

City of Farmington
Comprehensive Compensation and Classification Study
RFP #26-166083

- I. **Purpose:** The selected consultant shall provide professional services to conduct a comprehensive compensation and classification study for the City of Farmington.
- II. **Submittal Instructions and Preliminary Procurement Schedule:** Proposals must only be submitted using the City's online bidding system, [IonWave](https://ionwave.net). Mailed, emailed, or faxed proposals will not be accepted and will be returned unopened. Offeror must provide all requested information by completing online submittal process and attaching requested documentation at <https://fmtn-ebidding.ionwave.net>.

It is the City's intent to adhere to the schedule as set at the publication of this RFP. However, the City reserves the right to modify said schedule.

Preliminary Procurement Schedule:

Activity	Date
Issue RFP	February 2, 2026 @12:00 AM
Deadline to Submit Questions	February 12, 2026 @ 2PM
Proposal Due Date	February 18, 2026 @ 2PM
Presentations/Interviews (if required)	Tentatively Week of March 2, 2026
Recommendation to City Council of Top-evaluated firm.	Tentatively March 10, 2026 @5:00 PM

III. **General Conditions:**

A. Laws and Regulations

This procurement is governed by the New Mexico State Statutes 1978, Chapter 13, Public Purchases and Property. The City also requires that all responses to this RFP, and any contracts that may arise as a result of this procurement, be in accordance with laws, ordinances, and regulations of the State of New Mexico and the City of Farmington.

- B. Proposals must include, but are not limited to, the requirements set forth in RFP. Proposals deposited with the City may be withdrawn or modified prior to the time set for opening of proposals.
- C. The opening of sealed proposals must be conducted in private in order to maintain the confidentiality of the information/data provided. Proposals will remain confidential during the negotiation process.
- D. The City will assign an evaluation committee to evaluate all proposals, determine the need for presentations/interviews, and participate in negotiations. The evaluation

committee will make a final recommendation to the City Council for award of the agreement or contract.

- E. The agreement or contract award must be made to the most qualified, responsible Offeror or Offerors whose proposal is most advantageous to the City of Farmington, considering factors set forth in the RFP. The selection of the top evaluated firm must be made based upon the criteria outlined in the RFP and does include price.
- F. Until the final award by the Farmington City Council, the City reserves the right to reject any and/or all submittals, waive technicalities, re-advertise, or to otherwise proceed when the best interest of the City will be realized.
- G. Award of an agreement or contract is contingent upon the budgeting and appropriation of funds for continuation of the professional services contemplated by this RFP.

IV. Instructions to Offerors:

A. Intent

- 1. It is the intent of the City to award the contract to the most qualified, responsible Offeror(s) as detailed in the Scope of Work, and with consideration of the potential costs for services. The City will negotiate with the Offeror(s) deemed most qualified by the City to address the specific services to be provided, the time and order of services, staffing, areas of responsibility and proposed fee structure, including the amount and method of payment.

B. Information Provided by the City

- 1. Offerors are solely responsible for conducting their own independent research, due diligence or other work necessary for the preparation of proposals, negotiation of agreements, and the subsequent delivery of services pursuant to any agreement. In no event may Offerors rely on any oral statement.
- 2. Should an Offeror find discrepancies in, or omissions from, this RFP and related documents, or should Offeror be in doubt as to meaning, Offeror must immediately notify the City's designated representative. Each Offeror requesting an interpretation will be responsible for the delivery of such requests to the City's designated representative in writing as outlined in this RFP. The City will not be bound by, nor responsible for, any explanation or interpretation of the proposed documents other than those given in writing.

- C. Until the final award by the Farmington City Council, the City reserves the right to reject any and/or all submittals, to waive technicalities, to re-advertise, or to otherwise proceed when the best interest of the City will be realized. This procurement is governed by the New Mexico State Statutes 1978, Chapter 13, Public Purchases and Property.

D. Signing of Proposals and Authorization to Negotiate

1. The original proposal must be executed by a duly authorized officer of the Offeror. The Offeror must also identify those persons authorized to negotiate on its behalf with the City in connection with this RFP.

E. Period of Acceptance

2. All proposals must remain valid for a minimum period of ninety (90) calendar days after the Proposal Due Date. No proposal may be modified or withdrawn by the Offeror during this period of time unless prior written permission is granted by the City.
3. The City reserves the right to seek clarification from the Offeror at any time during the selection process. The City also reserves the right to extend by thirty (30) days the proposal of any Offeror, at no additional cost to the City, to allow for the completion of the final contract documents. If the notification of selection of an Offeror or request for time extension has not been made by the City after ninety (90) days, Offerors may, at their discretion, withdraw their proposals or provide the City with written extensions of time.

