



Our water. Our future.

Paradise Irrigation District

**Salary Survey and Compensation Study
Request for Proposal**

Issued June 23, 2022

Responses due July 28, 2022 by 10:00 a.m. P.D.S.T.

June 23, 2022

The Paradise Irrigation District (PID, District) is seeking proposals from qualified consulting firms experienced in the review and analysis of salary and overall compensation systems.

Proposals are due no later than 10:00 a.m. P.D.S.T., July 28, 2022. PID prefers proposals be submitted electronically using both Word and PDF formats. Proposals should be sent to mrich@paradiseirrigation.com.

If any part of your proposal is printed and delivered to PID, the envelopes shall be clearly marked "Salary Survey and Compensation Analysis Response". All proposals must conform to this requirement of the Request for Proposals (RFP).

Copies of the RFP will be on file for inspection and may be obtained at the office of the Paradise Irrigation District at 6332 Clark Road, Paradise CA 95969.

Respondents shall aggregate their questions and requests for clarification, and submit them via e-mail to Mickey Rich, Assistant District Manager via e-mail at mrich@paradiseirrigation.com. Requests should be no later than 12:00 p.m. P.D.S.T. on July 7, 2022. Such requests for clarification, and PID's responses, will be supplied in writing to all parties that have received copies of the RFP, without identifying the source of the inquiry.

The Agency reserves the right to reject any and all proposals, or any part of any proposals, or to waive informalities or defects in proposals, as the Board of Trustees of the Agency deems to be in the best interests of the Agency.

Introduction

PID is soliciting proposals from qualified consulting firms, experienced in the review and analysis of municipal salary and overall compensation systems. Our desire is to obtain a consultant who will assist PID in reviewing its existing job description and compensation system including all benefits, analyze the current jobs performed by employees, compare the market pay for each position, establish the market value of the employee benefits package and provide a market analysis of the total compensation package including salary and benefits.

To be considered, a vendor must be a full-service consulting firm with expertise in evaluating pay scales, benefits, job descriptions and market pay/benefit analyses. The consultant should be able to provide references from other municipalities or government agencies where similar work was performed.

The consultant must provide a proposal with maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this RFP.

The Agency is not responsible for any costs incurred by the respondent in preparation of a proposal. PID reserves the right to reject any or all parts of the proposals.

Scope of Work

The successful consultant will be required to meet with the District Manager's Team at the initiation of the study and provide a written presentation to the District Manager's Team at the conclusion of the study. PID expects ongoing and open communications between designated Agency representatives and the consultant over the course of the study.

The Paradise Irrigation 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 bargaining unit agreements
- Copy of the PID Personnel Policies and Procedures Manual
- Copy of a PID Organizational Chart
- Job Performance Evaluation document
- Access to in-house contact, Office Manager Tiffany Bowen and Assistant District Manager Mickey Rich, to discuss procedures, policies, problems and concerns and to provide a liaison between the Agency and the consultant.

Services to be provided:

1. Conduct a comprehensive survey of external regional labor markets impacting market competitiveness for all positions in the District.
 - a. This shall include public sector and private sector jobs with the same essential duties and functions.
 - b. This will include a review and market analysis of salary and benefits.
 - c. The consultant will provide the Agency with a copy of the final compensation study.

Proposal Instructions

Proposals must be received by the Assistant District Manager, Paradise Irrigation District, by 10:00 a.m. P.D.S.T., July 28, 2022. Proposals shall be emailed to mrich@paradiseirrigation.com. If portions of the proposal cannot be emailed, then submit these portions in sealed envelopes addressed to:

Mickey Rich
Paradise Irrigation District
6332 Clark Road
Paradise CA 95969

If the proposal or any part of the proposal is submitted on paper, it shall have marked on the outside of the envelope "Salary Survey and Compensation Study RFP Response."

It is PID's intention to enter a contract as soon as feasible after the proposals are evaluated. The successful vendor shall enter a contract with the Paradise Irrigation District within ten days of the notification of award or as soon as practicable thereafter as determined by PID. Services under this contract may begin when the notification of award is received but no later than the end of 2022.

District staff will review the proposals and may invite one or more of the consulting firms to interview before making a recommendation to the Board of Directors. The recommended consulting firm will be selected based on their experience, quality, and experience of personnel to be assigned to the project, the consulting firm's approach to the project, and recommendations from other clients, and the reasonableness of the cost of the proposed work.

COST WILL NOT BE THE SOLE FACTOR IN THE SELECTION OF A CONSULTANT.

The proposal should include the resumes of the members of the team and references from other municipalities or government agencies where similar work was performed.

PID reserves the right to reject any and all proposals, or any part of any proposal, or to waive informalities or defects in proposals, as the Board of Directors of the District shall deem to be in the best interests of the District.