



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Donabedian, Administrative Services Manager

DATE: June 11, 2024

SUBJECT: Agenda Item 7E: Consideration of Approval of the Issuance of a Request for Proposal (RFP) for a Total Compensation and Benefit Study

RECOMMENDED ACTION:

I move to approve the issuance of a Request for Proposal (RFP) for the completion of a total compensation and benefit study.

BACKGROUND:

The last total compensation and benefit study was completed by Koff and Associates in April 2019, just over five (5) years ago. In the effort of continuing to support the Board's goal of "Supporting an excellent, efficient, and qualified staff" and ensuring the District is remaining competitive within the market and comparator agencies, management is recommending that the Board approve the issuance of an RFP for the completion of a new and updated total compensation and benefit study for District positions.

FISCAL IMPACT:

No cost associated with issuing RFP.

ATTACHMENTS:

1. Draft Request for Proposal for Total Compensation and Benefit Study



REQUEST FOR PROPOSAL
FOR
TOTAL COMPENSATION AND BENEFIT
STUDY

Groveland Community Services District
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Introduction

The Groveland Community Services District (GCSD, District) invites interested, qualified, and professional consulting firms (Consultant) to submit written proposals to evaluate, analyze, and prepare a Total Compensation and Benefit Study for the District. It is the District's desire to obtain a consultant with public sector experience in completing total compensation studies. Familiarity with California drinking water treatment and distribution, wastewater collections and treatment certification requirements is preferred, but not essential. The consultant is expected to review existing job descriptions, compensation and benefits. The District also expects the consultant to obtain and consider both employee and management feedback; analyze and incorporate local and comparable employers' compensation and benefits; interpret industry trends and potential implications to the District labor force; and make recommendations for revisions to the District's compensation rates and benefit package.

District Background

Established as mining camps in 1852, Groveland and the nearby town of Big Oak Flat were once thriving California Gold Rush towns. After the decline in gold production, the historic town of Groveland made its mark offering hospitality to weary travelers coming to and from Yosemite National Park. Located only 26 miles from the northern entrance to the Park on Highway 120, today Groveland is the most convenient gateway for tourists coming from the San Francisco Bay Area, Sacramento, Stockton, or Modesto.

Although Groveland boasts a population of approximately 3,000 full-time residents, this number often triples during the summer months. Visitors are attracted to both the magnificent beauty of our area, as well as the many recreational opportunities offered nearby. Our quiet hilltop community has managed to retain much of its old west charm, and still boasts the oldest continuously operating saloon in California. Travelers enjoy playing golf at Pine Mountain Lake's 18-hole golf course, taking in the sun at one of the numerous recreational lakes nearby, fishing, hiking, and of course sightseeing.

The Groveland Community Services District (GCSD) service area covers approximately 15 square miles in southern Tuolumne County. The District is bounded on the north by the Tuolumne River, on the south by Mariposa County, on the east by the Stanislaus National Forest, and on the west by Moccasin. GCSD is the owner and operator of the Groveland Water System, which receives water from the City and County of San Francisco's Hetch Hetchy water system.

GCSD's Water System distributes the water to the populated areas of Big Oak Flat, Groveland, and Pine Mountain Lake. The GCSD water supply and distribution system includes three water treatment plants, five storage reservoirs, and approximately 70 miles of distribution piping. The District provides a treated water supply to approximately 3,500 customers. The District also owns and operates the regional wastewater collection, treatment, and regional recycled water system, which provides sewer service to approximately 1,500 customers within the District's service area. The District operates a public park, baseball field and provides fire protection services to the community through a cooperative contract with the California Department of Forestry and Fire Protections (CAL FIRE).

The District is governed by a five-member Board of Directors elected to four-year terms. It currently has twenty-one approved full-time positions. This number includes administrative and field operations and treatment staff, comprised of non-bargaining and bargaining employees. The bargaining employees are represented by Operating Engineers Local No. 3.

The last total compensation and benefit study was performed in 2019.

Study Goals

The main goal of the Total Compensation Study is to develop an equitable, reliable, and competitive compensation system that supports the District's mission; promotes equity by accurately aligning classifications and pay; fosters the attraction and retention of qualified individuals; and provides opportunities for employee growth and development.

Scope of Work/Services

1. Develop Peer/Competitor Agency List and Survey Questions
 - a. Review of the previous list of competitor agencies used for the previous 2019 study
 - b. Provide recommended modifications to list based on review of previous competitor list and updated market analysis
 - c. Develop list of competitive agencies to be used with input from District management
2. Conduct Peer/Competitor Agency Survey
 - a. Conduct a comprehensive compensation and benefits survey and analysis based on the identified comparable agencies, using not only job titles, but duties and responsibilities based on the position descriptions of the District.
 - i. Include the total cost to the employer of salary and all benefits;
 - ii. Include the total value of the benefits package to the employee;
 - b. Recommend appropriate salary ranges for each position based on comparison analysis.
3. Prepare and Submit Parity Review Summary
 - a. Findings from the Peer/Competitor Review Survey will be summarized in a technical memorandum including a comparative matrix and written summary of methodology, survey assumptions and any necessary explanation of differences on responsibilities between GCSD positions and those of the peer agencies.
4. Presentation of Findings and Recommendations to Board of Directors
 - a. The consultant will present findings and recommendations to the Board of Directors.