F. Binding Offers

1. All proposals submitted by Offeror are required to be binding offers, enabling acceptance by the City to form a binding contract. Proposals are to remain as binding offers for the full period of time of the initial 90-day Period of Acceptance and as such time period may be extended by the City. The City reserves the right to request revisions to proposals, prior to award, for the purpose of obtaining best and final offers.

G. Subcontracts and Other Contractual Arrangements

1. The use of subcontracts or other contractual arrangements to provide the requested services is permitted. The City, however, is looking for a contracting entity that provides for a single, technically and financially capable party to be fully responsible to the City for all contractual obligations.
2. All existing or anticipated subcontracting and other arrangements relating to the entity that will contract with the City and to the services to be provided by such entity must be fully and clearly disclosed in proposals and are subject to further clarification by the Offeror, and the review and approval by the City.

H. Independence of the Offeror

1. The employees, officers and agents of the Offeror are not, nor must they be deemed for any purpose, employees or agents of the City, nor must they be entitled to any rights, benefits, or privileges of City employees. It is understood that the relationship of the Offeror to City, if a contract is successfully negotiated, will be that of independent contractor.

I. Confidentiality

1. It is understood by the Seller or Offeror and the City that the City is a New Mexico municipal corporation and, as such, is subject to the provisions of the New Mexico Inspection of Public Records, Section 14-2-1 through 14-2-12 NMSA 1978 and the New Mexico Public Records Act, Chapter 14, Article 3 NMSA 1978. In the event Seller or Offeror has responded to a City Request For Bid (RFB) or a City Request For Proposal (RFP) or a City Request for Qualifications-based Proposal (RFQP) and marked all or any part of the information submitted as "CONFIDENTIAL INFORMATION" or as "PROPRIETARY INFORMATION," City agrees to notify Seller of any third party request for any rates, terms, compensation amounts, or other information documented in the Purchase Order, Agreement, or Contract. To the extent Seller or Offeror provides City with written direction to withhold such requested Confidential Information or Proprietary Information and litigation results, Seller or Offeror agrees that the action would be brought in a New Mexico court of competent jurisdiction under New Mexico law. Seller or Offeror, being aware of said facts, agrees to provide legal counsel on behalf of the City in any such litigation and must bear the complete cost of litigation, including attorney fees and court costs. If Seller or Offeror fails or refuses to provide legal counsel at its expense within ten (10) calendar days after written notification, as aforesaid, such failure may result in the City agreeing to release the Purchase Order, Agreement, or Contract or any portion thereof which is relevant to the denied request.
2. Confidential data are normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, §57-3A-1 to §57-3A-7 NMSA, 1978.

J. Prohibited Contacts

1. The Offeror, including any person affiliated with or in any way related to the Offeror, is strictly prohibited from any contact with members of the City Council, City staff or the City consultants on any matter having to do in any respect with this RFP other than as outlined herein. Failure by any Offeror to adhere to this prohibition may, at the sole discretion of the City, result in disqualification and rejection of any proposal.

K. Bribery and Kickbacks

1. By law (Section 13-1-191, NMSA, 1978) the City is required to inform Offerors of the following: (1) it is a third-degree felony under New Mexico law to commit the offense of bribery of a public officer or public employee (Section 30-24-1, NMSA, 1978); (2) it is a third-degree felony to commit the offense of demanding or receiving a bribe by a public officer or public employee (Section 30-24-2, NMSA, 1978); (3) it is a fourth-degree felony to commit the offense of soliciting or receiving illegal kickbacks (Section 30-41-1, NMSA, 1978); (4) it is a fourth-

degree felony to commit the offense of offering or paying illegal kickbacks (Section 30-41-2, NMSA, 1978).

L. Debrief Request Process

1. Offerors may request a debrief within fifteen (15) calendar days after receipt of the Notification of Award. The request must be in writing to the Chief Procurement Officer at jlrowland@farmingtonnm.gov with a copy to the Buyer's email address listed in the Bid Contact Information for this solicitation.

M. Protest Deadline

1. Any protest by an Offeror must be timely and in conformance with Section 13-1-172, NMSA, 1978 and applicable procurement regulations. The fifteen (15) calendar day protest period for responsive Offerors must begin on the day following the City's written notification to all responding Offerors. Protests must be written and must include the name and address of the protestor and the number assigned to this RFP by the City. It also must contain a statement of grounds for protest including appropriate supporting exhibits. The timely protest must be delivered to:

Chief Procurement Officer
Central Purchasing Division
City of Farmington
800 Municipal Drive (Mailing Address) OR
805 Municipal Drive (Physical Location)
Farmington, NM 87401-2663

N. Agreement

1. The subsequent agreement is considered a FIRM FIXED-PRICE CONTRACT. The fee proposed for each phase must remain firm and must include all charges that may be incurred in fulfilling the terms of the agreement.
2. This RFP is subject to the Purchase Order "Terms and Conditions," Proposal Requirements, Scope of Work and any subsequent contract or agreement.

