



Great Rivers Greenway

## REQUEST FOR QUALIFICATIONS FOR 2026 SALARY SURVEY AND ANALYSIS

**SUBMITTAL DUE DATE:**           **March 3, 2026**  
4:00pm Prevailing Central Time

**SUBMITTAL LOCATION:**       <https://greatriversgreenway.org/work-with-us/bid-opportunities/>  
Register online to receive upload link and other instructions. Submit qualifications in .PDF format only.

### PROJECT SUMMARY

Great Rivers Greenway (“GRG”) requests proposals from qualified consultants to complete a salary survey and provide analysis of the research. Deliverables will include: salary ranges for each job description, cost impact analysis for any one-time salary adjustments, and merit guidelines and matrix for future merit/COLA increases. GRG values continuous improvement and wishes to maintain a compensation structure that is competitive in the marketplace.

### ANTICIPATED PROCUREMENT SCHEDULE

January 29, 2026:	GRG Issues Request for Qualifications
February 9, 2026:	RFQ Questions due to mbock@grgstl.org GRG by 4:00pm Central
March 3, 2026:	Qualification Submittals Due to GRG’s Web Site 4:00pm Central
April/May, 2026:	Consultant selected

### BACKGROUND

GRG is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. GRG connects the St. Louis region with greenways, making it a vibrant place to live, work, and play. Great Rivers Greenway is operated by a 45-member staff and governed by a 12-member Board of Directors. Staff members work within five groups referred to as Build, Promote, Sustain, Administration/Finance, and the Great Rivers Greenway Foundation.

### QUALIFICATIONS

The selected consultant may be an individual, firm or team that best demonstrates the ability to provide the requested services at a reasonable cost. The consultant is expected to work collaboratively with GRG staff throughout the process.

Qualified consultants must demonstrate capacity and experience for projects of this type. All consultants will be evaluated on the criteria listed under “Selection Process” section below.



## **SCOPE OF SERVICES**

Great Rivers Greenway intends to engage a firm or individual to complete a salary survey and provide analysis as described. The deliverables are to be compiled in a final report by an agreed upon date in 2026.

The Consultant will provide research of appropriate benchmarking data and complete a regional salary study with the following deliverables:

1. Salary ranges with minimum, mid and maximum for each position
2. Cost impact analyses for recommended one-time salary adjustments, if any.
3. Merit guidelines and matrix for the organization to utilize for future increases.

The selected Consultant will be provided with a current organizational chart, job descriptions and access to staff. There are approximately 45 full-time positions with 33 different titles and 14 part-time positions with 3 different titles.

The regional salary survey should include peer organizations such as:

St. Louis Art Museum  
St. Louis Zoo  
Forest Park Forever  
St. Louis Regional Chamber of Commerce  
City of St. Louis, St. Louis County and St. Charles County Parks and Public Works Departments (project manager, planners, community development and Executives  
S. Louis Science Center  
Missouri History Museum  
St. Louis County Library  
East West Gateway Coordinating Council  
Metro (Bi-State)  
St. Louis area Architecture and Engineering Firms  
Cities of Clayton, Creve Coeur, Chesterfield, St. Peters, O'Fallon

It is incumbent upon the consultant to ensure a sufficiently large sample size is achieved.

## **INSTRUCTIONS FOR PREPARING QUALIFICATIONS**

Please upload your submission as a single .PDF file to the GRG web site (link will be provided to you). Submission file should include:

Submission should be no more than 15 pages and must include the following:

- A. Letter of interest that clearly summarizes:
  - Qualifications of the consultant, firm or team
  - Primary contact and/or project manager
  - Understanding of the assignment
- B. Overview of consultant firm and individuals assigned to this effort, including brief resumes.
- C. Approach to the assignment including plan for ensuring a sufficient sample size for bench-marking purposes.
- D. Description of consultant's experience with local governments, districts or other public agencies.



- E. Profile of three relevant assignments within the past three years.
- F. Cost Proposal.
- G. Disclosure of any material agreements, relationships, or employment your firm or team members have that may create a conflict of interest or the appearance thereof with Great Rivers Greenway staff and/or Board of Directors.

It is the sole responsibility of the consultant to ensure the .PDF statement of qualifications is received in proper time. **No late submittals will be considered. No printed, fax or verbal submittals will be accepted.**

## **SELECTION PROCESS**

All consultants will be evaluated on the following criteria:

- Experience in providing salary studies and related research for similar organizations
- Capacity and expertise of staff assigned to project
- Added value to the project based on unique staff experience, previous work, additional skills, approach or other factors
- cost information

Upon selection of consultant, GRG will negotiate a scope of services and other terms and conditions of an agreement with the selected firm. If such negotiations are not successful, GRG reserves the right to begin negotiations with other respondents. Respondents whose proposals are not accepted will be notified as soon as practical.

## **GENERAL PROVISIONS**

Any contract awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation or national origin.

Preference may be given to businesses located within St. Louis City, St. Louis County or St. Charles County, and secondarily within the state of Missouri.

GRG intends to enter into an initial contract for the services detailed above but shall have the option to enter into subsequent written amendments or additional contracts related to the services described in this RFQ. GRG may also choose to enter into additional written contracts or amendments for additional periods of service connected to the performance of such services.

Any contract awarded pursuant to this RFQ shall require the consultant to execute and deliver to GRG an affidavit confirming the consultant's enrollment in the E-Verify federal work authorization program with respect to its employees, in compliance with Section 285.530 R.S.Mo. as well as a copy of the consultant's E-Verify MOU. Consultants shall not be required to execute the affidavit and supply an E-Verify MOU copy if either (i) the compensation to be paid under the contract is \$5,000 or less, or (ii) the consultant does not have any employees (though an affidavit attesting that the consultant has no employees will still be required).

Any contract awarded pursuant to this RFQ will require the contracting company to execute and deliver to GRG an affidavit certifying that the company and any company affiliated with it, does not boycott Israel and will not boycott Israel during the term of the contract. This paragraph shall not apply if the compensation to



be awarded under the contract is less than \$100,000 or if the company has less than 10 employees (though an affidavit attesting that the company has less than 10 employees will still be required). In this paragraph, the terms “company” and “boycott Israel” shall have the meanings described in Section 34.600 R.S. Mo.

Any contract awarded pursuant to this RFQ may require that selected consultant(s) maintain (i) Comprehensive General Liability insurance and Automobile Liability insurance with liability limits of not less than \$2,000,000 per occurrence; (ii) Professional Liability Errors and Omissions insurance coverage in a policy limit not less than \$1,000,000 for each claim and aggregate; and (iii) a Workers’ Compensation insurance policy protecting consultant from all claims under applicable state workers’ compensation laws in the statutory limit and Employer’s Liability insurance. Metropolitan Park and Recreation District must be named as an additional insured on the comprehensive general liability insurance and automobile liability insurance policies. Consultants should address any proposed variances to the foregoing insurance policies and requested coverage in their submissions.

Prospective consultants shall assure GRG that they will comply with 2010 ADA Standards prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).

GRG reserves the right, at its sole discretion, to 1) reject any or all submittals and/or consultant team participants when, in the District’s opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, and 4) request additional information which may be deemed necessary.

This Request for Qualifications does not obligate GRG to pay any costs incurred by any respondent with their submission.