

The City of Sunset Valley, Texas

Proposal for Professional Services Contract / Agreement

HR MANAGEMENT CONSULTANT

The City Administrator is proposing a contract with a Human Resources (HR) management consultant to provide professional HR management support to city management and staff, while reviewing, updating, and enhancing the existing personnel policy manual and developing administrative bulletins and standard operating procedures needed to support the policy manual.

The consultant may also be tasked with developing and implementing other HR policies, procedures, and/or programs as city management determines is necessary and appropriate.

BACKGROUND:

Sunset Valley is a small municipality with thirty-five full-time employees, and numerous non-regular part-time positions.

The City does not have dedicated, professional HR support, creating a need for such expertise to support effective operations. Additionally, the [City's HR Policy Manual](#) requires modernization and alignment with current local, state, and federal employment laws.

The HR Policy Manual was adopted by the City Council in July 2010 and has been revised multiple times. However, the City Administrator and other key staff concur that a comprehensive review of the document is needed to ensure the content is current, accurate, and satisfies local, state, and federal employment law requirements. Additionally, administrative bulletins and/or Standard Operating Procedures (SOPs) are needed to support the content of personnel policies, as well as aid department heads and supervisors in implementing HR policies effectively.

TERM OF ENGAGEMENT:

The HR consulting agreement/contract will be for a period appropriate to achieve the scope of services described herein, but not to exceed 24 months from the date both parties sign the agreement. The agreement/contract may be renewed at the end of the initial 24-month period, at the city's sole discretion.

Matt Lingafelter, City Administrator
City of Sunset Valley
3205 Jones Rd
Sunset Valley, Texas 78745

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SCOPE OF SERVICES:

The City of Sunset Valley is searching for a firm (Consultant) to provide professional Human Resources (HR) management services to city management and staff. Under the guidance of the City Administrator, the HR Consultant's duties include, but are not limited to:

HR Policy Review and Update: Modernize the City's HR Policy Manual to ensure alignment and compliance with local, state, and federal employment laws and incorporate industry best practices.

Development of Administrative Bulletins/Standard Operating Procedures (SOPs):

Create clear, actionable SOPs or Administrative Bulletins to aid department heads and supervisors in implementing HR policies effectively, protecting both the City and its employees.

Professional Guidance and Support: Provide HR guidance and consultation to city management and staff, as needed.

The selected consultant will be expected to provide the City with copies of all work products without limitation, which shall include bulletins, reports, analyses, correspondence, proposals, and any other documents produced in connection with the consulting relationship with the City in electronic form to include portable document format and the root file(s).

The selected consultant must commit to providing services to the city in a timely manner, without unreasonable delays.

The selected consultant must be located within reasonable proximity to the City of Sunset Valley to ensure coordination with the City Administrator and other staff and to attend meetings when necessary.

QUALIFICATIONS AND EXPERIENCE:

The city will select the most qualified consultant based on demonstrated competence, experience, and the ability to meet the City's HR consulting needs. The successful applicant must have prior experience working in a professional capacity with at least one local government entity, such as a municipality, county, or other public-sector agency. This experience should include providing HR management or consulting services that align with the scope of work described herein.

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Staff Expertise: Proposals should identify the credentials, relevant certifications, and experience of key personnel who will work on this project, with particular attention to HR policy modernization, organizational analysis, recruitment, and retention.

Project Management: Demonstrated ability to manage complex HR consulting projects, with effective communication, responsiveness, and the ability to work collaboratively with city leadership and staff.

Legal and Regulatory Knowledge: Familiarity with Texas state employment laws, federal employment regulations, and legal considerations specific to municipal governments.

Past Performance: Positive references and a documented history of successful, timely, and effective delivery of HR services for similar organizations, particularly local governments or public-sector clients.

Availability and Accessibility: Proximity to Sunset Valley and commitment of key personnel to attend meetings and maintain regular communication throughout the engagement.

CRITERIA FOR PROPOSALS:

All Proposals must be under \$50,000.

PROPOSAL SUBMISSION REQUIREMENTS:

Interested consultants must submit a digital copy of their proposal via email to:

Matt Lingafelter, City Administrator
City of Sunset Valley
Email: mlingafelter@sunsetvalley.org

Proposals must be received no later than **Friday, June 27, 2025 at 2:00 p.m. CST**. Late submissions will not be considered.

A digital copy in PDF format is sufficient; no hard copy is required. Proposals should clearly outline the consultant's qualifications, approach to the scope of services, timeline for completion, and total proposed cost. All proposals must be under \$50,000.

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The City reserves the right to request additional information or conduct interviews with one or more respondents. Submission of a proposal does not guarantee a contract award. The City of Sunset Valley reserves the right to reject any or all proposals.