

# PUBLIC NOTICE

Notice is hereby given that the City of International Falls (“City”) will accept proposals for professional services for the review and development of an updated job classification and compensation system study that meets all Federal and State compensation standards. This Request for Proposals (RFP) describes the information required from all consultants and the criteria the City will use in making its selection of a consultant to perform this work. It also describes the requirements the successful consultant will be required to conform to in preparing its study recommendations. Acceptable proposals must comply with the provisions in the section titled Proposal Format and Submissions. The RFP may be found at [www.ci.international-falls.mn.us](http://www.ci.international-falls.mn.us)

All proposals shall be submitted ***not later than Noon on Friday, March 19, 2021*** in sealed packaging that is clearly identified as the ***“Proposal for Professional Services – Job Classification and Compensation System Study”*** for the City of International Falls, Minnesota. The submittal shall consist of eight (8) hard copies of the proposal, one (1) electronic copy in pdf format, and one (1) electronic copy in Microsoft Word format. The proposals should be forwarded to the City at the respective U. S. Mail and e-mail address listed as follows:

**Betty Bergstrom, Deputy City Administrator**  
**City of International Falls**  
**600 4th Street**  
**International Falls, MN 56649**  
**E-mail: [bettyb@ci.international-falls.mn.us](mailto:bettyb@ci.international-falls.mn.us)**

At the discretion of the City of International Falls, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. An invitation to present the proposal may be provided by April 6, 2021 to those firm(s) selected to interview with the City Council. Presentations of proposals may then be made to the City Council on April 12, 2021. The award of a contract is anticipated to be made by the City Council at the April 19, 2021 meeting. The City reserves the right to reject any or all proposals, waive nonmaterial irregularities or deviations from RFP instructions, negotiate terms and conditions, and to select the consultant with the proposal that represents the best approach to meet City needs.

Prior to the submission of proposals to the City Council, the City of International Falls reserves the right, where it may serve the City’s best interests, to request additional information or clarifications from consultants, or to allow for RFP modifications due to errors or omissions. Inquiries or clarifications should be directed in writing via e-mail to the City contact listed above.