



REQUEST FOR PROPOSAL

FOR

TOTAL COMPENSATION STUDY

Salton Community Services District
HR Director/Finance Officer
1209 Van Buren Ave., Ste.# 1
Thermal, CA 92274

Proposal Issue Date: September 27, 2023
Due Date: October 18, 2023, 2:00 p.m.

Introduction

The Salton Community Services District invites interested, qualified, professional consulting services to submit written proposals to evaluate, analyze, and prepare a District-wide Total Compensation Study. Our desire is to obtain a consultant with public sector experience in total compensation studies who will assist the District in reviewing the District's compensation, including all benefits and determine the correct market salary for each surveyed position, establish the market value of the employee benefits package, and provide a market analysis of the base and total compensation. In addition, we are seeking a consultant's assistance in determining the appropriate Consumer Price Index or Indexes applicable to the unique environment of Salton City.

This Request for Proposals (RFP) is an invitation by the Salton Community Services District (District) for consultants to submit an offer, which may be subject to subsequent discussion. Submittal of a proposal does not create any right or expectation to a Contract with the District and the District further declares that it will incur no financial obligations for any costs by any firm in preparation of their proposal.

Qualified firms may submit their sealed proposal responses on or before **October 18, 2023, by 2:00 p.m.** to:

Christina R. Sutton
Human Resources Director/Finance Officer
Salton Community Services District
1209 Van Buren Ave. Ste.# 1 P.O. Box 5268
Salton City, CA 92275

Background

The Salton Community Services District, a public agency established in 1957, provides wastewater collection, treatment, and disposal for the community of Salton City and Desert Shores along with providing two public parks. The community is unique in terms of remote location, tourist economy, low population growth with rising housing costs.

The district currently has 12 employees, 9 of whom are represented by the Local 1184 Laborers, 2 Public Works employees, and 3 Administrative Staff. Currently, the District has 24 lift stations and 3 WWTF which are evaporation/percolation. There are 7 classifications encompassing the 12 employees. Employees advance annually through performance evaluations where they receive anywhere from 1%-7% pay increase. Job descriptions were updated in 2019 and are currently being updated again in anticipation of this Total Compensation Study. The district would like to take a fresh look at all aspects of a new, updated Total Compensation Study, including reaching agreement on the comparable agencies to be utilized. All District work on this Compensation Study will be done by management.

Scope of Services

The district expects ongoing and open communications between Management and the consultant over the course of each phase of this study. All products and recommendations must comply with applicable State and Federal laws and enhance the district's ability to match employee compensation to comparable positions in the labor market, and also to recruit and retain qualified personnel.

The following are the consulting services related to the Total Compensation Study:

1. Conduct a comprehensive survey of external labor market public sector agencies for agreed-upon classifications. This will include a review and market analysis of salary and benefits including but not limited to base salary, employer paid retirement contributions, specialty pay, employer paid insurance contributions for health, dental, vision, life, long-term disability; retirement health savings plan; and leave benefits including holiday, sick leave and vacation.
2. The consultant will review the current job descriptions and compensation system to assure internal equity and external comparability. When comparing with external agencies, a review of the full job description will be performed by the consultant, not relying solely on the classification's title to make the comparison.
3. Consultant will meet with management as many times as needed to gain a full understanding of the district's needs, to discuss consultant's methodology, and to respond to questions regarding the results of the Compensation Study. Such meetings will include identifying the factors to use to determine comparable labor market agencies to survey, and agreement on comparable classifications to be utilized.
4. Complete an internal base salary relationship analysis, including the development of internal relationship guidelines.
5. Present draft results of the survey to the Compensation Study Committee and respond to questions regarding same.
6. Prepare a written report of results and findings, including discussion of methods, techniques, and data used to develop the Base and Total Compensation Study.
7. Meet with management to discuss factors to consider when determining the appropriate Consumer Price Index(es) (CPI) to use for the Salton City community and make a recommendation for the appropriate CPI for future use by the district.
8. Provide instructional information to allow District staff to conduct individual salary audits consistent with study methods until the next study is conducted.
9. Consultant will also present the final report to the Board of Directors.

