFORMATION

Liability

The Contractor agrees to hold harmless the City of College Park from any and all claims and liability due to the activity of the contractor, its subcontractors, agents or employees in the execution of the Contract.

Insurance

The Contractor shall provide proof of compliance with State law as to workers' compensation and unemployment insurance, and of adequate comprehensive general liability insurance (bodily injury of \$1,000,000 for each occurrence/aggregate; property damage of \$500,000 for each occurrence/aggregate) and automobile fleet coverage (\$500,000 for each occurrence/aggregate; property damage of \$500,000 for each occurrence/aggregate) in addition to a professional errors and omissions policy with limits of not less than \$500,000 for each occurrence/aggregate. The Contractor shall indemnify and save harmless the City, its officers, agents, servants, and employees, from all suits, actions, and damages or costs of every kind and description arising directly or indirectly out of the performance of the Contract, including attorneys' fees, whether caused by actions or omissions on the part of the Contractor, its agents, servants and employees, or from other causes.

The City shall be named as an Additional Insured on the Comprehensive General Liability Insurance, the Automobile Fleet Insurance, and the Property Damage Insurance. The Contractor shall provide a Certificate of Insurance and additional insured endorsement to the City within 10 business days after the award of the Contract. The Certificate and endorsement shall demonstrate that the Contractor has complied with the requirements of this section and be in a form acceptable to the City.

General

It shall be the exclusive obligation of the Contractor to conform to the terms of the proposal submitted to and approved by the City.

Billing

Invoices shall be submitted monthly, documenting hours worked and describing work performed.

Required Certification

When submitting a bid, the Bidder certifies:

1. Current compliance with the conditions of §69-6 "Equal Benefits" of the City Code, by providing equality of benefits between employees with spouses and/or dependents of spouses

and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners; or

2. Compliance with the conditions of §69-6 at time of contract award; or

3. Compliance with the conditions of §69-6 is not required because of allowable exemption; and

4. That the Bidder does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, genetic information, gender identity, disability, or any other legally-protected characteristic.

Project Manager:

Jill Clements, Director of Human Resources

City of College Park

4500 Knox Road

College Park, MD 20740

Telephone: 240-487-3534

E-mail: jclements@collegeparkmd.gov

SPECIAL TERMS AND CONDITIONS:

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. It is understood that the proposal price will be firm for a time period of one hundred eighty (180) calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.
- C. In submitting this bid, the Bidder certifies that the Bidder:
 - 1. Currently complies with the conditions of § 69-6 “Equal Benefits” of the City Code, by providing equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners; or
 - 2. Will comply with the conditions of § 69-6 at time of contract award; or
 - 3. Is not required to comply with the conditions of § 69-6 because of allowable exemption.
- D. In submitting this bid, the Bidder certifies that the Bidder does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, genetic information, gender identity, disability, or any other legally-protected characteristic.

Name of Bidder: _____

Name of individual authorized to bind the Bidder: _____

Signature: _____

Federal ID Number: _____

Date: _____

How did you learn about this RFP?	
<input type="checkbox"/> City Staff	<input type="checkbox"/> eMaryland Marketplace
<input type="checkbox"/> findrfp.com	<input type="checkbox"/> Other (please specify): _____

TO BE SUBMITTED WITH BID

RFP CP-16-03
INFORMATION REGARDING THE BIDDER

1. Name of Bidder: _____
(Individual/Firm/Corporation)

Address: _____

Telephone: _____ FAX: _____

E-mail Address: _____

2. Please provide the following information concerning work that you have done within the last 5 years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
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3. Please provide at least 3 references, including any Maryland governmental units or agencies for whom you have worked on a similar project. Include the name and telephone number of your contact with each.

4. Identify all subcontractors that you intend to use in performing the work under the Contract, and specify the work each is expected to perform.

Dated this _____ day of _____, 2016.

Name of Bidder

By: _____

Printed Name: _____

Title: _____

TO BE SUBMITTED WITH BID

**RFP CP-16-03
NON-COLLUSION AFFIDAVIT**

_____, being duly sworn on oath, deposes and says:

That he/she is the

(Owner, Partner, Title if on behalf of a Corporation)

of _____,
(Name of Business, Corporation or Partnership)

the party submitting the foregoing Bid; that (he has not) (no officer of the said Corporation has) (no partner of the said Partnership has) nor has any person, firm or corporation acting on (his/her) (its) (their) behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Bid being submitted herewith; and that (he/she) (the said Corporation) (the said Partnership) has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Bid Price of the Bidder herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within Bid is submitted; that in making this Affidavit, the affiant represents that he/she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of his/her knowledge and information.

