



## Requests for Proposals (RFP) Compensation Study Consultant Services

**April 20, 2018**

### Overview

The Housing Authority of the City of St. Petersburg (also referred to as the St. Petersburg Housing Authority or SPHA) is seeking proposals from interested, qualified consulting firms to perform an agency compensation study. Proposers must have specific experience and qualifications in providing compensation studies. The SPHA intends to select one firm to provide this service.

Successful proposer will work directly with SPHA's Human Resources Officer all activities involved with this task.

The successful proposer must be prepared to begin immediately and work will commence as soon as possible after Award. Consultant's proposal must be valid for 90 days after submission deadline.

The Housing Authority of the City of St. Petersburg, Florida ("Housing Authority" or "SPHA") is a public housing authority created pursuant to Florida statutes. It develops, owns, manages and maintains low rent public housing within its jurisdictional limits in and near the city of St. Petersburg, Florida, and administers a Housing Choice Voucher (HCV) program (formerly known as the Section 8 program) and a Veterans Affairs Supportive Housing (VASH) program. SPHA owns and/or administers 371 public housing units, 3,615 Housing Choice Vouchers; and 58 affordable housing units.

### Scope of Services

The proposal should accomplish the following objectives:

1. Perform a salary study identifying comparator agencies and local government entities within the greater Tampa Bay Area.
2. Salary study must include comparison of any premium pay offered.
3. Evaluate current positions and compare to other agencies and local government entities within the greater Tampa Bay Area.
4. Provide compensation data collection in a written report with findings, proposed target compensation goals, and recommendations. The final written report should be provided in electronic format with one mailed copy.
  - a. One draft findings and recommendations (electronic)
  - b. Final report (electronic and mailed)

SPHA's job descriptions are attached as Exhibit A.

## Proposal Requirements

**Cover Letter (1 page):** Describe the firm's interest in the project and commitment of personnel to the project.

**Approach/Scope of Services (2 pages):** Include a comprehensive scope of work to be performed, including firm's methodology for completing the project within a 14-day timetable. Provide a timeline indicative of tasks required and start/completion dates.

**Qualifications: (2 pages):** Include an overview of your firm's experience in providing compensation services; Firm qualifications including specific experience with public agencies and governmental entities; Biographical sketches of the principal(s) and staff who would be assigned to this project. Include history of similar work performed by each team member or Firm; attach an organizational chart.

**References:** Include a list of client references within the last 3 years only, which includes description of scope of services provided and industry. Include a minimum of 3 and a maximum of 5 references, including reference name, address, phone and email.

**Cost Proposal:** Provide a cost proposal for all work described in the Scope of Services. Include a rate schedule, payment provisions, and estimated reimbursable expenses.

**Submit proposals by Tuesday, May 15, 2018 at 4:00 p.m.**

**Send proposals to:**

**Pamela Hobbs, Procurement Officer, at [phobbs@stpeteha.org](mailto:phobbs@stpeteha.org), or via mail or hand delivery to 2001 Gandy Blvd. North, St. Petersburg, FL 33702.**

**Proposals submitted via email must have in the subject line "PROPOSAL, Compensation Study Consultant Services".**

**Proposals mailed or hand delivered must be sealed and labeled with "PROPOSAL, Compensation Study Consultant Services".**

**Any questions regarding this Request for Proposals must be emailed in writing by 5:00 p.m., April 30, 2018 to [phobbs@stpeteha.org](mailto:phobbs@stpeteha.org). Specify in the subject line "Question, Compensation Study Consultant Services". Answers to any questions received will be emailed to prospective proposers by 5:00 p.m. on May 1, 2018. Any addenda issued, if necessary, will be posted on SPHA's website under "I Am A Vendor" at [www.stpeteha.org](http://www.stpeteha.org).**

SPHA reserves the right to reject any or all proposals if such action is in the best interest of the housing authority and to waive any and all informalities and minor irregularities, at its sole discretion. SPHA reserves the right to cancel this solicitation for any reason it deems is in the best interest of the agency.

# **EXHIBIT A**

**CITY OF ST. PETERSBURG  
HOUSING AUTHORITY**

**ST. PETERSBURG, FLORIDA**

**COMPENSATION COMPARABILITY  
SURVEY**

April 2018

due on or before May 15, 2018 at 4:00p.m. Thank you!

