



## **Request for Proposals**

### **Classification and Compensation Assessment**

**Issued: October 1, 2026**

**Proposals Due: October 30, 2026 by 4:59 PM EST**

#### **I. Introduction:**

The Town of Rolesville invites qualified personnel management consulting firms to submit proposals to review the Town's pay and classification plan. We are seeking analysis and recommendations to compete with the external labor market, while ensuring internal equity and overall alignment with the Town's strategic goals and compensation strategy.

#### **II. Background:**

The Town of Rolesville, located in North Carolina's booming Piedmont region, is a municipality of approximately 12,839 residents. Located in northeastern Wake County, within the Research Triangle area, the Town is a short distance from the Raleigh metropolitan area. The town enjoys a Council-Manager form of governance.

Rolesville currently has 83 regular FTE positions allocated across 50 job classifications. The Town has two salary schedules consisting of a combined 35 pay grades, each with a minimum, midpoint, and maximum.

#### **III. Objective:**

The Town of Rolesville is committed to attracting, hiring, and retaining a qualified workforce. The selected consultant will review one-third of our position classifications and job descriptions to assess internal equity and market-wide compensation competitiveness.

The Town intends to make this an annual practice for at least a minimum of three years until such time all classifications have been studied.

#### **IV. Scope of Services:**

The Consultancy will need to complete the following steps:

- 1. Data Collection** – Meet with Human Resources and Town leadership to collect and review the current classification plan, current pay practices, relevant policies, and job descriptions for the selected group of positions being reviewed.
- 2. Provide a Project Framework and Timeline** – Identify the specific methodology that will be used to complete the analysis. Identify the market comparables that will be used. Identify the number of recommendations the Town should expect to receive and when.
- 3. Job Description Review/Recommendations** – Provide the Town with recommended style changes and any needed description revisions.
- 4. Classification Review and Recommendations** – The consultant will work to identify positions that are appropriately classified and those that are misclassified. Evaluate the competitiveness of the Town's compensation structure among both local municipal and non-municipal employers. Identify areas of compression or other pay-equity considerations. Make fiscally sound recommendations. Establish an ongoing framework for managing and maintaining the compensation design.
- 5. Cost Impact** – The consultant will provide the Town with an estimated financial impact per each recommendation.
- 6. Final Executive and Board Reports** – Comprehensive Executive Summary for Human Resources and Town Administration and a scaled version for Elected Officials.

#### **V. Respondent Qualifications**

Qualified respondents are able to demonstrate the following:

- Experience conducting municipal compensation studies.
- Experience with the State and Local Labor Market.
- Knowledge of local government compensation strategies and practices.
- The ability to provide references from comparable government entities.

## **VI. Proposal Requirements**

All proposals should include at a minimum:

- Cover Letter
- Profile
- Qualifications
- Relevant Experience
- Project Timeline Estimation
- References
- Fee proposal
- Disclosure of any potential conflicts of interest

If submitting in person or by mail, (3) hard copies and (1) electronic copy is requested. If submitting by email, no other copies are needed.

## **VII. Selection Criteria:**

Proposals may be evaluated based on the following:

|                                       |     |
|---------------------------------------|-----|
| Municipal/Local Government Experience | 20% |
| Proposed Methodology                  | 20% |
| Qualifications of Team                | 20% |
| Deliverables/Implementation Approach  | 25% |
| Cost                                  | 10% |
| Project Timeline                      | 5%  |

## **VIII. Submissions**

All submissions must be received at the Town Hall office on or before October 30, 2026, no later than 4:59 PM, EST. Responses may be submitted by mail, in person or via email to:

Chandra Wright, Human Resources Director  
Town of Rolesville  
PO Box 250  
502 Southtown Circle  
Rolesville, NC 27571

[cwright@rolesvillenc.gov](mailto:cwright@rolesvillenc.gov)

Proposals should be valid for 45 days, and the contractor will have 90 days after the contract has been signed by both parties to complete the project. Responses received after the stated deadline will not be considered.