_____(SEAL)
To be signed by Bidder, if the Bidder is an Individual; or by a Partner, if the Bidder is a Partnership; or by a duly authorized Officer, if the Bidder is a Corporation.

TO BE SUBMITTED WITH BID

**RFP CP-16-03
BRIBERY AFFIDAVIT**

I _____, the undersigned, _____
(Name) (Office Held)

of _____ first being duly sworn and under oath, say and
(Name of Business Entity)

affirm this _____ day of _____, 2016, that I hold the aforementioned office in

(Name of Business Entity)

submitting a bid or otherwise applying for a contract with the City of College Park, a municipal corporation in the State of Maryland, for the supply of goods or services, to wit:

Job Classification and Compensation Study

and that to the best of my knowledge no Officer, Director or Partner of:

(Name of Business Entity)

nor any employee of _____ directly involved in obtaining
(Name of Business Entity)

contracts with the State of Maryland or any County or Municipal Corporation or other Subdivision of the State has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government for acts or omissions committed. I HEREBY CERTIFY UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING IS TRUE TO THE BEST OF MY KNOWLEDGE AND INFORMATION.

(Signature)

_____, Affiant
(Bidder)

TO BE SUBMITTED WITH BID

**RFP CP-16-03
FALSE PRETENSES AFFIDAVIT**

I, _____, the undersigned _____
(Office Held)

of _____, being first duly sworn on oath,
(Name of Business Entity)

affirms and says this _____ day of _____, 2016 that I hold the aforementioned office in

(Name of Business Entity)

I FURTHER DECLARE AND AFFIRM, under the penalties of perjury, that neither I nor, to the best of my knowledge, information and belief, the above Business Entity nor any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the City, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

(SEAL)

To be signed by Bidder, if the Bidder is an Individual; or by a Partner, if the Bidder is a Partnership; or by a duly authorized Officer, if the Bidder is a Corporation.

TO BE SUBMITTED WITH BID

RFP CP-16-03
CERTIFICATE OF NON-SUSPENSION

I, _____, do hereby certify
that _____ has not been suspended or
(Name of Bidder)

barred from participation in contract activities with any government.

Signature

Title

Date

RFP CP-16-03
AFFIDAVIT OF NON-CONVICTION

I hereby affirm that:

- (1) I am the _____ (Title) and duly authorized representative of _____ (Name of Business Entity) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
- (2) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and
- (3) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and
- (4) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.
- (5) Except as described in Paragraph 6 below, neither I nor the above firm nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have debarred or suspended under this subtitle
- (6) State “none” or, as appropriate, list any conviction, plea or admission described in Paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

I acknowledge that this affidavit is to be furnished, where appropriate, to the City of College Park, Maryland, under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the City may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

 Date

 Signature

Printed Name: _____

**CITY OF COLLEGE PARK
SAMPLE CONSULTANT AGREEMENT
JOB CLASSIFICATION AND COMPENSATION STUDY
RFP CP-16-03**

THIS CONSULTANT AGREEMENT (the “Agreement”) is made this _____ day of _____, 2016, by and between the CITY OF COLLEGE PARK (the “City”), a municipal corporation of the State of Maryland, whose address is 4500 Knox Road, College Park, Maryland 20740 and _____, hereinafter referred to as “Consultant,” whose address is _____.

WHEREAS, Consultant desires to act as a consultant to assist the City in developing and maintaining a fair and equitable classification and compensation plan that enables the City to recruit and retain well-qualified staff.

WHEREAS, the City desires that Consultant provide such services.

NOW, THEREFORE, in consideration of the premises and mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Appointment** The City hereby engages Consultant, as an independent professional consultant and not as an agent or employee of the City, to provide classification and compensation consulting services and Consultant hereby accepts such work, subject to the terms and provisions of this Agreement.

2. **Scope of Services** Pursuant to the Agreement, the Consultant agrees to furnish all the material and perform all of the work in compliance with the requirements and standards contained in the Contract Documents, as defined herein. All work shall be performed in accordance with the

standards in the industry. The following Consultant services are included as part of this Agreement:

A. Consultants to present kickoff meeting and wrap up meeting to all staff and provide information to the Project Manager and staff as necessary during the entire project

B. Meet with Mayor and City Council on two occasions at beginning and end of project to present outline of work to be done and review outcomes and proposed implementation plan.

C. Present a comprehensive job evaluation and classification system that can be continued in the future with trained in-house staff. Evaluate components of each position in order to classify them in relation to internal and external markets. Train specified staff in the utilization and maintenance of the system independent of the contractor. Provide all necessary materials for this purpose.