A. SPHA Classifications

<b>Average/Actual Job Title</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>	<b>Average Salary</b>	<b>Salary</b>
Chief Executive Officer/ Executive Director				
Chief Operating Officer / Deputy Executive Director				
Asset Management Officer				
Compliance Officer				
Human Resources Officer				
Compliance Officer				
Procurement Officer/ Director of Purchasing				
Human Resources Officer				
Communications Officer/ Marketing				
Executive Assistant				
Clerical Assistant/ Administrative Assistant				
Customer Service Representative				
Housing Choice Voucher Officer				
Housing Choice Voucher Specialist/ Housing Counselor				
HQS Inspector				
Information Systems Specialist				
Property Manager				
Assistant Property Manager				
Leasing Agent				
Project Manager				

Maintenance Supervisor				
Maintenance Mechanic				
Maintenance Technical				
Maintenance Aide				
Finance Officer				
Accountant				
Accounting Clerk				

## B. Brief Job Descriptions

Job Title	Description
Chief Executive Officer	Extremely responsible administrative and technical management work in providing the functions and activities necessary for the effective and efficient operation of the Authority in support of the Authority's mission. Formulates and provides agency strategy in accordance with Board of Commissioners' established policies and guidelines. Develops and implements innovative programs and partnerships to provide housing opportunities, while lessening dependency on federal funding. Ensures programs and operations generate adequate cash flow and remain fiscally viable. Adheres to financing requirements and regulatory guidelines of all funding entities to include the U.S. Department of Housing and Urban Development, Fannie Mae and grant providers. Plans, directs, coordinates and manages the effective and efficient operation of the Authority's activities through the executive team and staff members.
Chief Operating Officer	This is highly responsible administrative, supervisory, and technical management work in assisting the Chief Executive Officer (CEO) in carrying out the functions and activities necessary for the effective and efficient day-to-day operations of the Authority. The Chief Operating Officer provides assistance to the CEO by giving personal attention to key program areas, administrative details, and to special projects as directed, and may be required to perform the duties of the CEO, with the exception of administrative policy decisions, unless delegated by the CEO. Supervision is exercised over all Officers/Directors and other subordinate personnel as assigned. Work is performed with considerable independence, under the direction of the CEO, and is reviewed through conferences, reports, and evaluations of performance.
Asset Management Officer	Professional administrative and technical position responsible for carrying out the functions and activities necessary for the effective and efficient operation of programs. Work involves the supervision and coordination of application processing, occupancy, property management, maintenance of properties, construction projects, planning, and assessment of performance. Responsible for establishing policies and procedures, and evaluating accomplishments. Extremely knowledgeable in HUD regulations for the public housing program.
Compliance Officer	Administrative work that ensures the agency adheres to federal, state and local laws and regulations with special emphasis on U.S. Department of Housing and Urban Development program regulations and the Authority's policies and procedures. Conducts, develops and implements the Authority's procedures and manuals for inspecting files in accordance with requirements for current residents, property owners, participants, and trains others in such procedures. Ensures the staff/program compliance and performance in monitoring SEMAP indicators, Housing Quality Standards (HQS) inspections, rent reasonableness processes, and ongoing quality control reviews of all programs. Fills in for other positions at the Authority's housing management offices and researches information to provide recommendations for strategic planning based on analytical results, and trending relevant data for use in agency planning.
Procurement Officer	Professional administrative position responsible for the efficient and effective procurement operations of the Authority. Coordinates all stages of the procurement process for goods and services including pre-solicitation, solicitation, evaluation, award, and post award contract administration. Establishes and implements practices for routine purchasing as well as contract initiation, monitoring and compliance, ensuring adherence to applicable laws and HUD requirements. Works closely with governmental agencies, architects, vendors,

