



# **Request for Proposals Compensation & Benefits Study**

## ***Proposal Due Date: March 31, 2026***

### **SECTION I: GENERAL INFORMATION**

#### **INTRODUCTION/PURPOSE**

Grand Haven Charter Township (Township) is seeking proposals from qualified consultants to conduct a compensation and benefits study of employees for the Township for the purpose of delivering a report to the Township Board in **July of 2026**. The purpose of this study is to evaluate the Township's present salary and benefit structure as compared to the job market for comparable positions in other municipalities, and when possible, the private sector. This Request for Proposals (RFP) will assist the Township in determining which consultant or firm can offer the highest quality service at the most cost-effective means.

#### **COMMUNICATIONS**

All communications concerning this RFP should be directed to Karen Sherwood, Assistant Manager/Human Resources Director/Community Development Director, at **(616) 604-6309** or [ksherwood@ghtmi.gov](mailto:ksherwood@ghtmi.gov).

Township Webpage: [www.ghtmi.gov](http://www.ghtmi.gov)

#### **INCURRING COSTS**

The Township is not liable for any costs incurred by firms prior to the signing of a contract. Expenses incurred in the preparation of submittal, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.

#### **PROPOSALS**

To be considered for selection, each Consultant must submit **sealed** HARD and ELECTRONIC copies of their responses to this RFP. The copy should be delivered in person, sent by certified/express mail to the address listed below. Please mark your envelopes **“Sealed Bids – Compensation Study.”** All copies of the proposal must be received by the Township no later than **Noon on Tuesday, March 31, 2026**. The Township reserves the right to overlook any technicalities and accept or reject any or all proposals if it is in the best interest of the Township.

Responses shall be delivered to:

Attention: Karen Sherwood  
Grand Haven Charter Township  
13300 168<sup>th</sup> Avenue Grand Haven, MI 49417

## **SELECTION CRITERIA**

Responses to this RFP will be evaluated by Township staff based upon the Consultant's proposal and information provided as outlined in Section III of this document. Staff will review all applications and make a recommendation to the Township Board for contract approval. Proposals will be evaluated on the following criteria:

- A. Experience of the firm and proposed project team with regards to compensation studies, particularly with local government agencies.
- B. Demonstrated understanding of the Township's needs with respect to the compensation study, quality of the firm's described approach, and the ability to meet/exceed needs.
- C. Overall quality, professionalism, and completeness of proposal submission.
- D. References.
- E. Cost of services.

The Township will conduct interviews and/or discussions with one or more firms, if necessary. Once these interviews and discussion are completed, the contract will be awarded to the top-ranked firm, at which time other consultants will be notified of the Township's decision. Proposals will remain confidential until a firm has been selected.

## **DISCLOSURE**

Information in a Consultant's proposal is subject to public disclosure under the provisions of the Freedom of Information Act.

## **SECTION II: PROJECT OVERVIEW**

### **BACKGROUND INFORMATION**

Grand Haven Charter Township has 30 full-time employees, 26 part-time employees, and 6 seasonal employees. Employees are non-represented, except for 7 members of the Township's Fire/Rescue Department. All employee and board positions listed in the "Positions for Review" shall be subjects of this study.

The Township offers a competitive fringe benefit package to permanent employees working at least 30 hours per week depending on the benefit type. This includes holiday pay, vacation and sick time off, health, dental, vision, life, short-term disability, long-term disability, and retirement. Premium costs are shared with employees and can be deducted from employees' pay pre-tax. Additional voluntary insurances are also offered and include cancer protection and injury and accident insurance. All staff receive access to an employee exercise facility. Salary at hire is dependent on qualifications and experience.

The Township has gone through some reorganization of staff and departments over the past five years, as well as a conversion from paid time off (PTO) to a traditional sick leave and vacation system to align more closely with the Earned Sick Time Act. Job descriptions have been well maintained and are regularly updated.

## **SCOPE OF SERVICES**

The firm selected through this RFP will enter into an agreement with the Township to provide the following services:

- A. Review current job classifications and position descriptions as needed for benchmarking, also taking into consideration the corresponding essential functions, skills, abilities, education/experience, supervision received, licensing/certification requirements, etc.
- B. Interview employees and supervisors, if necessary, to ensure accurate benchmarking.
- C. Identify appropriate benchmarking standards and conduct a professional and thorough total compensation survey with comparable municipalities and private sector employers, when applicable. The selection of comparable municipalities shall go beyond selecting municipalities solely based upon similar residential population data. Survey data shall be provided to the Township in a usable electronic format for analysis for each position.
- D. Evaluate and comment on the quality, cost, and level of Township's employee benefits.
- E. Conduct overall review of total compensation system. Identify potential pay compression and inequities internally and externally and provide recommendations to address. Also, review administration of current system and provide recommendations for improvement.
- F. Review current compensation policies and if change is recommended, assist the Township in the development and implementation of a total compensation policy that meets the needs of the Township in regard to the responsible management of taxpayer dollars, internal equity, competitive compensation for the attraction and retention of employees, and ease of administration. These should include, but not be limited to, the appropriate relationship between salary and benefits, the appropriate market(s), the Township's intended target for pay practices in relation to the market, the frequency of review of this kind of compensation study, and a process for determining cost-of-living increases.
- G. Present progress reports to Township staff and/or the Township Board as requested.
- H. Present the final results of the study to the Township Board.