O. Conflict of Interest

1. Offeror warrants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of service under this contract.
2. Offeror must notify the City's Chief Procurement Officer if any employee(s) of the requesting department or the Central Purchasing Division has a financial interest in the Offeror. The Offeror must specify the employee(s) name in their proposal if an interest exists.

3. If federal funding is utilized for this purchase, the Purchasing Division will notify the using department of the conflict. The using department will notify the funding agency of the conflict.

P. Debarment, Suspension, and Ineligibility

1. By submitting a response to this solicitation (RFQP, Bid, RFP) the business (Bidder/Offeror/Contractor) represents and warrants that it is not debarred, suspended, or placed in ineligibility status under the provisions of Federal Executive Order 12549.

Q. Contents of Proposal

1. The Offeror must provide the required information both as to itself and any other person, including without limitation, any corporation, partnership, contractor, joint venture, consortium, or individual which the Offeror intends to assign to a key management role in the proposed agreement with the City or to which the Offeror intends to assign material responsibilities under any such agreement.

R. Taxes

1. The Proposal total must exclude all applicable taxes including applicable New Mexico Gross Receipts Tax or applicable local option tax. The City will pay the successful Offeror for any taxes due on the agreement or contract and will pay any increase in applicable taxes which become effective after the date the agreement or contract is entered into in addition to the Proposal total amount. Taxes must be shown as a separate line item and separate amount on the invoice.

S. Application of Preferences

1. Offeror must include any resident preference certificates for themselves and for any subcontractors listed in the proposal.
 - a) Pursuant to Section 13-1-21(E), NMSA 1978, When a public body makes a purchase using a formal request for proposals process, and the contract is awarded based on a point-based system, the public body must award additional points equivalent to:
 - i. Eight percent of the total possible points to a resident business or Native American resident business; or
 - ii. Ten percent of the total possible points to a resident veterans' business or Native American resident business that has annual gross revenues of up to six million dollars (\$6,000,000) in the preceding tax year.
 - b) Pursuant to Section 13-1-21(F), NMSA 1978, When a joint bid or joint proposal is submitted by a combination of resident veteran, Native American

resident veteran, resident, Native American resident or nonresident businesses, the preference provided pursuant to Subsection B, C, D or E of the statute must be calculated in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by each business as specified in the joint bid or proposal.

- i. Offeror will complete the following table if submitting a joint proposal:

Firm Name, Location Of Resident Businesses	Work to be Performed	% of Work Performed Compared to Contract Cost
Firm Name, Location Of Non-Resident Businesses		

Points must be distributed by the percent of work identified above calculated as follows:

Example: 35% of work will be performed by the certified resident business:

$$35\% \text{ of } 8 \text{ points} = 2.8 \text{ points}$$

- c) In accordance with Sections 13-1-21 and 13-1-22 NMSA 1978 and effective July 1, 2022, a resident, Native American resident, resident veteran's, Native American resident veteran business preference has been implemented. The Taxation and Revenue Department (TRD) will be issuing a three (3) year certificate to each qualified business. Businesses are required to reapply to TRD every three (3) years with the proper documentation to renew their certificate.
- d) In accordance with Section 13-4-2 NMSA 1978, a business or contractor must submit with its bid or proposal a copy of a valid resident business, Native American resident business, resident veteran business, Native American resident veteran business, resident contractor certificate, Native American resident veteran, resident veteran contractor certificate issued by the taxation and revenue department.
- e) In accordance with Section 13-1-21 (J) NMSA application of preferences must not apply if the expenditure includes federal funds.

T. Presentation/Interview Agenda – if required

1. The Offeror must be prepared to respond to requests by the City for personal presentations/interviews if necessary to assist in the evaluation process. All expenses associated with this process will be borne by the Offeror.

2. If required, a presentation/interview notice and schedule will be provided to the top evaluated firms

U. Use of Contract by Other Agencies

1. Pursuant to Section 13-1-129, NMSA 1978, Bidders/Contractors/Offerors are hereby notified that any Central Purchasing Office allowed by law and as otherwise allowed by their respective governing rules and regulations, may contract for the goods and/or services included in this procurement document with the awarded Bidder/Contractor/Offeror. Contractual engagements accomplished under this provision must be solely between the Bidder/Contractor/Offeror and the contracting entity with no obligation by the City of Farmington.

