

Request for Proposal

City of Alamosa Compensation Study & Analysis

Proposals Due: July 20, 2026 at 5:00 PM MST

Background

The City of Alamosa, a charter city, operates under the Council-Manager form of government. Under this system, the Council establishes the policies under which the City operates and has appointed a City Manager to administer the affairs of the City.

The City currently employs 130 full-time employees, approximately 90 part-time/seasonal/temporary employees, and 34 stipend volunteer firefighters. The City's current pay grade system consists of fourteen pay grades with a total of 100 job descriptions.

Request for Services

The City of Alamosa is seeking proposals from qualified consultants to evaluate the City's current compensation structure and recommend updates to the job classification and total compensation system based on a comprehensive market analysis. The study should achieve the following objectives:

- Ensure fair and equitable compensation relationships within the organization across departments.
- Maintain compliance with pay equity standards, including the Equal Pay for Equal Work Act.
- Ensure competitiveness with the external labor market.
- Enable sustainable maintenance by City staff post-implementation.

Scope of Services

The selected consultant shall provide, at minimum, the following services:

- **Market Analysis:** Develop principles of comparability to external labor markets (public and private sectors) and conduct a wage and labor market comparability study.
- **Internal Equity & Hierarchy:** Analyze the internal ranking structure to ensure classifications are congruent with actual job duties and professional hierarchy.
- **Total Compensation:** Evaluate monetary and perceived values of employee benefits as part of the overall compensation plan.
- **Pay Plan Development:** Recommend a classification and pay plan that includes an implementation strategy considering budget constraints.

Deliverables

1. **Job Classification & Compensation Plan:** Detailed pay ranges, grade adjustments, and a verified ranking structure.
2. **Pay Equity Report:** A report satisfying the requirements of the Equal Pay for Equal Work Act, including methodology and compliance findings.
3. **Communication & Launch Plan:** A strategy for employee kick-off meetings and ongoing communication with supervisors during implementation.
4. **Sustainability Tools:** Training, resources, and documentation for HR staff to maintain the system independently.

Project Schedule

Timeline	Date
City Issues Request for Proposal	June 15, 2026
Questions to the RFP Due	July 2, 2026
Addendum Posted	July 8, 2026
Proposals Due	July 20, 2026
Evaluation Committee Review	July 27 - 31, 2026
Select a Firm	August 3 - 7, 2026

Timeline	Date
Contract Approval	TBD
Work Commences	January 1, 2027

Proposal Requirements

Proposals must be typewritten and include the following:

1. **Firm Overview:** Brief history, location of the office performing the work, and number of professional staff.
2. **Scope & Methodology:** Detailed description of the approach used to gather data and develop recommendations.
3. **Staffing:** Credentials and experience of the primary contact and key consulting staff assigned to the account.
4. **References:** At least three references from similar local government entities.
5. **Fee Schedule:** Itemized fee schedule based on measurable contract milestones and deliverables.

Submittal Guidelines

All proposals should also include two (2) hard copies and an electronic submission to Jolene Webb at jwebb@ci.alamosa.co.us.

Mailing Address:

The City of Alamosa
 Attention: Jolene Webb, Human Resources Manager
 300 Hunt Ave.
 Alamosa, CO 81101