	contractors, and staff. Prepares reports; assists in the development/maintenance of a Section 3 policy; monitors Small Disadvantaged Businesses (SDB M/WBE), Section 3 compliance and Davis Bacon monitoring and reporting.
Human Resources Officer / Risk Retention	Professional administrative and technical position responsible for carrying out the functions and activities of the Human Resources Department. Work involves the responsibility for the employment process, bi-weekly payroll salary and deduction preparation, benefits administration and coordination, professional development training programs, insurance and risk management programs, Section 3 compliance, and interpreting and advising employees in personnel matters.
Communications Officer	Professional position responsible for public and media relations. Work involves maintaining contact with media representatives assigned to the Authority. Coordinates all interviews and encourages the media to provide broadened and more balanced coverage of all SPHA activities. Presents to the public directly, and/or via various media, the agency's opinions, actions, program strategies, and any other agency business deemed appropriate, and develops a press release program and collateral materials to communicate the agency's message.
Executive Assistant	Professional administrative support for the Chief Executive Officer and the Board of Commissioners. Reports to the Chief Executive Officer and represents the Executive Office in an appropriate manner demonstrating discretion, confidentiality, and professionalism in all interactions. Prepares Board meeting agendas, meeting minutes, and Board packets, conducts research, reports and correspondence, performs records management functions, and screens and routes telephone calls.
Compliance Specialist	Performs varied administrative support functions in a positive and professional manner to clients, customers and visitors. Assists in conducting quality control reviews of files in accordance with requirements for current residents, property owners, and participants ensuring staff/program compliance and performance in monitoring SEMAP indicators, Housing Quality Standards (HQS) inspections, rent reasonableness processes, and ongoing quality control reviews of all programs. Prepares program reports, correspondence, and record management functions for program operations. Processes documentation for new property owners in the Housing Choice Voucher program.
Clerical Assistant	Part-time clerical support position. Duties include specific clerical tasks from the following areas: secretarial/receptionist, inventory, purchasing, contract administration, record retention, and payroll administration.
Customer Service Representative	Administrative support and reception functions to clients, customers and visitors. Greets, guides and informs visitors, processes mail, and screens and routes telephone calls without unnecessary delay to appropriate stations. Answers programmatic questions and provides guidance regarding the Authority's programs. Reviews documents received to ensure accuracy and completeness. Prepares program reports, correspondence, and record management functions for Housing Choice Voucher and Public Housing program operations.
Housing Choice Voucher Officer	Professional administrative and technical position responsible for directing the effective and efficient operations of the Housing Choice Voucher Program (Section 8). Oversees programmatic, procedural and operational aspects of the federally assisted housing program including, but not limited to, conducting annual and interim re-examinations and inspections,

	planning, program reporting and monitoring, budgeting, training, and the coordination and control of program activities in accordance with HUD regulations and SPHA policies.
Housing Choice Voucher Manager	This is responsible administrative and supervisory work in assisting with directing the efficient and effective operation of the Housing Choice Voucher Program of the St. Petersburg Housing Authority. Supervises a team engaged in conducting initial assessments of individuals interested in the Housing Choice Voucher Program and annual and interim re-examinations to determine continued eligibility. Responsibilities are specialized due to the complexity of the job and include assisting in planning, program reporting and monitoring, budgeting, training, and the coordination and control of program activities in accordance with SPHA compliance, Section 8 Management Assessment Program (SEMAP), U.S. Department of Housing and Urban Development (HUD) regulations, Agency Plan performance criteria and other relevant performance measures. Reviews work of subordinate staff for quality assurance purposes and oversees specialized Housing Voucher increments. Participates in employee interviews, selection, training, development, evaluations, disciplinary action and dismissal as may be necessary.
Housing Specialist	Detailed administrative work with responsibilities for new admission and recertification processing for families participating in the Housing Choice Voucher Program, as required by federal regulations. Completely manages a caseload of clients and their scheduling, performs calculations to determine program eligibility, authorizes rent assistance, tracks occupancy statistics, exercises sound judgment in applying regulations and policy, and assists with issues and complaints.
Housing Quality Standards Inspector (HQS)	Technical work that involves performing inspections on rental units for participants in the Housing Choice Voucher Program (Section 8). Work involves a complete inspection of the premises to ensure that all Section 8 assisted properties are in complete compliance with HUD's Housing Quality Standards for decent, safe, and sanitary housing.
Lead Housing Quality Standards Inspector	Technical work that involves performing inspections of rental units for participants in the Housing Choice Voucher Rental Assistance Program (Section 8). The Lead HQS Inspector monitors, on behalf of the HCV Manager, the daily activities and administrative functions of other inspectors and performs complete inspections of the assisted properties to compliance with HUD's Housing Quality Standards for decent, safe, and sanitary housing.
Staff Support Specialist	Administrative support position involving responsibilities for such functions as correspondence preparation, filing, placing and receiving telephone calls, answering or referring questions and clientele, scheduling, etc. According to the department assigned, duties may include, but are not limited to, document preparation, mail processing, copying, assisting with switchboard and receptionist duties, assisting walk-in clients, record keeping, report generation, and other general administrative duties.
Leasing Agent	Administrative support work that ensures the Property Management Office functions efficiently. Provide support to Property Manager in all daily operations. Greet clients and visitors, process mail, screen telephone calls, answer programmatic questions and provide guidance regarding housing programs. Manage tenant caseload, reviewing all documents to ensure accuracy and completeness. Perform lease functions, recertifications, interim changes, and other rental assistance duties.