Proposed Timetable

Proposed timetable is subject to change depending upon the needs of the District.

Action Item	Target Date
Request for Proposal Issued	September 27, 2023
Due date for Proposal	October 18, 2023
Evaluation of Proposals Period	September 27 th through October 18, 2023
Interview of Top Proposers	October 30, 2023
Select Firm Notified	November 06, 2023
Finalize Professional Agreement	November 10, 2023
Present Recommendation to Board of Directors	November 15, 2023
Contract Date	November 15, 2023
Phase I – Determine Labor Market Agencies	January 18, 2024
Phase II – Determine Comparable Positions	February 18, 2024
Phase III – Present Draft Report	April 12, 2024
Phase IV – Present Final Report	May 17, 2024

The Salton Community Services District will provide the following information to the successful consultant:

- Copies of all existing job descriptions
- Copies of all wage and salary schedules
- Copies of all employee benefits schedules
- Copy of all Memorandums of Understanding
- Copy of the District’s Organizational Chart

Submittal Content and Procedures

The following information should be provided in each proposal and will be utilized in evaluating each proposal submitted. To expedite the evaluation of proposals, submittals must follow this format and should be no more than 30 pages in length.

1. Cover Letter

The cover letter should indicate the full name and address of the consulting firm that will perform the services described in the RFP. The Consultant should include the name and contact information for the individual who will serve as project manager, and each team member’s name and contact information. Additionally, the cover letter should outline the firm’s qualifications.

2. Consultant’s Prior Experience and Qualifications

Provide examples of the last three (3) completed projects demonstrating the consultant’s experience working with public agencies similar in size, scope, and purpose.

3. References

Provide three (3) client references applicable to the scope of services. Include contact names, telephone numbers and email addresses.

4. **Organizational Chart**

Identify all team members and their titles and responsibilities for the project.

5. **Team Member Resumes**

Provide a resume/biography for all team members.

6. **Management Overview and Approach**

Explain the proposed methodology that will be used, and clearly demonstrate understanding of the objectives the project is intended to complete. The Consultant should provide a detailed work plan and timeline indicating how each task under the Scope of Services will be accomplished.

7. **Timeline**

An estimate of time to complete the project, as outlined in this RFP and a proposed timeline of work tasks, with the date of final completion of the project.

8. **Fee Proposal**

Discuss proposed pricing to provide the services in the Scope of Services, all inclusive. Provide a breakdown of the firm's rates, fees, and charges for services, by phase, and for total project, and a proposed payment schedule.

9. **Exceptions/Deviations**

State any exceptions to or deviations from the requirements of this RFP, segregating "technical" exceptions from "contractual" exceptions. Where Proposer wishes to propose alternative approaches to meeting the District's technical or contractual requirements, these should be thoroughly explained. If no contractual exceptions are noted, Proposer will be deemed to have accepted the contract requirements as set.

Submission Requirements

For consideration to be given to any proposal submitted pursuant to this RFP, one original and eleven (11) copies of the Proposal must be received on or before **October 18, 2023, by 2:00 p.m.** at the address listed on the cover page of this Request for Proposal. Late proposals will not be accepted, regardless of postmark. No oral, telephone, fax, or email proposals will be considered, although clarifications may be done by phone or email. The District reserves the right to reject any or all proposals submitted.

If it becomes necessary to revise any part of this RFP, addenda will be supplied to all firms receiving this Request for Proposal.

The selected provider will enter into a contract with the Salton Community Services District for consulting services for a term to be mutually agreed upon by the district and selected firm.

