

Request for Proposal

Marina Coast Water District

The Marina Coast Water District wishes to contract for professional assistance with a customized classification and compensation study



Proposals due no later than:

**5:00pm
May 11, 2017**

Proposals should be sent electronically to:
Jean Premutati at
jpremutati@mcwd.org

Proposals sent by mail should be directed to:
Marina Coast Water District
11 Reservation Road
Marina, CA 93933
ATTN: Jean Premutati

Introduction

Marina Coast Water District (District) is accepting proposals for professional services to conduct a customized classification and compensation study.

The District's goal is to have a classification and compensation study utilizing accepted practices in the management and design of compensation systems. The District's objectives are:

- Attract and retain qualified workers who will be paid equitable salaries
- Provide a salary structure that enables the District to maintain a competitive position with other like entities within the same geographic area.

It is expected that the study will recommend adjustments to the District's pay plan rules, policies, and salary structure, to allow for appropriate compensation, rectify compression/equity issues along with a total compensation comparison.

Background

The District, governed by a five-member Board of Directors, is located just north of the Monterey Peninsula and serves approximately 8,000 customers in the diverse communities of Marina and the Ord Community (former Fort Ord). The District provides high quality water and collections services through management, conservation and development of future resources at practical costs.

The District's compensation plan is based on the principles of external and internal compensation equity with salary adjustments based on the employee's job performance and longevity. Each fiscal year, a compensation plan is established by the Board of Directors and is established in accordance with issued policies and guidelines.

The existing classification and compensation system consists of three (3) salary schedules in the following classifications: union represented hourly employees; represented hourly employees, and exempt represented and non-represented employees. There are currently thirty six (36) employees in twenty five (25) classifications.

I. Scope of Services

The study shall include an examination of the District's classification and compensation system and shall make recommendations for compensation policies, procedures and practices. The development of a customized classification/compensation plan for the District shall be based upon an objective analysis and evaluation of job content. This study shall be conducted in accordance with generally accepted compensation methods, and applicable federal and state laws.

The overall plan must provide internal equity and yet be competitive in the marketplace in attracting and retaining qualified employees. The study should include at least one meeting with the District General Manager and Human Resources to discuss the processes and tasks to be performed. The study shall include but is not limited to the following:

A. Classification Study

1. The District will identify a list of approximately 9-10 classifications to be reviewed and evaluated.
2. Review the District's existing compensation and classification system.
3. Gather necessary information through the use of questionnaires, job audits, personal interviews or other accepted methods and compare to existing job descriptions.
4. Update and/or create new job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications, working conditions, license requirements, and standby responsibilities, for classifications as needed.
5. Identify management, supervisory, professional, technical, and general employees, including Fair Labor Standards Act (FLSA) status (exempt/non-exempt).
6. Analyze existing internal hierarchy based on job relationships, identify problem areas within the internal hierarchy system, and propose implementation methods to correct identified problems.
7. Identify career ladders for classifications as deemed appropriate.
8. Present proposed recommendations to the General Manager and Human Resources for review prior to making any final classification determinations.

B. Compensation Study

1. Provide progress reports to include data collected.
2. Recommend and identify a market position for the District.
3. Develop a comprehensive labor market salary survey for the District that reflects similar public sector entities in like geographic areas and customer base. The survey should include:
 - a. Market salary survey comparison to the Marina Coast Water District for each benchmark position by minimum, midpoint, and maximum.
 - b. Prepare cost analysis for employees in positions that fall below the proposed minimum salaries following reclassification.
4. Recommend appropriate salary range for each existing or proposed position based on the reclassification plan, the compensation survey results, and internal relationships and equity.
5. Recommend implementation strategies including calculating the cost of implementing the study with a phased approach that could be implemented over a 2-3 year timeframe.
6. Provide system documentation and computer formats as approved by Human Resources.

7. Conduct analysis of pay policies and practices and develop recommendations for the ongoing internal administration and maintenance of the proposed classification and compensation plan.
8. Conduct a compression analysis to include any recommendations for implementation.