Contact Person(s)

Primary Contacts: Jennifer Donabedian, Administrative Services Manager
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Timeline

Issue Request for Proposal (RFP)	June 12, 2024
Proposals Due	July 12, 2024
Review and Evaluation of Proposals	July 15- 24, 2024
Staff Report to the Board & Possible Approval	August 13, 2024

Proposal Requirements

1. Proposal Submissions. To be considered, all submissions, must be submitted electronically via email to Jennifer Donabedian at jdonabedian@gcsd.org no later than July 12, 2024. An email confirmation of receipt will be returned. Proposals must be valid of a minimum of 90-days;
2. Questions and Inquiries. Questions concerning the RFP shall be submitted in writing to Rachel Pearlman rpearlman@gcsd.org no later than July 5, 2024. Responses will be returned via email and provided to all firms that were sent the RFP.
3. Proposal Package. Proposal package should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the areas detailed below must be included:
 - a. A cover letter briefly introducing the firm. Include information regarding the size of the firm, the location of the office from which the work on the engagement is to be performed, and the number and nature of the professional staff to be employed in the engagement on a full-time and part-time basis. Include a summary of the proposal, an overview of the project and brief description of the firm's understanding of services to be provided. Also include a statement of why the firm believes itself to be the best qualified to perform the Scope of Work as defined in the RFP. Finally, indicate the name of the person who will be authorized to answer questions and to bind the firm, include the person's title, office and the mailing address and telephone number.
 - b. A list and description of relevant experience including other recent projects similar to this with special attention to work done for municipalities. Please provide the name of all cities, counties, special districts, and other government agencies for which the firm has worked during the past five (5) years. Please include reference contact information for at least three (3) of these agencies, including the name, telephone number and email address of the principal client contact. The District reserves the right to contact any or all of the listed references.

- c. Staff consistency is a very important consideration. Please provide information on staff qualifications and experience for those employees that will be working on the project.
- d. Proposed fee/compensation.
- e. Proposed project timeline.
- f. A statement confirming the firm's ability to comply with the District's insurance requirements.
- g. Signature of the authorized party.

Proposal Evaluation

1. Proposal Evaluation. Proposals submitted will be evaluated by District Management. During the evaluation process, the District reserves the right, where it may serve the District's best interests, to request additional information and clarifications from the proposer, or to allow corrections of errors or omissions.
2. Criteria for Consultant Selection. Proposal evaluators will be using the criteria listed below. Compensation will be a consideration in consultant selection but it is not the sole criterion for the agreement award. The general quality and thoroughness of the proposal will be considered. Following a review of the proposals, consultants will be ranked, and one or more firms may be asked to participate in an interview. Regardless of whether or not interviews are conducted, District staff will present evaluation findings to the Board of Directors for a decision. Once the Board has approved the consultant, the District and selected consultant will enter into an agreement. All firms will be notified by email or in writing of the outcome of the selection process.
3. Sample Proposal Qualification Ranking. The following represents the principle selection criteria which will be considered during the evaluation process:

	CRITERIA DESCRIPTION	POSSIBLE POINTS
1	Demonstration of Understanding of Scope of Work; Understanding of Intent and Goals of the Project	20
2	Project Components, Timeline, and Deliverables	20
3	Relevant Experience in Performing Similar Work; Distinguishing Characteristics	20
4	Qualifications and Experience of Key Staff Assigned to Project	15
5	References and Samples of Prior Work	15
6	Proposed Project Cost	10

General Conditions

A. Limitations

This Request for Proposal (RFP) does not commit GCSD to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies. GCSD expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. GCSD reserves the right to withdraw this RFP at any time without prior notice. Further, GCSD reserves the right to modify the RFP schedule described above.

B. Award

RFP finalists may be asked to make oral presentations by phone or in person regarding their firms and any special expertise in the necessary areas. All finalists may be required to participate in negotiations and submit price, technical, or other revisions of their proposals as may result from negotiations. GCSD also reserves the right to award the contract without discussion, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda by GCSD and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of GCSD shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E. Pre-contractual Expense

Pre-contractual expenses are defined as expenses incurred by applicants and the selected contractor in:

- 1) Preparing proposals in response to this RFP
- 2) Submitting proposals to GCSD
- 3) Negotiations with GCSD on any matter related to proposals
- 4) Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, GCSD shall not be liable for any pre-contractual expenses incurred by any applicant or selected contractor. Applicants shall not include any such expenses as part of the price proposed in response to this RFP. GCSD shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

F. Signature

The proposal will also provide the following information: name, title, address, telephone number and email of individual(s) with authority to bind the company and designated contact(s) during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the company and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period.

H. Fiscal Out Clause

The Agreement may be terminated at the end of any fiscal year, June 30th, without further liability other than payment incurred during such fiscal year, should funds not be appropriated by its governing body to continue services for which the agreement was intended.

I. Insurance

The successful firm shall provide evidence of the following insurance requirements: General liability insurance in an amount not less than \$1,000,000 naming the GCSD as an additional insured.

J. Contract Arrangements

The proposer is expected to execute a contract similar to GCSD's Professional Services Agreement attached as Exhibit A.