D. Review existing job descriptions and conduct comprehensive interviews where necessary to update and/or create new job descriptions, and ensure that they accurately reflect duties performed by position incumbents and comply with relevant federal, state, and county regulations. Job descriptions shall reflect essential responsibilities and duties, minimum and preferred qualifications, and working conditions and physical requirements. Provide electronic, editable copies to City. Confirm the exempt or non-exempt status of each position, per Fair Labor Standards Act requirements.

E. Conduct market-based wage, salary, and benefits survey for all positions, to include without limitation the identified peer group, to determine the competitiveness of the City's total compensation package.

F. Revise or develop wage and salary grades and ranges. Place each position into the appropriate wage range or grade according to the market, the compensation philosophy, and internal equity.

G. Write a policy and process that enables the City to maintain the wage and salary structure that is developed (or revised); including issues such as transfer, promotion, demotion, red-circling, reclassification, new hire salaries, etc.

H. Recommend an implementation plan for the new system. Include calculations for the approximate cost of implementing the recommendations and a workable timetable for implementation.

3. Dates of Work The Consultant agrees to commence work on or before June 1, 2016 and shall complete all contract work on or before November 1, 2016. All work shall be performed pursuant to a work schedule submitted by the Consultant. It is understood by the parties hereto

that time is of the essence in the completion of the services under this Agreement.

4. Contract Price The City agrees to pay the Consultant, as consideration for the Consultant's satisfactory performance of all obligations under this Agreement, a sum not to exceed _____, which shall include all incidental costs including, but not limited to, travel, printing, copying, binding, telephone, drawings, diagrams and photographs.

Additional services related to this project shall be provided by the Consultant on an as-needed basis as directed by the City in writing. Such services shall be billed to the City at the hourly rates shown on the Bid Proposal Form. Invoices for payment of services may be submitted on a monthly basis detailing the work done, and any other documentation required by the City. Invoices will be paid after approval. In no event shall the amount billed by the Consultant exceed that amount attributed to the work completed as of the date of the bill.

5. Contract Documents This Agreement and the following enumerated documents, which are incorporated by reference as if fully set forth herein, form the Agreement and are termed the Contract Documents:

- Proposal forms submitted by Consultant and attachments thereto;
- Bid Proposal Form and attachments thereto;
- Information Regarding the Bidder form;
- Required affidavits and certifications
- Schedule of Work

6. Other Payments; Expenses; Taxes The City will not be responsible for any cost or expenses of operation of any kind associated with Consultant's provision of services pursuant to this Agreement, except as set out herein. Consultant shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the services to be rendered hereunder except as set out herein. The parties hereto further agree that the City shall have no obligation to reimburse, pay directly or otherwise satisfy any expenses of the Consultant in

connection with the performance of his obligations under this Agreement.

It is expressly understood and acknowledged by the parties hereto that the fees payable hereunder shall be paid in the gross amount, without reduction for any Federal or State withholding or other payroll taxes, or any other governmental taxes or charges. The parties hereto further recognize that Consultant, as an independent Consultant of the City, is responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, Social Security payments, unemployment compensation payments, and any other fees, taxes, and expenses whatsoever. In the event that Consultant is deemed not to be an independent Consultant by any local, state or federal governmental agency, Consultant agrees to indemnify and hold harmless the City for any and all fees, costs and expenses, including, but not limited to, attorneys fees incurred thereby.

7. **Insurance** Consultant will purchase and maintain during the entire term of this Agreement, comprehensive general liability insurance, professional errors and omissions insurance, automobile liability insurance, and workers' compensation insurance with limits of not less than those set forth below. On each policy, Consultant will name the City of College Park as an additional insured and provide an additional insured endorsement.

Comprehensive General Liability Insurance

(1) Personal injury liability insurance with a limit of \$1,000,000 each occurrence/aggregate;

(2) Property damage liability insurance with limits of \$500,000 each occurrence/aggregate.

All insurance shall include completed operations and contractual liability coverage.

Professional Errors and Omissions Insurance. The Consultant shall maintain a policy with limits of not less than \$1,000,000 each occurrence/aggregate.

Automobile Liability Coverage Automobile fleet insurance \$1,000,000 for each occurrence/aggregate; property damage \$500,000 for each occurrence/aggregate.

Workers' Compensation Insurance. Consultant shall comply with the requirements and benefits established by the State of Maryland for the provision of workers' compensation insurance. The City will deduct a predetermined percentage of each payment to any Consultant who has failed to provide a certificate of insurance for workers' compensation, in order to defray coverage costs of the City. This percentage is subject to change. The Consultant will be provided notification of any change. All corporations are required to provide workers' compensation certificates of insurance.

Copies of the certificates of insurance and additional insured endorsement for all required coverage shall be furnished to the City prior to commencing work.