All recommendations resulting from this scope of services must comply with all federal, state, and local law, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, national origin, sex, marital status, disability, or age or any other characteristic as prohibited by law. All work products produced by the Consultant pertaining to this project and all proprietary rights therein shall be the property of the Township. Work product includes but is not limited to reports, memoranda, data, survey responses, presentations, and other materials of any nature, or information related to any of the foregoing, which are or were generated in connection with the scope of services described in the contract.

## **TENTATIVE PROJECT TIMELINE**

The following timeline represents the Township's best estimates for the completion of major milestones regarding this RFP:

- Publication and Distribution of RFP: February 12, 2026
- Submission of Proposals to Township: March 31, 2026
- Interview Selected Consultants, if necessary: Week of April 6, 2026
- Approval of Contract: April 27, 2026
- Project Completion Date: July 31, 2026

### **SECTION III: SUBMITTALS and REQUIREMENTS**

The complete proposal (no more than 10 pages in length) is required and shall be organized in the following structure:

#### **Cover Page**

- A. Identify the name of the project.
- B. Company name, address, and main telephone number.
- C. Name and title of primary contact person with their direct contact information.

#### **Team Identification**

- A. Identify key staff who will complete the major tasks of this study.
- B. Identify project availability during the work and any potential conflicts based upon other work or project commitments. Provide a clear statement indicating current workload and demonstrate the ability to take on additional work.

#### **Approach & Work Plan**

- A. Written narrative based on the understanding of the project goals and objectives.
- B. Work plan and draft project schedule identifying major project tasks, scope of work, meetings, Township responsibilities, and deliverables for each task.
- C. Consultant philosophy and methodology to be used in benchmarking.

#### **Financial Information**

- A. Fee proposal which includes a separate “not to exceed” fee total to complete the project. The quoted fees shall include estimated reimbursable fees.
- B. Include hourly rate schedule for all personnel who will work on this project.
- C. Indicate whether any lawsuits or claims have been filed against the Consultant in the past five (5) years.

#### **References**

- A. Minimum of five (5) references for projects of similar size, scope, and complexity located in Michigan (if available) indicating the Consultant’s experience with municipalities within the past five years.
- B. Each reference should include project name, project date, and contact information.

### **SECTION IV: CONTRACT AWARD**

It is the Township's intent to review all respondent qualifications and proposals conscientiously and to select a candidate based upon selection criteria. Should the Township believe, it would be in the best interest of the Township, it may enter into negotiations with any of the Consultants until a contract sum can be finalized with the successful candidate. Furthermore, the Township reserves the right to modify the scope of the project based upon estimated costs and organizational needs.

The Township reserves the right to waive any irregularities in any proposal and to select the proposal that is most advantageous to the Township. The Township and its representatives reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents.

## 2026 Position List

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
<b>Administration</b>			
Township Superintendent	1	1	0
Assistant Manager/HR Director/Community Development Director	1	1	0
Administrative Assistant – Community Development/Administration	1	1	0
Administrative Assistant – General Office/Deputy Clerk	1	1	0
<b>Assessing</b>			
Director of Assessing/Deputy Treasurer	1	1	0
<b>Community Development</b>			
Senior Planner	1	1	0
Building Official/Plan Reviewer	1	1	0
Building Inspector/Plan Reviewer	1	1	0
Associate Planner/Permit Technician	1	1	0
Rental Inspector/Ordinance Enforcement Officer	1	1	0
Building Inspector/Plan Reviewer Sub	1	0	1
<b>Elections</b>			
Election Assistant (part-time)	2	2	0
<b>Finance</b>			
Finance Director	1	1	0
Finance Clerk	1	1	0
Finance/Rental Clerk	1	1	0
Staff Accountant	1	0	1
<b>Fire/Rescue</b>			
Fire Chief	1	1	0
Fire Captain	1	1	0
Fire Lieutenant	3	3	0
Fire Fighter/Paramedic	3	3	0
Fire Fighter (part-time)	26	23	3
<b>Public Services</b>			
Public Services Director	1	1	0
Public Services Director Assistant Director	1	1	0
Public Services Administrative Coordinator	1	1	0
Public Services Clerk (part-time)	1	1	0
Public Services Foreman	1	1	0
Public Services Worker	5	5	0
Public Services Laborer (seasonal)	5	0	5
Gatekeeper (seasonal)	1	1	0
<b>Township Board</b>			
Supervisor	1	1	0
Clerk	1	1	0
Treasurer	1	1	0
Trustees	4	4	0