

UTILITIES COMMISSION
City of New Smyrna Beach, Florida
200 Canal Street
P.O. Box 100
New Smyrna Beach, Fl. 32170-010

July 17, 2018

RE: RFP 20-18 Wage and Compensation Study ADDENDUM **No. 1**

To prospective vendors:

The Utilities Commission is issuing the following addendum. **As such it becomes an integral part of the proposal and must be acknowledged by the return of this signed form, with your proposal form, acknowledging receipt of the addendum.**

The following questions have been asked and are answered below:

- 1) How many unique job titles do the 170 employees fall within?

Currently about 96 unique job titles. We anticipate the addition of 8 new jobs with unique titles in the next fiscal year (10/1/18).

- 2) How many separate union contracts are the roughly 60% of the workforce covered by?

Only one union contract.

- 3) Are the Commissions' job descriptions current? If not, does the Commission anticipate updated job descriptions as a deliverable of this project?

Most are current. We are in the process of updating them all. We expect to present up-to-date job descriptions to the consultant who is awarded this project. We do not wish to include job description updates as part of the project.

- 4) How does the Commission currently determine the grade to which a position is to be assigned? Is the Commission interested in multiple methodologies to do so as part of the RFP response?

Grades are assigned to positions based upon our research of market value for the position and where that falls in our already established classifications, in addition to negotiations with the union for those positions, which are represented. We are interested in multiple methodologies and expect part of the RFP response to include recommendations on an alternate salary schedule design, as well as recommendations for changing the current process of how salary increases are earned.

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- 5) What is the Commission's desired timeline for completion and is there flexibility in this date, if needed?

There is no deadline currently. We are flexible depending upon the awarded consultant's recommendations. Our initial expectation, however, is that this project would take between 6 and 12 months for completion.

- 6) What is the Commission's available budget for the contract to be awarded under this procurement?

Our budget is \$40,000.

- 7) For the 170 employees to be included within the scope of work can you identify how many job titles or job classifications would be included?

See response to question 1 above.

- 8) Did you have a particular time frame for completion of the project? For example, three months, four months, five months, etc.

See response to question 5 above.

- 9) Have you established a budget for the project or an expected range of cost? If so, can you indicate the amount or range?

See response to question 6 above.

- 10) Are you able to send both the union and non-union pay schedules for purposes of the proposal?

We can provide these. They are also located on our website.

- 11) How many unique job titles are there for 170 employees?

See response to question 1 above.

- 12) Are you looking for just market analysis for classifying each role? (so no job evaluation system or approach?)

We are looking for market analysis and recommendations on a new approach to salary increases and salary schedules.

- 13) Are you desiring market data for the union roles also?

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Yes

14) When does the study need completed?

See response to question 5 above.

15) When do you anticipate the project commences?

October 1, 2018

16) What is the expectation for on-site meetings with 1) project leaders or 2) Commissioners?

Would expect to have onsite meetings at any important point in the project (i.e., project start and when reviewing recommendations). Do not expect for the consultant to meet with Commissioners at any point during the project, but to be available during the Commission Meeting when any changes to policy relating to this project are presented for approval.

17) Please clarify the scope of services requested-Does UCNSB want the consultant to only review the compensation plan and salary schedule or is UCNSB asking the consultant to conduct a compensation study which would include a custom salary market survey of comparable peers and developing recommendations for UCNSB's compensation plan and salary schedule based on peers and developing recommendations for UCNSB's compensation plan and salary schedule based on the analysis of the market data?

This was clear in the scope. We wish to have a compensation study completed on all of our positions, including a market survey, as well as recommend updates to our compensation plan and salary schedule.

18) Does UCNSB have existing job descriptions for all job titles?

Yes

19) Is UCNSB interested in having employees complete a job description questionnaire?

No

20) Does UCNSB want the consultant to review FLSA status?

No

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21) Does UCNSB currently utilize a job evaluation method to determine internal equity and if so, what method is used?

No

22) If not, does UCNSB want the consultant to implement a job evaluation system?

Not necessarily, but we are willing to review any and all recommendations.

23) The RFP states that UCNSB has approximately 170 employees. Can you please provide the number of job titles/classifications?

See response to question 1 above.

24) Please provide the name of the union that represents 60% of your workforce. Does the union support this project?

IBEW Local 2088. Union's support at this point is irrelevant as we will not implement any recommended changes for represented positions without first negotiating with the Union. However, market data is imperative for us to have for future negotiations.