Provision of any insurance required herein does not relieve consultant of any of the responsibilities or obligations assumed by the Consultant in the contract awarded, or for which the Consultant may be liable by law or otherwise. Provision of such insurance is not intended in any way to waive the City's immunities or any damage limits applicable to municipal government as provided by law.

8. Indemnification The Consultant shall indemnify and save harmless the City, its officers, employees and agents, from all suits, actions and damages or costs of every kind and description, including attorneys' fees, arising directly or indirectly out of the performance of the Agreement, whether caused by the negligent or intentional act or omission on the part of the Consultant, its agents, servants, employees and subcontractors.

9. Licenses, Applicable Laws Consultant will be responsible for obtaining any and all licenses pertaining to performance of work under the Agreement. All services and materials

provided by Consultant shall conform to all applicable laws and regulations.

10. Materials and Standard of Work. All work performed and material provided pursuant to this Agreement shall be in conformance with standards and specifications applicable in the industry. All work shall be performed in a neat and workmanlike manner by trained and experienced personnel. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Consultant at Consultant's expense, notwithstanding that such deficiencies have been previously accepted or were due to no fault of the Consultant.

11. Subcontracting. The Consultant may not subcontract any other work required under this Agreement without the consent of the City. If the Consultant wishes to subcontract any of the said work, it must provide subcontractor names, addresses, and telephone numbers and a description of the work to be done. The Consultant is not relieved of primary responsibility for full and complete performance of any work identified to the subcontractor. There shall be no contractual relationship between the City and the subcontractor.

12. Accurate Information The Consultant certifies that all information provided in response to the invitation to bid or other requests for information is true and correct. Any false or misleading information is grounds for the City to reject the bid and terminate this Agreement.

13. Errors in Specifications The Consultant shall take no advantage of any error or omission in the specifications. The City shall make such corrections and interpretations as may be deemed necessary and that decision shall be final.

14. Construction and Legal Effect This Agreement, including all Contract Documents, constitutes the entire understanding between the parties. No modification or addition to this Agreement shall have any effect unless made in writing and signed by both parties hereto.

15. No Assignment This Agreement shall not be assigned or transferred by Consultant,

whether by operation of law or in any other manner, without prior consent in writing from the City. In the event of insolvency of either party, this Agreement shall terminate immediately at the election of the other party.

16. Relief. The Consultant recognizes the substantial and immediate harm that a breach or threatened breach of this Agreement will impose upon the City, and further recognizes that in such event monetary damages may be available to the City. Accordingly, in the event of a breach or threatened breach of this Agreement, Consultant consents to the City's entitlement to seek ex parte, preliminary, interlocutory, temporary or permanent injunctive, or any other equitable relief, protecting and fully enforcing the City's rights hereunder and preventing the Consultant from further breaching any of its obligations set forth herein. Nothing herein shall be construed as prohibiting the City from pursuing any other remedies available to the City at law or in equity for such breach or threatened breach, including the recovery of damages from Consultant.

17. Termination for Default Notwithstanding anything to the contrary herein, this Agreement may be terminated upon the failure of the Consultant to deliver work, supplies, materials or services in a timely manner, to correct defective work or materials, to act in good faith, or to carry out the work in accordance with Contract Documents, each of which shall constitute a breach of this Agreement. In such event, the City may give notice to the Consultant to cease work until the cause for such order has been eliminated. Should the Consultant fail to correct such default within 24 hours after receipt of notification, the City may terminate this Agreement. This provision shall not limit the City in exercising any other rights or remedies it may have.

18. Termination for Convenience The performance of work or delivery of services under this Agreement may be terminated in whole or in part at any time upon written notice

when the City determines that such termination is in its best interest. The City will be liable only for labor, materials, goods, and services furnished prior to the effective date of such termination.

19. Notices All notices shall be sufficient if delivered in person or sent by certified mail to the parties at the following addresses:

FOR THE CITY:
Scott Somers, City Manager
City of College Park
4500 Knox Road
College Park, MD 20740

FOR THE CONSULTANT

20. Costs In the event of any breach or failure by a party to fulfill any term, covenant or provision of this Agreement, the breaching party shall be responsible for any and all costs and expenses, including reasonable attorneys' fees, incurred on account of such breach.

21. Enforcement Provisions. The failure of the City or Consultant, at any time, to enforce any of the provisions of this Agreement, or any right with respect thereto, will in no way be construed to be a waiver of such provisions or right, or in any way to affect the validity of this Agreement. The exercise by either party of any rights under this Agreement shall not preclude or prejudice the subsequent exercise of the same or any other rights under this Agreement.

