



City of Washington, Iowa
Request for Proposals
Compensation and Classification Study
Due Date: August 12, 2025
215 E. Washington Street
Washington, Iowa 52353

Community Background

The City of Washington, Iowa is seeking proposals from qualified consulting firms to complete a Compensation and Classification Study. Washington is the county seat of Washington County, Iowa. Washington is the largest city in the county with a population of 7,300 and located at the intersections of Highways 1 and 92 in southeast Iowa. Washington is approximately 30 miles south of the Iowa City/Coralville metropolitan area and 30 miles north of Fairfield. The city currently consists of approximately 50 employees in 35 positions.

Project Description

The Compensation and Classification Study will provide an updated framework for the placement of all City positions on a grading scale as well as setting parameters for compensation within each grade. The study will seek to fulfill the following goals.

- Attract and retain qualified employees
- Ensure positions performing similar work are classified together
- Provide salaries commensurate with assigned duties
- Maintain a competitive position with comparable governmental entities and private employers within the region

Scope of Work

The project will include, but may not be limited to, the following components.

- Provide for a comprehensive evaluation of every job within the City to determine relative worth within the organization for internal equity and for the establishment of pay ranges and step progressions within the ranges.
- Review current job classifications and recommend changes to hierarchical order of jobs.
- Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions within comparable Iowa municipalities and within the local private sector.
- Identify potential pay compression issues and provide potential solutions.
- Analyze and recommend changes to the present compensation structure to meet market analysis. This may include recommendations for individual positions as well.

Proposal Response and Selection Process

Interested firms shall submit a proposal to Washington City Hall, 215 E. Washington Street no later than 4:00 p.m. on August 12, 2025. Submittals shall include 1 hard copy and one electronic copy. Proposals shall include:

1. Experience of firm and assigned staff.
2. List of references from previous public clients.
3. List of previously completed compensation and classification studies.
4. Detailed explanation of firm's approach and timeline to completing compensation and classification studies.

Staff will review all proposals. Finalists will be invited for virtual interviews in mid-August. A final decision will be made by early September. The target date for submission of the final plan is December 31, 2025.

For More Information: Contact Joe Gaa, City Administrator at 319-653-6584 or jgaa@washingtونيowa.gov.