C. Study Conclusion

1. Prepare a written report of recommendations, including discussion of methods, techniques, and data used to develop the Classification and Compensation Plan.
2. Attend meetings, if requested, throughout the process with employees, the General Manager, and the Board of Directors to explain the methodology, survey results, and recommendations.

Additionally, should matters outside the scope of services be necessary, the District reserves the right to negotiate new terms and conditions of an agreement.

II. Proposal Requirements

Interested firms are encouraged to use their own preferred style and format in preparing a proposal; however, each proposal should provide the following minimum information:

- A. Introduction – an introductory description of the services offered by the firm/individual.
- B. References.
- C. Qualifications.
- D. Scope of Services – provide your approach to accomplish this work as described in Section I of this RFP entitled Scope of Work.
- E. Timeline – provide deadlines for completion of tasks required. It is expected that the work will commence as soon as possible once a firm/individual has been approved by the Board.
- F. Cost breakdown – provide a total cost estimate and not to exceed amount for the scope of work.

III. References (references of at least three (3) current clients)

Please include the name, address, telephone number, and email address for three (3) contact persons for which comparable services have recently been rendered.

IV. Qualifications

Provide experience and qualifications of the team member(s) performing professional services of a compensation and classification study. Identify who the project manager will be and key staff assigned if awarded. Include information on the staff's experience with public sector compensation.

V. Professional Services Agreement

A copy of the Marina Coast Water District's consulting services agreement is attached. Consultant must agree to the terms and conditions of this agreement, two copies of which will be included in the proposal.

VI. Costs

A detailed breakdown of billing rates and expenses should be included in the proposal, but the cost of proposal preparation shall not be chargeable in any manner to the District. Please include a rate schedule for computing any extra work not specified in the contracted scope of work.

VII. Selection Process

The District management staff will review the proposals submitted. All proposals will be evaluated uniformly for final selection, which will be based on analysis of the qualifications and proposals.

Although interviews are not required as a condition of submitting a proposal, the District reserves the right to request additional information or interview some or all of the proposing firms if necessary to obtain additional information that the District considers necessary to fully evaluate a proposing firm's qualifications.

The District also reserves the right to: 1) request clarification or additional information from any proposing firm at any time; 2) waive immaterial defects or minor irregularities in a proposing firm's responses to this request for proposal; 3) suspend or reopen the request for proposals process; and 4) reject any or all responses and terminate the request for proposals process at any time.

VIII. Acceptance of Proposal

Any consultant submitting a proposal thereby automatically agrees to each and all of the terms and conditions, provisions, and requirements set forth in this RFP.

No fax submittals will be accepted and late submittals will not be considered. Proposals must be received by 5:00pm on May 11, 2017.

IX. Additional Information to be Submitted by Selected Firm

All firms submitting a proposal will be expected to have or obtain and if selected, to submit the information contained in the attached MCWD Professional Services Agreement (PSA).

1. The selected firm may not award or engage any outside consultant without the District's prior notification and approval. Any approved subcontractor shall be

covered by the firm's insurance in accordance with the insurance requirements described in paragraphs 1 and 2 above.

2. The District will appoint the selected firm subject. The District may in its sole discretion terminate an engagement at any time and for any reason upon fifteen (15) days' advance written notice to the firm. In the event of such termination, the District will compensate the firm for all work performed to the date of termination as calculated by the District based on the fees described in the applicable engagement letter. Compensation under this provision shall not include costs related to lost profit associated with the expected completion of the work or other such payments relating to the benefit of the bargain.

X. Deadline

The deadline for proposals is 5:00pm on May 11, 2017 and should be sent electronically to: Jean Premutati, Human Resources/Customer Relations Manager at jpremutati@mcwd.org or by mail to:

Marina Coast Water District
11 Reservation Road
Marina, CA 93933
ATTN: Jean Premutati

Attachment:
MCWD Professional Services Agreement