22. Governing Law. This Agreement shall be governed by the laws of the State of Maryland, excluding its conflict of law rules, as if this Agreement were made and is to be performed entirely within the State of Maryland.

23. Severability If any term or provision of this Agreement shall be held invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be enforced to the fullest extent permitted by law.

24. Set-Off In the event that Consultant shall owe an obligation of any type whatsoever to the City at any time during the term hereof or after termination of the relationship created hereunder, the City shall have the right to offset any amount so owed by the Consultant against any compensation due the Consultant from the City.

25. Materials

A. Materials produced under this Contract shall be considered Official Products of Work, owned by the City of College Park. With permission from the City, the Consultant may share/use these Products with other existing and future clients.

B. Materials independently developed and owned by the Consultant or by other authors and third parties, and which may be used in the fulfillment of this Contract, remain the property of their authors or owners. Subsequent use of such materials by the City shall require written permission of the Consultant or other author(s) thereof.

C. Information contained in documents that may be given to the Consultant for review remain the property of the City and may not be duplicated or distributed or otherwise published without the express consent of the owner. Material provided to the Consultant for review shall be returned to the City upon completion of the task.

D. The Consultant understands that information and records provided to or made available about participants and clients or services during the performance of this Contract are considered confidential and shall not be used for any purpose other than to perform the required services. Regardless of the data format, the Consultant agrees that it, and any of its employees,

shall not disclose or allow disclosure of any such data or derivatives of it to any third party without the written permission of the City. Any copies of such records made during performance of this Contract shall be returned to the City upon the expiration of the Contract.

26. Non Discrimination

A. The City of College Park is an Equal Opportunity Employer. Discrimination based on race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, genetic information, gender identity, disability, or any other legally-protected characteristic or any other factors not related to the ability to perform the work is expressly prohibited.

B. The Consultant certifies that it does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, genetic information, gender identity, disability, or any other legally-protected characteristic or any other factors not related to the ability to perform the work.

C. The Consultant will, in all advertisements or solicitations for employees, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, genetic information, gender identity, disability, or any other legally-protected characteristic or any other factors not related to the ability to perform the work.

27. Equal Benefits

A. Consultant must comply with the applicable provisions of § 69-6 of the City Code. The Consultant shall provide the City Manager or his designee access to its records for the purpose of audits and/or investigations to ascertain compliance with these provisions.

B. Upon request, the Consultant shall provide evidence of compliance with the provisions of §69-6 of the City Code upon each new bid, contract renewal, or when the City

Manager has received a complaint or has reason to believe the Consultant may not be in compliance with the provisions of this section.

C. The failure of the Consultant to comply with §69-6 of the City Code will be deemed to be a material breach of the covered contract.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal the day and year first above written.

ATTEST:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

By: _____
Scott Somers, City Manager

WITNESS:

CONSULTANT: _____

By: _____

Printed Name: _____

Title: _____

APPROVED AS TO LEGAL SUFFICIENCY:

Suellen M. Ferguson
City Attorney

ATTACHMENT A

CITY OF COLLEGE PARK, MARYLAND PAY TABLE - FY 2016

The Pay Table shown below will be in effect for FY 2016. The grades are shown down the left side and the steps are across the top. For example, Grade 9, Step 1 shows an annual salary of \$39,567. This is the entry salary for that grade. Since FY 2005, each year through Step 17, there is a 2.5% merit increase for an employee receiving a satisfactory evaluation. In FY 2009, 3 longevity steps were added to the end of each grade; employees in these longevity steps will receive a 5% merit increase every 3rd year based on satisfactory evaluations.

Grades 1 - 24, for employees not covered under the Public Works collective bargaining agreement, include a 2.00% cost of living (COLA) adjustment for FY 2016. Grades 61 - 84, for employees covered under the Public Works collective bargaining agreement, include a 2.00% cost of living (COLA) adjustment for FY 2016. The FY 2016 2.00% COLA is effective July 1, 2015.

