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REQUEST FOR INFORMATION

BID NO. 22-031

FOR

COMPENSTATION STUDY

INFORMATIONAL ADDENDUM NO. 1

DATED ISSUED: November 16, 2022

- 1. How many unique job descriptions/classifications do you intend for the study inspect?**  
Please see FTE budget 2022-23 file.
- 2. How many individual classifications and individual positions (people) will be included in the study?**  
Please see list below.
- 3. How many employees do you have – FT and PT?**  
Please see list below for full time employees as part time positions vary through the year.
- 4. How many unique job titles does the organization have?**  
Please see MOU's Pay Scale file.
- 5. In order to better understand the jobs, we leverage existing job descriptions. We+ notice that the City's JD's are online. Are the job descriptions updated regularly?**  
Job descriptions are updated on an as needed basis due to staffing levels in the past years.
- 6. If the job descriptions are NOT updated regularly, do you want all employees to complete a position questionnaire (PQ) and for the Consultant to update all JDs/create new ones?**  
Yes, the City would like questionnaires completed by staff and Consultant to update/create new job descriptions in order to accurately reflect job duties.
- 7. Is the City looking for a particular project completion timeline? If so, please let us know the desired completion deadline?**  
No time line has been identified but the Engineering Department will be requested as a priority.
- 8. How many employees are included in the study?**  
Please see FTE budget 2022-23 file.

- 9. Could you please provide an allocation report that shows a list of all the classifications and the number of employees/positions allocated to the each? This information will be critical in order to develop a detailed and precise project budget.**

Please see FTE budget 2022-23 file.

- 10. Is there a budget for this study and if yes, can you tell us what that is?**

Yes, funds have been allocated for this study but amount will be determined upon review of the proposals.

- 11. Does the City have a predetermined list of comparators they would want to use?**

Yes, there are ten (10) cities that are used as a standard.

- 12. Are you open to the study being conducted virtually instead of on-site?**

Yes, virtually is fine.

- 13. The RFP states hard copies are required. We wanted to inquire if the City would allow email only?**

The bid proposal must be submitted in a sealed envelope with one original hard copy and one electronic copy via a USB drive. Emailed bid proposals are not acceptable.