V. Evaluation Criteria and Proposal Format

- A. Summary: The City will receive proposals from firms having specific experience, resources and qualifications in the proposed scope of work.

Proposals for consideration for this project must contain evidence of the firm's experience and abilities in the specified area and other disciplines directly related to the proposed services. Other information required by the City to be submitted in response to this RFP is included elsewhere in this solicitation.

A Selection Committee will review and evaluate all proposals and may require oral presentations/interviews if necessary. The Selection Committee will have only the response to this solicitation to review for selection of finalists and, therefore, it is important that Offerors emphasize specific information considered pertinent to the services to be provided.

The City's Central Purchasing department has the option to initiate discussions with Offerors who submit responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions MUST NOT be initiated by the Offerors.

- B. Submit proposals in the format below for ease of review by evaluation team. Upload each category in the Response Attachments tab of the online bidding system.

Category 1 – Qualifications and Experience – 40 Points

- Background, qualifications, and relevant experience of the firm and proposed project team
- Demonstrated experience conducting comparable public-sector compensation and classification studies

- Demonstrated ability to identify and obtain relevant labor market and benchmark compensation data, including data from comparable local and regional public-sector and private-sector employers, as appropriate
- Quality and relevance of references, including performance on similar projects

Category 2 – Methodology and Proposed Approach – 40 Points

- Demonstrated understanding of the project and ability to deliver on the listed scope of services.
- Project Schedule and Timeliness
 - Proposals will be evaluated based on the clarity and feasibility of the proposed project schedule, key milestones, and the total number of calendar days to complete the study. Shorter, well-justified timelines that demonstrate an ability to meet the City's needs may receive higher scores.

Category 3 – Proposed Price – 20 Points

- Complete Proposal Pricing Form -Lump Sum

The Offeror with the lowest cost will receive a total of 20 points. Each succeeding offer will receive a quota of points computed as follows:

$$\frac{\text{Lowest Offer (\$)}}{\text{Higher Offer (\$)}} \times 20 = \frac{\text{Points}}{\text{Price Evaluation}}$$

8 to 10 State of New Mexico Preferences
Points

VI. Scope of Services

The selected consultant shall provide professional services to conduct a comprehensive compensation and classification study for the City of Farmington. Services shall include, at a minimum, the following:

1. Labor Market and Benchmark Identification

Identify and recommend appropriate public-sector labor markets and benchmark classifications that provide relevant and meaningful comparative compensation data. Comparable entities shall include, at a minimum, New Mexico municipalities and counties and must also address comparable public electric utilities and public safety organizations, including police and fire agencies. Private-sector labor markets may be utilized where appropriate and must be clearly justified. All recommended labor markets shall be presented to City staff for review and approval prior to use in the study.

2. Compensation Survey and Market Analysis

Conduct a comprehensive compensation survey using the approved labor markets and benchmark positions. Analyze external competitiveness and internal equity, and develop market-based salary recommendations for all classifications.

3. Pay Structure Evaluation and Design

Review the City's current pay structure and identify changes needed to support current and future organizational needs. If warranted, develop a revised salary structure, including pay grades, salary ranges, grade pricing, and range spreads, and provide a recommended implementation strategy.

4. Compensation Philosophy and Policy Review

Develop and present recommendations for a comprehensive compensation philosophy addressing, at minimum:

- Salary-capped (red-lined) employees
- Salary compression
- Hiring and placement practices
- Longevity pay
- Bilingual pay
- Certification and advanced education incentives
- Promotional increases

5. Job Evaluation and Internal Alignment

Evaluate positions through the development and review of a job-ranking structure. Validate rankings using relevant market data and organizational analysis. Assess alignment across departments and classifications and recommend adjustments as appropriate. Note: A large portion of the City's job descriptions were recently reviewed by departments and updated.

6. Employee Placement Review

Review incumbent salaries, experience, and qualifications relative to market data and internal equity, and recommend appropriate placement within the approved pay structure.

7. Retirement and Benefits Market Review

Evaluate retirement benefits within the identified labor markets, including PERA contribution rates and supplemental retirement options.

8. Financial Impact and Implementation Analysis

Prepare and present cost and impact analyses associated with implementing recommended compensation and classification changes, including impacts on current employees and projected future costs.

9. Market Adjustment Methodology

Develop and present a methodology for determining future market or cost-of-living adjustments, if warranted.

10. Training and Knowledge Transfer

Provide training to designated City staff on study methodology, job evaluation processes, compensation survey analysis, and ongoing administration and maintenance of the compensation program.