Employees not covered under the Public Works collective bargaining agreement (Grades 1-24):																		LONGEVITY STEPS		
STEP	Entry	1 yr./2.5%	3 yrs./5%	3 yrs./5%	3 yrs./5%															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	20	23	26
GRADE 1	27,837	28,533	29,246	29,977	30,727	31,495	32,282	33,089	33,917	34,765	35,634	36,525	37,438	38,374	39,333	40,316	41,324	43,390	45,560	47,838
2	29,302	30,035	30,785	31,555	32,344	33,153	33,981	34,831	35,702	36,594	37,509	38,447	39,408	40,393	41,403	42,438	43,499	45,674	47,958	50,356
3	30,770	31,539	32,328	33,136	33,964	34,813	35,684	36,576	37,490	38,428	39,388	40,373	41,382	42,417	43,477	44,564	45,678	47,962	50,360	52,878
4	32,235	33,041	33,867	34,714	35,581	36,471	37,383	38,317	39,275	40,257	41,264	42,295	43,352	44,436	45,547	46,686	47,853	50,246	52,758	55,396
5	33,702	34,545	35,408	36,293	37,201	38,131	39,084	40,061	41,063	42,089	43,141	44,220	45,325	46,459	47,620	48,811	50,031	52,532	55,159	57,917
6	35,167	36,046	36,947	37,871	38,818	39,788	40,783	41,803	42,848	43,919	45,017	46,142	47,296	48,478	49,690	50,932	52,206	54,816	57,557	60,435
7	36,634	37,550	38,489	39,451	40,437	41,448	42,484	43,546	44,635	45,751	46,895	48,067	49,269	50,500	51,763	53,057	54,383	57,103	59,958	62,956
8	38,100	39,053	40,029	41,030	42,055	43,107	44,184	45,289	46,421	47,582	48,771	49,991	51,240	52,521	53,834	55,180	56,560	59,388	62,357	65,475
9	39,567	40,556	41,570	42,609	43,675	44,766	45,886	47,033	48,209	49,414	50,649	51,915	53,213	54,544	55,907	57,305	58,737	61,674	64,758	67,996
10	41,033	42,059	43,110	44,188	45,293	46,425	47,586	48,775	49,995	51,245	52,526	53,839	55,185	56,564	57,979	59,428	60,914	63,959	67,157	70,515
11	42,499	43,561	44,651	45,767	46,911	48,084	49,286	50,518	51,781	53,075	54,402	55,762	57,156	58,585	60,050	61,551	63,090	66,245	69,557	73,035
12	43,965	45,064	46,191	47,345	48,529	49,742	50,986	52,261	53,567	54,906	56,279	57,686	59,128	60,606	62,121	63,674	65,266	68,530	71,956	75,554
13	46,163	47,317	48,500	49,713	50,955	52,229	53,535	54,873	56,245	57,651	59,093	60,570	62,084	63,636	65,227	66,858	68,529	71,956	75,553	79,331
14	49,095	50,322	51,580	52,870	54,192	55,546	56,935	58,359	59,817	61,313	62,846	64,417	66,027	67,678	69,370	71,104	72,882	76,526	80,352	84,370
15	52,029	53,330	54,663	56,030	57,430	58,866	60,338	61,846	63,392	64,977	66,602	68,267	69,973	71,723	73,516	75,354	77,237	81,099	85,154	89,412
16	54,961	56,335	57,743	59,187	60,667	62,183	63,738	65,331	66,965	68,639	70,355	72,114	73,916	75,764	77,658	79,600	81,590	85,669	89,953	94,451
17	57,892	59,339	60,823	62,343	63,902	65,499	67,137	68,815	70,536	72,299	74,107	75,959	77,858	79,805	81,800	83,845	85,941	90,238	94,750	99,487
18	60,825	62,346	63,904	65,502	67,139	68,818	70,538	72,302	74,109	75,962	77,861	79,808	81,803	83,848	85,944	88,093	90,295	94,810	99,550	104,528
19	63,758	65,352	66,986	68,660	70,377	72,136	73,940	75,788	77,683	79,625	81,616	83,656	85,747	87,891	90,088	92,341	94,649	99,382	104,351	109,568
20	66,691	68,358	70,067	71,819	73,614	75,455	77,341	79,275	81,257	83,288	85,370	87,504	89,692	91,934	94,233	96,588	99,003	103,953	109,151	114,609
21	69,623	71,364	73,148	74,976	76,851	78,772	80,741	82,760	84,829	86,950	89,123	91,351	93,635	95,976	98,375	100,835	103,356	108,524	113,950	119,647
22	72,556	74,370	76,229	78,135	80,088	82,090	84,143	86,246	88,402	90,613	92,878	95,200	97,580	100,019	102,520	105,083	107,710	113,095	118,750	124,688
23	76,955	78,879	80,851	82,872	84,944	87,068	89,244	91,475	93,762	96,106	98,509	100,972	103,496	106,083	108,735	111,454	114,240	119,952	125,950	132,247
24	82,820	84,891	87,013	89,188	91,418	93,703	96,046	98,447	100,908	103,431	106,017	108,667	111,384	114,168	117,022	119,948	122,947	129,094	135,549	142,326

Employees covered under the Public Works collective bargaining agreement (Grades 61-84):