Evaluation and Selection Process

The various significant factors that will be considered in the evaluation of proposals are summarized below. The District's final selection will not be dictated by any single factor, including price. The relative importance of these factors involves judgment on the part of the District's Management and will include both objective and subjective analysis. The evaluation criteria listed below are listed in random sequence and are not considered in any rank or order of importance:

1. The Proposer has advanced knowledge of the laws and practices relating to employee classification and compensation within a public entity.
2. The Proposer has a demonstrated track record of success in handling all aspects of employee classification and compensation and at least five years of providing these services to public entities in the State of California.
3. The Proposer shall demonstrate an understanding of the assignment and knowledge of the skills necessary to serve in the role of Compensation Consultant.
4. The Proposer's management approach and methodology will meet the District's expectations.
5. Qualifications of the Consultant and assigned project staff.
6. Proposer's timeline for project completion/proposed schedule.
7. The Proposer complied with the specifications as set forth in the RFP.
8. The Proposer's cost and fees proposal.
9. Proposer will receive outstanding references from comparable clients.

The submitted Proposals will be reviewed by each member of Management. Top Proposers will then be invited to an interview before Management Team, and all prospective proposers will be asked to keep the date listed in the timeline available. No other interview dates will be provided, therefore, if a Proposer is unable to attend the interview on this date, it's proposal may be eliminated from further discussion. The interview will likely consist of a short presentation by the Proposer, after which the Management Team will ask questions related to the firm's proposal and qualifications.

At the conclusion of the evaluation process, the Management Team will recommend to the Board of Directors a Proposer whose proposal is most advantageous to the district.

General RFP Conditions

1. The district reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
2. The District reserves the right to withdraw or cancel this RFP at any time without prior notice and the District makes no representations that any contract will be awarded to any Proposer responding to this RFP.
3. The District reserves the right to postpone proposal openings for its own convenience.
4. Proposals received by the District are public information and must be made available to any person upon request.

5. Submitted proposals are not to be copyrighted.
6. The District reserves the right to seek clarification of information submitted in response to this RFP.
7. The District reserves the right to modify the RFP as it deems necessary.
8. Any material misrepresentations made by the Proposer will void the proposal response and eliminate the Proposer from further consideration.
9. The District shall not, in any event, be liable for any pre-contractual expenses incurred by Proposer in the preparation of its proposal. Proposer shall not include any such expenses as part of its proposal. Pre-contractual expenses are defined as expenses incurred by Proposer in preparing its proposal in response to this RFP; submitting that proposal to the District; attending an evaluation interview with the Compensation Study Committee; negotiating with the District any matter related to this proposal; or any other expenses incurred by Proposer prior to date of award, if any.

Insurance Requirements

Proposers shall obtain and maintain during the entire term of the agreement, insurance pertaining to the activities associated with the agreement. Proposers will be required to obtain, at its own cost and expense, all insurance endorsements required below, and shall provide evidence of such insurance and endorsements to the District prior to commencing work.

Workers Compensation Insurance	Statutory Limits
Automobile Liability	\$1,000,000 per accident*
Commercial General Liability	\$1,000,000 per occurrence*
Professional Liability	\$1,000,000 per occurrence*
*Combined Single Limit Acceptable	

Laws of Governance

The selected Proposer will be required to comply with all existing State and Federal laws, including applicable equal opportunity employment provisions. The Contract shall also be construed and governed in accordance with the laws of the State of California and the District. Consultant shall comply with all federal, state, and local laws, ordinances, and regulations applicable to the work.

Compensation Study Consultant RFP – Distribution List

Koff & Associates 2835 Seventh Street Berkeley, CA 94710 (510) 658-5633	Ralph Anderson & Associates 5800 Stanford Ranch Road, Suite 410 Rocklin, CA 95765 (916) 630-4900
CPS HR Consulting 2450 Del Paso Road Ste., 160 Sacramento, CA 95834 (916) 263-3600	Reward Strategy Group 5283 Pearlman way San Diego, CA 92130 (858) 259-3800
Bryce Consulting 1024 Iron Point Road, Suite 100 Folsom, CA 95630 (916) 974-0199	Regional Government Services Authority P.O. Box 1350 Carmel Valley, CA 93924 (805) 764-4540