



REQUEST FOR PROPOSALS

COMPENSATION & CLASSIFICATION STUDY

Proposal Due Date:
March 16th, 2026 – 4:00pm CST

REQUEST FOR PROPOSALS COMPENSATION & CLASSIFICATION STUDY

The City of Le Sueur (City) is currently soliciting proposals from qualified individuals or firms for an Employee Compensation & Classification Study. This Request for Proposals (RFP) is issued on behalf of the City Council and the City of Le Sueur, Le Sueur County, Minnesota. The City intends to establish a revised/new employee job classification and compensation system that meets the following goals:

- 1) Reviews existing job evaluation and compensation system and makes recommendations for improvements to the existing system or the implementation of a completely new system;
- 2) Complies with Minnesota Statutes 471.991-471.999 and Minnesota Rules Chapter 3920, known as the Pay Equity Law;
- 3) Establishes fair and equitable compensation relationships within the organization;
- 4) Relates compensation to relevant market conditions outside the organization;
- 5) Is applied organization-wide professionally, consistently and objectively;
- 6) Is easily maintainable, after implementation, by the City in a manner that preserves and enhances the integrity, validity, and reliability of the system.

Proposals must be received no later than 4:00pm, Monday, March 16, 2026. Proposals received after the above date and time may not be considered.

The City will not reimburse any expenses incurred by the respondent including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

The City reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from respondents, and ultimately to select the proposal which furthers the best interests of the City. To ensure a fair process, questions regarding the proposal process should be directed to City Administrator. No other City staff or City Council members may be contacted.

Public Records and Proprietary Material

Respondents are required to complete the attached Form of Consent for Release of Proposal Data (Exhibit B). Respondents should be aware that any information they submit to the City, or that is used by the City, even if the respondents possess the records, may be public records. The City will promptly disclose public records upon request unless a statute exempts them from disclosure. Respondents should also be aware that if even a portion of a record is exempt from disclosure, the rest of the record must be disclosed. Exemptions, including those for trade secrets and "valuable formula," are narrow and specific. Respondents should clearly mark any record they believe is exempt from disclosure.

Upon receipt of a request for public disclosure, the City will notify the respondent of any public disclosure request for the respondent's submittal. If the respondent believes its records are exempt from disclosure, it is the respondent's discretion whether to pursue exemption via legal means.

However, if the respondent does not timely obtain and serve an injunction, the City will disclose the records, in accordance with applicable law.

**SECTION ONE:
GENERAL INFORMATION**

The City of Le Sueur is located in South Central Minnesota, in the beautiful Minnesota River Valley, just 50 miles southwest of the Twin Cities, along US Highway 169. Le Sueur is the largest city in Le Sueur County, with a population of approximately 4,200 people. Like many communities its size, the present fiscal and economic challenges are difficult, and officials are working hard to position their government for long term success.

The City currently has 39 full-time employees, 4 regular part-time employees, 5 part-time Police Officers, 23 paid-on-call Firefighters, and 15 seasonal/temporary employees (see Appendix A). There are four collective bargaining agreements covering the Police Officers & Sergeants, Electric Utility employees, Water/Wastewater employees, and Public Works & Facilities employees. Administrative and financial staff are shared by both the City and its utilities.

The most recent Compensation & Classification Study was completed in 2020. There are currently 26 job classifications in the City with all 26 to be included in the study (see Appendix A). The City has maintained job descriptions for each position. Due to the lack of recent job classification and compensation study, there is a need to evaluate the job descriptions and pay ranges for various positions in the City.

Schedule

A pre-proposal meeting will not be held.

RFP released February 13, 2026
Proposals due 4:00 pm on Monday, March 16, 2026
City Council meets March 23, 2026
Study commences April 2026
Study completed by the end of July 2026

Contract

The successful firm will be required to enter into a contract for services which will require the following:

- Payment shall be made in full upon the completion of work.
- This proposal is for services for the specific work mentioned and award of the proposal to a contractor should not be taken as initiating a continuing relationship for this or other types of services.

SECTION TWO: SPECIFICATIONS

The City intends to establish a revised/new employee job classification and compensation system that meets the following goals:

- 1) Reviews existing job evaluation and compensation system and makes recommendations for improvements to the existing system or the implementation of a completely new system;
- 2) Complies with Minnesota Statutes 471.991-471.999 and Minnesota Rules Chapter 3920, known as the Pay Equity Law;
- 3) Establishes fair and equitable compensation relationships within the organization;
- 4) Relates compensation to relevant market conditions outside the organization;
- 5) Is applied organization-wide professionally, consistently and objectively;
- 6) Is easily maintainable, after implementation, by the City in a manner that preserves and enhances the integrity, validity, and reliability of the system.

