

Marina Coast Water District

Classification and Compensation Study Responses to Consultant Questions – Addendum No. 1 October 22, 2026

RFP Release Date: October 5, 2026

Proposal Submission Deadline: November 6, 2026

The Marina Coast Water District provides the following responses to questions received regarding the Classification and Compensation Study RFP. These responses are intended to help consultants prepare their proposals.

Questions and Responses

No.	Consultant's Question	District's Response
1	Submission Time – Section 4.1 sets the proposal deadline as November 6, 2026, but gives no time of day. What is the deadline time, and will the District confirm receipt of emailed proposals?	Proposals are due November 6, 2026, by 5:00 p.m. Pacific Time, subject to District approval of this deadline time. Proposals must be emailed to mlagasca@mcwd.org . The District will confirm receipt by email. Proposers are responsible for making sure their proposals are received before the deadline. Late proposals will not be accepted.
2	California Public-Agency Experience – Is California experience a minimum qualification, or is it evaluated within the 30% evaluation factor? Will the District consider federal public-sector experience and work done by key personnel?	California public-agency experience is part of the evaluation and is not a separate pass-or-fail requirement. The District will also consider similar work done for federal and other public agencies, including experience gained by the proposed project team. However, California public-agency experience, especially with special districts and water or wastewater agencies, will receive greater consideration.
3	Comparable Agencies – Should consultants use the agency lists from the 2012 study, 2017–2018 study, or March 2026 management salary adjustments? Is there a required market position under any MOU or Board policy?	Previous studies and agency lists may be used for reference, but consultants are not required to use them. The District wants consultants to recommend agencies that are similar in size, services, location, and operations. The District will review and approve the final list before the salary survey begins. Consultants should not assume the District will use the median as its market target. Any current Board policy or MOU requirement will need to be considered.

4	Prior Work – Will the selected consultant receive the 2018 reports and the analyses behind classification and salary-range changes made since 2023?	The District will provide available previous classification and compensation reports, including the 2018 study and available records of classification and salary changes made since 2023. These documents are for reference. The consultant is still expected to conduct its own review.
5	Salary Survey Scope – Does the salary survey cover benchmark classifications across the District or only the 9–10 classifications selected for review? Is the General Manager included?	The detailed classification review is limited to up to ten classifications selected by the District. The salary survey is intended to cover a broader group of positions that represent the District's workforce. Consultants should use benchmark positions from across the District and review internal salary relationships for positions without direct market matches. Employee benefits are not included. The District will confirm whether the General Manager's position is included in the salary survey.
6	Position List – Attachment A and Attachment B contain different classifications. Which list should consultants use for the salary survey and internal-equity analysis?	Attachment A shows the District's FY 2027 positions, while Attachment B shows the salary schedules. Consultants should use Attachment A as the main reference for District positions and Attachment B for salary ranges. The District will provide the selected consultant with an updated list of classifications and positions. Not every classification listed in the salary schedule is necessarily a filled position.
7	The Nine or Ten Classes – Can the District identify the classifications and approximate number of employees involved?	The District will identify the classifications during the start of the project. For pricing, consultants should assume a review of up to ten classifications. The proposed fee should cover questionnaires, interviews, job reviews, and updated job descriptions needed to complete that work. Consultants should state their assumptions about the number of employee interviews. Any work beyond the ten selected classifications will require prior written approval from the District.
8	Bargaining Units – Is a petition or recognition request pending, which classifications would be covered, and	The District currently has two bargaining units, with the possibility of a third unit being formed. The potential third unit would include certain senior management positions. Consultants should base their proposals on

	will the consultant meet with bargaining-unit representatives?	the current two-unit structure but allow for a possible third unit during the study. The consultant should consider how this change could affect salary relationships, internal equity, and salary compaction. Any meetings with bargaining-unit representatives will be coordinated through the District.
9	Meetings – Beyond the Board presentation, which meetings must be held in person?	Most meetings may be held virtually, including progress meetings, management reviews, and discussions of draft findings. Consultants should plan for at least one in-person Board presentation if requested. Employee interviews and other meetings may be held in person or virtually, depending on what is needed. The meeting schedule will be finalized after the consultant is selected.
10	Pricing Format – Should proposals include a not-to-exceed fee, hourly rates, and travel costs?	Yes. Consultants should provide a total not-to-exceed amount that includes all work required under the RFP. Proposals should show estimated hours, hourly rates, and costs by project phase. Travel and other project expenses should be included in the total amount and shown separately. Additional work will require prior written approval from the District.
11	Artificial Intelligence and Data Handling – Can consultants request approval to use secure commercial AI services? Does the District have a preferred secure file-transfer method?	Consultants must not upload or process confidential District information using AI services without prior written approval. The District may review requests to use commercial AI services, but approval is not guaranteed. Consultants must explain how the service protects, stores, processes, and deletes data, including whether the information is used to train AI models. Confidential files must be shared using methods approved by District IT. Personal email accounts and unapproved file-sharing services are not allowed.
12	Insurance – Are current insurance certificates acceptable? Will the District accept hired and non-owned automobile coverage and \$1 million in professional liability coverage?	Current insurance certificates are acceptable for the proposal. Required endorsements must be provided before the contract is signed. Firms without company-owned vehicles may request approval to use hired and non-owned automobile coverage instead of Symbol 1 coverage. The sample agreement requires professional liability coverage of \$1 million per claim and \$2 million

		in the aggregate. Requests for lower limits or different coverage must be listed as exceptions and approved by the District.
13	Final Report and Board Presentation – Does the District have a target completion date, possibly before the FY 2027–2028 budget?	The draft report is due April 30, 2027. The final report and Board presentation dates have not been set. The District would like the study completed as soon as practical after reviewing the draft. Consultants should allow time in their schedules for District comments, revisions, and the Board presentation. The final schedule will be agreed upon with the selected consultant.

Correction to Section 2 – District Background

The following paragraph replaces the bargaining-unit information in Section 2 of the original RFP:

The District currently has two bargaining units, with the possibility of a third bargaining unit during or following the study period. The potential third unit may include certain senior management positions. For purposes of this study, District positions generally fall within three employee groups: rank-and-file employees, middle managers, and senior managers. The consultant shall consider these groups and the District's current and potential bargaining-unit structures when evaluating classifications, internal salary relationships, supervisory relationships, salary compaction, and market competitiveness. The study shall allow for changes in bargaining-unit structure that may occur during the project.