STEP	Entry 1	1 yr./2.5%															LONGEVITY STEPS			
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	3 yrs./5% 20	3 yrs./5% 23	3 yrs./5% 26
61	27,837	28,533	29,246	29,977	30,727	31,495	32,282	33,089	33,917	34,765	35,634	36,525	37,438	38,374	39,333	40,316	41,324	43,390	45,560	47,838
62	29,302	30,035	30,785	31,555	32,344	33,153	33,981	34,831	35,702	36,594	37,509	38,447	39,408	40,393	41,403	42,438	43,499	45,674	47,958	50,356
63	30,770	31,539	32,328	33,136	33,964	34,813	35,684	36,576	37,490	38,428	39,388	40,373	41,382	42,417	43,477	44,564	45,678	47,962	50,360	52,878
64	32,235	33,041	33,867	34,714	35,581	36,471	37,383	38,317	39,275	40,257	41,264	42,295	43,352	44,436	45,547	46,686	47,853	50,246	52,758	55,396
65	33,702	34,545	35,408	36,293	37,201	38,131	39,084	40,061	41,063	42,089	43,141	44,220	45,325	46,459	47,620	48,811	50,031	52,532	55,159	57,917
66	35,167	36,046	36,947	37,871	38,818	39,788	40,783	41,803	42,848	43,919	45,017	46,142	47,296	48,478	49,690	50,932	52,206	54,816	57,557	60,435
67	36,634	37,550	38,489	39,451	40,437	41,448	42,484	43,546	44,635	45,751	46,895	48,067	49,269	50,500	51,763	53,057	54,383	57,103	59,958	62,956
68	38,100	39,053	40,029	41,030	42,055	43,107	44,184	45,289	46,421	47,582	48,771	49,991	51,240	52,521	53,834	55,180	56,560	59,388	62,357	65,475
69	39,567	40,556	41,570	42,609	43,675	44,766	45,886	47,033	48,209	49,414	50,649	51,915	53,213	54,544	55,907	57,305	58,737	61,674	64,758	67,996
70	41,033	42,059	43,110	44,188	45,293	46,425	47,586	48,775	49,995	51,245	52,526	53,839	55,185	56,564	57,979	59,428	60,914	63,959	67,157	70,515
71	42,499	43,561	44,651	45,767	46,911	48,084	49,286	50,518	51,781	53,075	54,402	55,762	57,156	58,585	60,050	61,551	63,090	66,245	69,557	73,035
72	43,965	45,064	46,191	47,345	48,529	49,742	50,986	52,261	53,567	54,906	56,279	57,686	59,128	60,606	62,121	63,674	65,266	68,530	71,956	75,554
73	46,163	47,317	48,500	49,713	50,955	52,229	53,535	54,873	56,245	57,651	59,093	60,570	62,084	63,636	65,227	66,858	68,529	71,956	75,553	79,331
74	49,095	50,322	51,580	52,870	54,192	55,546	56,935	58,359	59,817	61,313	62,846	64,417	66,027	67,678	69,370	71,104	72,882	76,526	80,352	84,370
75	52,029	53,330	54,663	56,030	57,430	58,866	60,338	61,846	63,392	64,977	66,602	68,267	69,973	71,723	73,516	75,354	77,237	81,099	85,154	89,412
76	54,961	56,335	57,743	59,187	60,667	62,183	63,738	65,331	66,965	68,639	70,355	72,114	73,916	75,764	77,658	79,600	81,590	85,669	89,953	94,451
77	57,892	59,339	60,823	62,343	63,902	65,499	67,137	68,815	70,536	72,299	74,107	75,959	77,858	79,805	81,800	83,845	85,941	90,238	94,750	99,487
78	60,825	62,346	63,904	65,502	67,139	68,818	70,538	72,302	74,109	75,962	77,861	79,808	81,803	83,848	85,944	88,093	90,295	94,810	99,550	104,528
79	63,758	65,352	66,986	68,660	70,377	72,136	73,940	75,788	77,683	79,625	81,616	83,656	85,747	87,891	90,088	92,341	94,649	99,382	104,351	109,568
80	66,691	68,358	70,067	71,819	73,614	75,455	77,341	79,275	81,257	83,288	85,370	87,504	89,692	91,934	94,233	96,588	99,003	103,953	109,151	114,609
81	69,623	71,364	73,148	74,976	76,851	78,772	80,741	82,760	84,829	86,950	89,123	91,351	93,635	95,976	98,375	100,835	103,356	108,524	113,950	119,647
82	72,556	74,370	76,229	78,135	80,088	82,090	84,143	86,246	88,402	90,613	92,878	95,200	97,580	100,019	102,520	105,083	107,710	113,095	118,750	124,688
83	76,955	78,879	80,851	82,872	84,944	87,068	89,244	91,475	93,762	96,106	98,509	100,972	103,496	106,083	108,735	111,454	114,240	119,952	125,950	132,247
84	82,820	84,891	87,013	89,188	91,418	93,703	96,046	98,447	100,908	103,431	106,017	108,667	111,384	114,168	117,022	119,948	122,947	129,094	135,549	142,326

