



Request for Qualifications
City of Milford
10 S.E. 2nd Street Milford, DE 19963
August 20, 2019

Subject: Staffing Analysis

BACKGROUND INFORMATION:

The City of Milford is a full-service municipal government located in both Kent & Sussex counties in the State of Delaware. The current population is estimated to be approximately 11,000. The City provides utilities (water, wastewater, and electric), public services (street maintenance, solid waste collection, and utility and tax billing), police protection and operates and maintains parks and recreation programming and facilities.

A comprehensive job classification and compensation study was completed in 2017, which created the current pay grade structure and job descriptions. The City currently has 65 position titles occupied by 123 full-time employees. Positions are single or multiple incumbent positions. The City has two collective bargaining agreements that include the International Brotherhood of Electric Workers (IBEW), Local Union 126 and General Teamsters, Local Union 326.

SCOPE OF SERVICES:

The City of Milford desires to enter into a contract with a highly-qualified and experienced human resources consulting firm/individual for the purpose of conducting a Staffing Analysis. The Staffing Analysis will provide a strategic staffing plan for the City. The City will be able to organize and account for demands in personnel while keeping the City's goals and vision in the forefront. Likewise, the strategic staffing plan will align the City's objectives with the amount and type of personnel needed to obtain and sustain for those objectives.

SUBMISSION REQUIREMENTS:

Please submit your statement of qualifications, references, and supplemental documents to Jamesha C. Eaddy via email at jeaddy@milford-de.gov no later than October 31, 2019 at 4:30 p.m. Qualifications submitted after this date and time will not be considered.

REQUIRED REFERENCE LIST:

The reference list must include the names and contact information for at least three references for similar work or projects completed.

REQUIRED SUPPLEMENTAL DOCUMENTS:

- Resumes of key personnel who will be working on the project
- Fee schedule/hourly rate (including any administrative fees or surcharges)
- Relevant portfolio or examples of similar previous work

EVALUATION CRITERIA:

Firms/individuals submitting statement of qualifications, references, and supplemental documents in response to this RFQ will be evaluated by the City of Milford based on the following:

- Experience working with government organizations or similar projects
- Relationships with prior clients; as demonstrated with listed references
- Examples of previous work (i.e. relevant portfolio)
- Ability to provide the project deliverables
- Fee schedule/hourly rate (including any administrative fees or surcharges)

All responses to this RFQ will be reviewed by the City of the Milford. Three firms/individuals will be selected for interviews. The City reserves the right to reject all applications and discontinue the process if it determines that such course of action is in the best interests of the City.

Please direct any questions to:

Jamesha C. Eaddy
Human Resources Administrator
302-424-5142
jceaddy@milford-de.gov

OR

Eric Norenberg
City Manager
302-424-9394
ENorenberg@milford-de.gov