City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2026-0436

TO: Mayor and City Council Members

FROM: Brooke Insana, Director Human Resources

DATE: October 26, 2026

SUBJECT: Consulting Services for Compensation Study

REQUEST:

City Council is requested to approve a project budget to Evergreen Solutions, LLC., Tallahassee, Florida to conduct a total compensation study for the City in the amount not-to-exceed $50,000.00 and further authorizes the Procurement Manager to execute a contract on behalf of the City.

REASON FOR PURCHASE:

The City issued Request for Proposals utilizing the MITN system. Fourteen (14) proposal responses were received. A committee consisting of staff from Fiscal and Human Resources evaluated the proposals. From the proposal review process, the evaluation committee shortlisted to five (5) firms and conducted interviews. During the interviews, each firm was requested to provide further in-depth information regarding their review process and methodology, technical approach, data collection process and post-implementation project tools and support.

Based on the interview evaluations, the committee unanimously recommends awarding the contract to Evergreen Solutions, LLC. Evergreen demonstrated the methodology that best aligns with the City's operational needs and organizational culture while providing overall best value to the City. Their approach includes a comprehensive total reward benchmarking process, internal equity scaling, and ongoing access to their web-based system to allow the City to independently maintain the compensation plan long-term, with no ongoing subscription fees.

The proposed cost for the project is $40,000.00. A project budget of $50,000.00 is being requested which includes a 25% contingency to provide administrative flexibility for contract addendums if needed during the project. While the base project scope is all-inclusive, these contingency funds will accommodate potential expanded requirements, such as additional on-site meetings at the City's request, extra peer benchmarking targets, or unforeseen data requirements, ensuring the project proceeds without administrative delay. At this time, use of the contingency is not anticipated, but authorization is requested to maintain project momentum.

PROCESS:

Vendor Name and Address:
Evergreen Solutions, LLC.
2528 Barrington Circle #201
Tallahassee, Florida 32308

Reason for Selection:
Best Value

Method of Purchase:
Contract/Blanket Purchase Order

BUDGET:
Funding is included in the FY 2026-2027 Adopted Budgets

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	233.801000	HR – Professional Services	$75,000	$50,000	$25,000

RECOMMENDATION:
It is recommended that City Council approve a project budget to Evergreen Solutions, LLC., Tallahassee, Florida to conduct a total compensation study for the City in the amount not-to-exceed $50,000.00 and further authorizes the Procurement Manager to execute a contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney ☐ Yes ☒ N/A