

CITY OF JOPLIN COUNCIL AGENDA ITEM

ITEM

Council Bill 2022-502 – Approving a contract with Segal to update the City’s Rules and Regulations Manual

MEETING DATE

February 22, 2022

ORIGINATING DEPT

Finance

ATTACHMENTS

CB 2022-502 Ordinance; Exhibit “A” Segal Contract; Segal Bid Response; City of Joplin RFP; Summary of Scores and Comments

REVIEWED BY

Department Head: Leslie Haase; Human Resources Director: Michelle Ducre; City Attorney: Peter Edwards; City Manager: Nick Edwards

SUMMARY

This Council Bill approves a contract with Segal to update the City’s Rules & Regulations manual.

BACKGROUND

The City’s Rules & Regulations manual has not received a complete update in many years. The regulations need many changes and updates. City management team identified the update of the rules and regulations as a top priority for the City. As such, hiring a consultant to coordinate and oversee the update was included in the fiscal year 2022 budget. The City Manager has formed an internal team that developed the RFP, scored the responses and held interviews to identify the lowest and best bidder. The City team consists of Troy Bolander, Michelle Ducre, Leslie Haase, Mark Morris, Jordan Paul and Sloan Rowland.

The RFP was issued on November 24th with a due date of January 12th. The City staff recently completed its assessments of the bids as well as interview evaluations with the bidders. This is a summary of the bid evaluation process.

Summary of Bid Process:

The following four bids were received in response to the Rules & Regulations Update RFP:

- AGH
- Ogletree Deakins
- Segal
- Spencer Fane

The city staff team was assembled to assess the bids as set forth in the RFP as follows:

- 25% Methodology - that the vendor will use to conduct work outlined in RFP and evidence of ability to perform the work described herein.
- 25% Experience – previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization.
- 10% References – will be based on references submitted as part of RFP but can include clients not submitted.
- 30% Cost of proposal – must contain a cost for the requested scope of work in a “not to exceed” amount.
- 10% Staff - capability and availability of professional staff to serve the City of Joplin in a competent and timely manner.

Each staff member independently evaluated the bid responses and scored them based on the above criteria. From the total preliminary scores, all four bidders were chosen for finalist interviews as described in the RFP.

Finalist Process Summary:

Finalist interviews for the update of the Rules and Regulations manual were held on Friday, January 28th. The city staff team that participated in the finalist interviews was Troy Bolander, Michelle Ducre, Leslie Haase and Sloan Rowland. A listing of questions was provided to each finalist prior to their presentation. The finalists were asked to address the questions in their presentations and each team was given 30 minutes to present, with 15 minutes for questions. The presentations occurred as virtual meetings.

City staff scored the finalist presentations on a 50-point basis with 20 points for methodology, 15 points for experience and 15 points for staff. Each staff member independently scored each finalist. A summary of the final scores and detailed comments related to the final scores is attached for your review. Segal had the highest final score to update the City’s Rules and Regulations Manual and has submitted the best overall bid. The contract price will be no more than \$75,000.00.

FUNDING SOURCE

This item is included in the City Manager’s budget.

RECOMMENDATION

Staff recommends approval of this council bill on an emergency basis in order to update the Rules and Regulations as timely as possible to protect the City and its’ employees.