SECTION THREE: REQUIRED CONTENTS FOR PROPOSALS

Proposals shall contain the following information, organized according to the outline below for clarity and ease of comparison:

- 1) Overview of the proposed process, including:
 - a) Project work plan with estimated timeframes outlined.
 - b) Involvement required of City staff.
 - c) How communication with bargaining units will be achieved.
 - d) How objectivity and impartiality will be ensured.
 - e) How a complete review and understanding of City positions will be ensured.
 - f) The process to be used to gather information, involving written material and/or interviews.
 - g) The process to be used for appeals.
- 2) Total project cost specified as a lump sum not to be exceeded:
 - a) Maximum costs for the project based on the project as described herein including the total cost of any other expenses such as meals, materials, travel, etc.
 - b) To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this RFP.
 - c) Specify conditions, if any, which would cause a request for additional compensation.
- 3) A statement summarizing the firm's expertise and experience in performing comprehensive classification and compensation studies, providing a brief overview of the history and structure of the firm.

- 4) A minimum of three (3) references for classification and compensation work completed within the past three (3) years, preferably from Minnesota, and including at least two (2) within the public sector. List contact name, address, phone number and email address for each reference, and provide any examples of work performed for the references. The City reserves the right to investigate the references and the past performance of similar projects, compliance with specifications and contractual obligations, and its completion of a project on schedule.
- 5) List any deviations from this RFP.
- 6) Proposing firms shall submit one (1) electronic copy (pdf) of entire proposal, emailed to jroby@cityoflesueur.com, and three (3) paper copies of entire proposal, delivered by mail or personal delivery at the location listed in Section Four.

SECTION FOUR: INQUIRIES

Prospective respondents may submit questions by e-mail or phone to:

Joe Roby, City Administrator
203 South 2nd Street
Le Sueur, MN 56058
Phone: (507) 593-8315
Email: jroby@cityoflesueur.com

SECTION FIVE: SELECTION PROCESS – PROPOSAL EVALUATION AND CONTRACT AWARD

The City intends to award a contract to the respondent best qualified to perform the work for the City, cost and other factors considered. The City of Le Sueur reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from respondents, and ultimately to select the proposal which furthers the best interests of the City.

The approval of the firm selected will be made by the City Council.

SECTION SIX: CONTRACT ETHICS

- 1) No elected official or employee of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions affecting their direct or indirect personal or financial interest.

- 2) It is a breach of ethical standards for any person to offer, give, or agree to give any City employee or official, or for any City employee or official to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group, or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
- 3) The respondent firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
- 4) The respondent firm shall not accept any client or project that places it in a conflict of interest with its representation of the City of Le Sueur. If such a conflict of interest is subsequently discovered, the City shall be promptly notified.

Appendix A

No.	Title	FLSA	Union	Status	# of employees
1	Customer Support Technician	Non-Exempt	No	Full-time	1
2	Public Services Technician	Non-Exempt	No	Part-time	1
3	Public Works & Facilities Operator	Non-Exempt	Yes	Full-time	4
4	Water & Wastewater Operator	Non-Exempt	Yes	Full-time	5
5	Finance Analyst	Non-Exempt	No	Full-time	1
6	Public Safety Analyst	Non-Exempt	No	Full-time	1
7	Recreation Programming Specialist	Non-Exempt	No	Full-time	1
8	City Clerk	Non-Exempt	No	Full-time	1
9	Utility Billing Coordinator	Non-Exempt	No	Full-time	1
10	Police Officer	Non-Exempt	Yes	Full-time	5
11	Electric Lineperson	Non-Exempt	Yes	Full-time	4
12	Water & Wastewater Supervisor	Exempt	No	Full-time	1
13	Public Works & Facilities Supervisor	Exempt	No	Full-time	1
14	Police Sergeant	Non-Exempt	Yes	Full-time	2
15	Recreation Maintenance Supervisor	Exempt	No	Full-time	1
16	Lead Electric Lineperson	Non-Exempt	Yes	Vacant	0
17	Zoning Administrator / Building Official	Exempt	No	Full-time	1
18	Electric Manager	Exempt	No	Full-time	1
19	Water & Wastewater Manager	Exempt	No	Full-time	1
20	Public Works, Facilities, and Airport Manager	Exempt	No	Full-time	1
21	Recreation Manager	Exempt	No	Full-time	1
22	Finance Director	Exempt	No	Full-time	1
23	Communications & HR Manager	Exempt	No	Full-time	1
24	Public Services Director	Exempt	No	Full-time	1
25	Police Chief	Exempt	No	Full-time	1
26	City Administrator	Exempt	No	Full-time	1

Appendix B

FORM OF CONSENT FOR RELEASE OF PROPOSAL DATA

_____, 2026

City of Le Sueur
City Clerk
203 South Second Street
Le Sueur, MN 56058

Re: Request for Proposals: Compensation & Classification Study

Consent for Release of Proposal Data

_____, on behalf of _____,
hereby consents to the release of its proposal in response to the Request for Proposals for Compensation & Classification Study and waives any claims it may have under Minnesota Statutes Section 13.08 against the City of Le Sueur for making such information public. The foregoing consent and waiver does not extend to financial statements, if any, submitted under separate confidential cover. Such information provided under separate cover may be public data but will be treated by the City consistent with Minnesota Statutes Chapter 13.

Signature

Printed Name

Title