<p><b>Project Manager</b></p>	<p>Responsible for planning, coordinating and supervising all capital improvements. Maintains subcontractor relations and monitors subcontractor performance. Adheres to established budgets. Leads in emergency response involving renovation and/or maintenance. Exercises technical independence in determining work methods and procedures.</p>
<p><b>Maintenance Supervisor</b></p>	<p>Lead supervisory journeyman level mechanical work in the maintenance and repair of a wide variety of equipment, facilities and machinery for 249 or less housing units. Work responsibilities include the planning of material needs, scheduling of jobs, directing, supervising and working alongside work crews in general maintenance and repair assignments and maintenance tasks required to maintain quality control and safe housing environments. Evening and weekend on-call work is required on a rotating basis. Employee exercises technical independence in determining work methods and procedures.</p>
<p><b>Maintenance Mechanic</b></p>	<p>Manual, semi-skilled work involving responsibilities in maintenance and repair of properties to include buildings, facilities, apartments, equipment, and devices. Employees in this position perform a variety of manual skilled and semi-skilled tasks and are responsible for the satisfactory performance of light and heavy manual laboring tasks in a wide variety of construction and maintenance work including plumbing, carpentry, welding, masonry, refrigeration, electrical, roofing, appliance repair, alteration, and lawn upkeep. Exercises independent judgment in carrying out routine work. Evening and weekend on-call work is required on a rotating basis.</p>
<p><b>Maintenance Technician</b></p>	<p>Limited semi-skilled work involved in assisting the maintenance staff in the basic repair of buildings, facilities, apartments, equipment, and devices. Responsible for the satisfactory performance of light and heavy manual labor tasks in a wide variety of construction and maintenance work to include: plumbing, carpentry, welding, masonry, refrigeration, electrical, roofing, appliance repair, alteration, and lawn upkeep. Some assignments may require skills that may be taught on the job. Many tasks assigned may be routine and repetitive in nature. Evening and weekend on-call work is required on a rotating basis.</p>
<p><b>Finance Officer</b></p>	<p>Highly responsible administrative position monitors, directs, and implements the financial activities of the St. Petersburg Housing Authority and its affiliates. Work involves ensuring maximum utilization of program funds using effective budgetary controls and financial analysis. Performs a variety of administrative and supervisory tasks to include maintaining financial records and preparing reports; reviewing and approving general ledger entries; and preparing and analyzing the Housing Authority's operating budgets. Reports directly to the Chief Executive Officer (CEO) and assists the CEO on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. Maintains expert knowledge of Public Housing, Housing Choice Voucher (Section 8) Program, Tax Credits, Bond Financing, Capital Fund, and Mixed-Finance Development. CPA preferred.</p>
<p><b>Accountant</b></p>	<p>Provides financial information to management by researching and analyzing accounting data and preparing reports. Establishes, maintains, and audits fiscal records in accordance with professional accounting principles and practices and HUD requirements. Duties include preparing journal entries, posting transactions to the proper accounts, preparing and monitoring operating budgets, reconciling and balancing financial statements and accounting records and ledgers. Responsible for the maintenance of accounting controls of funds</p>

	<p>disbursed or received and including the preparation of such financial data that may be required for effective management of fiscal affairs. Performs tasks in inventory/fixed assets that vary to include receiving and processing monthly invoices, printing rent statements, conducting banking transactions and posting rent payments and producing reports.</p>
<p><b>Accounting Clerk</b></p>	<p>Performs tasks mainly in the areas of accounting/bookkeeping with a high level of organizational skills. Primary functions involve routine and repetitive, moderately complex accounting procedures and fixed asset distribution and record retention. Maintains accounting controls of funds disbursed and/or received and prepares financial data required for effective management of fiscal affairs. Performs tasks mainly in the areas of accounting/bookkeeping. Must have a high level of organizational skills.</p>