ATTACHMENT B

**CITY OF COLLEGE PARK, MARYLAND
Annual Salary Range by Job Classification
For the fiscal year ending June 30, 2016**

<u>Position Title</u>	<u>Pay Grade</u>	<u>Annual Salary Range (including longevity steps)</u>
Employees not covered under the Public Works collective bargaining agreement:		
Custodial Worker	1	\$27,837 - \$47,838
	2	\$29,302 - \$50,356
Office Specialist I	3	\$30,770 - \$52,878
Fiscal Support Specialist I	4	\$32,235 - \$55,396
	5	\$33,702 - \$57,917
Office Specialist II Fiscal Support Specialist II Parking Enforcement Officer I Animal Control Officer I Bus Driver Custodial Supervisor Engineering Technician I Outreach Coordinator Assistant	6	\$35,167 - \$60,435
Parking Enforcement Officer II Animal Control Officer II Facilities Maintenance Worker	7	\$36,634 - \$62,956
Code Enforcement Officer I Information Technology Tech I	8	\$38,100 - \$65,475
Office Specialist III Human Resources Assistant I	9	\$39,567 - \$67,996

Code Enforcement Officer II Seniors Program Caseworker Animal Control Officer III Fiscal Support Specialist III Payroll Supervisor	10	\$41,033 - \$70,515
	11	\$42,499 - \$73,035
Information Technology Tech II Code Enforcement Officer III Administrative Assistant Human Resources Assistant II	12	\$43,965 - \$75,554
Safety Officer Fleet Supervisor Crew Chief Landscape Foreman Seniors Program Manager Parking Enf. Field Operations Supervisor Assistant City Clerk Human Resources Generalist Administrative Asst./Recycling Coordinator Public Safety Officer	13	\$46,163 - \$79,331
Family Therapist Planner Economic Development Planner Billing & Collections Supervisor II	14	\$49,095 - \$84,370
Information Technology Tech III	15	\$52,029 - \$89,412
Horticulturist	16	\$54,961 - \$94,451
Clinical Supervisor Public Works Supervisor Assistant to the City Manager I Parking Enforcement Manager Code Enforcement Manager Senior Planner	17	\$57,892 - \$99,487
Programmer Analyst Assistant to the City Manager II	18	\$60,825 - \$104,528
City Clerk Information Systems Manager	19	\$63,758 - \$109,568
Deputy Director of Public Works Deputy Director of Finance Civil Engineer II	20	\$66,691 - \$114,609

Senior City Clerk	21	\$69,623 - \$119,647
Civil Engineer III	22	\$72,556 - \$124,688
	23	\$76,955 - \$132,247
Director of Finance	24	\$82,820 - \$142,326
Director of Public Works		
Assistant City Manager		
Director of Youth, Family & Senior Services		
Director of Planning		
Director of Public Services		
Director of Human Resources		

**Employees covered under the
Public Works collective bargaining
agreement:**

	61	\$27,837 - \$47,838
Laborer	62	\$29,302 - \$50,356
Laborer / Driver	63	\$30,770 - \$52,878
Grounds Laborer / Driver		
	64	\$32,235 - \$55,396
	65	\$33,702 - \$57,917
Motor Equipment Operator I	66	\$35,167 - \$60,435
Supply Clerk		
Groundskeeper		
Dispatch / Administrative Clerk		
Motor Equipment Operator I + Class A	67	\$36,634 - \$62,956
Motor Equipment Operator II	68	\$38,100 - \$65,475
Garage Supply Clerk / Assistant Mechanic	69	\$39,567 - \$67,996
Motor Equipment Operator II + Class A		
Mechanic I		
	70	\$41,033 - \$70,515
Mechanic II	71	\$42,499 - \$73,035
Motor Equipment Operator III		

Lead Groundskeeper	72	\$43,965 - \$75,554
Lead Motor Equipment Operator	73	\$46,163 - \$79,331
	74	\$49,095 - \$84,370
	75	\$52,029 - \$89,412
	76	\$54,961 - \$94,451
	77	\$57,892 - \$99,487
	78	\$60,825 - \$104,528
	79	\$63,758 - \$109,568
	80	\$66,691 - \$114,609
	81	\$69,623 - \$119,647
	82	\$72,556 - \$124,688
	83	\$76,955 - \$132,247
	84	\$82,820 - \$142,326