25) Do you have a budget for this project and can you share the amount?

See response to question 6 above.

26) Does UCNSB have a timeframe for completion of this project?

See response to question 5 above.

27) BID FORM on page 5 of the RFP states..A Bid Form is provided and a completed original and one duplicate copy shall be returned in a sealed envelope properly marked with Bid number and acknowledgment of receipt of addenda where applicable.

2. SEALED PROPOSALS: AN ORIGINAL PROPOSAL AND 3 COPIES plus a USB Flash Drive. **Do you want 1 copy and duplicate of the bid form as opposed to the original, 3 copies and USB submission?**

UCNSB will require 1 original, 3 copies and a USB submission.

28) SPECIFIC ITEMS TO BE ADDRESSED IN YOUR PROPOSAL RESPONSE on pages 17 and 18 of the RFP requests the following:

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Executive Summary: An executive summary for the proposal highlighting the bidder's qualifications, relevant work experience, proposed approach to the delivery of services, and summary cost information.

Firm's Qualifications: A description of the bidder's experience related to the requested service. A description of experience in the utility industry, including, if possible, the client names and work descriptions.

Project Team's Qualifications: Qualifications of the bidder's assigned project leader and other personnel assigned to the project.

Approach to Services: A description of the services to be provided that is sufficient to demonstrate understanding of the requested Scope of Services and to explain the bidder's proposed approach to accomplishing the scope.

Schedule: A project schedule for all work described in the Scope of Services, including key schedule steps and milestones.

Cost: A detailed cost estimate for completing each aspect of the Proposed Scope. A description of major project assumptions that influence the cost. A description of the bidder's billing practice and payment terms.

Other Information: Information available about the bidder's philosophies regarding compensation and job classifications. A description of any services that will be outsourced by the bidder.

Page 19, PROPOSAL SUBMITTAL REQUIREMENTS AND EVALUATION FACTORS requests

Proposals shall include all of the information as listed below, and any additional information that the **PROPOSER** deems pertinent to the understanding and evaluating of the proposal. Proposals shall be organized for evaluation in tabbed sections. Submittals must be clear, concise, typed on letter size paper and individually bound. Submittals should contain no more than (30), double sided, single spaced pages, at least #10 fonts. Longer submittals may be discarded.

Should the requested tabbed sections follow the requirements in Section 5 (seven tabs) or the evaluation criteria on page 19 (6 tabs)? Both sections ask for different or in a different order. Also the PROPOSAL SUBMITTAL REQUIREMENTS AND EVALUATION FACTORS FORM STATES Page 1 of 3, but the form appears to be only two pages.

Your response shall be prepared as instructed on Page 19 "PROPOSAL SUBMITTAL REQUIREMENTS AND EVALUATION FACTORS". Keeping in mind UCNSB's request for specific items to be addressed in your response on Pages 17 and 18 (6 Tabs).

Submit a copy (only) of page 21 Proposal Form with your response.

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29) The evaluation criteria requests

Forms must be complete and attached within the proposal

- Certification of Drug-Free Workplace
- Public Entity Crimes
- Non-collusion Affidavit
- Request for Taxpayer Identification Number and Certification W-9 Form
- Vendor Application
- Questionnaire
- Required Disclosure
- Addenda Acknowledgement
- Include a copy of your current Occupational License from an authorizing government agency

What is required to complete the Required Disclosure form? Is there a specific form to acknowledge any addenda or just include signed acknowledgement of any Addenda we receive in this place? Would occupational License include our Certificate of Good Standing from the State we are registered as a corporation in? Can you provide a copy of your insurance requirements to determine whether or not we can include UCNSB as additional insured to complete the questionnaire?

From Page 16 of the RFP REQUIRED DISCLOSURE “By submitting a proposal, PROPOSER recognizes and accepts that the COMMISSION may reject the proposal based upon the exercise of its sole discretion and proposer waives any claim it might have for damages or other relief resulting from the rejection of its proposal based on these grounds.” No form is required.

This addendum contains a signature form to be submitted with your proposal. Submit the entire addendum with the form signed.

A Certificate of Good Standing from the State you are registered as a corporation in will suffice as an occupational license.

For the purposes of this RFP you will not need to list UCNSB as additional insured. You may insert N/A in this space if you like.

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A Copy of This Signed Form Must Accompany Your Proposal

Acknowledgment of Receipt of Addenda No. 1

Company _____

Title _____

Signature _____