

# **REQUEST FOR PROPOSALS FOR COMPENSATION CONSULTATION SERVICES**

## **I. INTRODUCTION**

Fallbrook Public Utility District (FPUD) is seeking a qualified and experienced professional consultant to conduct a comprehensive compensation study.

## **II. ORGANIZATION AND OPERATIONS OF THE DISTRICT**

FPUD was incorporated as a political subdivision of the State of California in 1922 and operates under the provision of the Public Utility Act, Division 7, of the Public Utility Code as adopted in 1953. The District constructs, operates and maintains facilities to supply water and sewer services to the town of Fallbrook and water and reclaimed water to the surrounding residential and agricultural areas comprising approximately 28,199 acres. The District is governed by a Board consisting of five directors responsible for establishing broad policies regulating the business of the District. As it relates to personnel policy, the Board is committed to attracting and retaining high caliber, skilled employees.

The District's 36 job classifications include an administrative and operating staff of 68 employees who are covered by one of following two bargaining units:

- Fallbrook Public Utility District Employees' Association (FPUDEA); and
- The Fallbrook Management Employees' Association (FMEA).

Both units have current memorandums of understanding (MOU) covering a three-year period, July 1, 2019 - June 30, 2022, and each of which contain the following provision:

*A salary survey will be conducted by a third-party consultant in fiscal year 2021/2022 and the results will be shared with bargaining unit representatives as soon as practicable, ahead of the start of negotiations for a successor MOU. The District agrees to work in good faith with Association representatives in establishing comparator agencies and benchmark positions to be used in the salary survey.*

Given that the last compensation study was conducted in 2014, in addition to identifying recommended changes in salaries and/or benefits, the study shall also address the reporting relationship/structure of the job classifications to help determine proper internal equity.

## **III. CONTRACT LENGTH**

It is anticipated that the contract will cover a one (1) year period. The District may, at its option and with the approval of the respondent, extend the period of this agreement up to a maximum of one (1) six-month term, provided the scope of the engagement does not change. Termination of

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the Agreement by the District can occur at any time during the agreement period and at the District's discretion.

## **IV. SCOPE OF REQUIRED SERVICES**

Specific responsibilities of the consultant include, but are not limited to the following:

- A. Create a schedule/timeline to ensure the timely completion of the study ahead of the start of negotiations tentatively scheduled to begin in Spring 2022 for the June 30, 2022 expiration date of the current MOUs.
- B. Work with staff to establish comparator agencies and benchmark positions to be used in the salary survey.
- C. Conduct a thorough total compensation survey utilizing the agreed upon labor market of comparable positions of not only titles, but also duties and responsibilities to that of the District's positions to establish correct base salary levels for all positions. The survey shall also include the collection of additional compensation data such as certification pay, stand-by compensation, etc.
- D. Provide an analysis of internal relationships and external classification matches and make recommendations for related adjustments.
- E. Be able to discuss and defend any possible challenges to the survey.
- F. Present survey data to management and required staff.
- G. Present final classification and compensation report separately to the employee association members, the personnel committee, and the Board of Directors.
- H. Assist in the development of an implementation strategy.

## **V. DISTRICT'S RESPONSIBILITIES**

District staff will work closely and cooperatively with the Consultant to provide the assistance needed.

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## **VI. PROPOSAL REQUIREMENTS**

Proposals submitted in response to this RFP shall not exceed 15 pages and shall include:

1. Proposed project staff and their resumes.
2. Three client references, including contact information, for similar public-sector project experience.
3. A proposed schedule/timeline to ensure the timely completion of the study in Spring 2022, ahead of the June 30, 2022 expiration date of the current MOUs.
4. Rates and fee structure with associated tasks and, if applicable, include any additional time (e.g., travel) and materials (e.g., document copies) expenses/fees and anticipated cost/s.

## **VII. EVALUATION CRITERIA**

The District's Personnel Committee will evaluate the proposals based upon the following:

- Perceived ability of respondent to effectively meet the project deadline and requirements.
- Respondent's demonstrated expertise and qualifications performing work of a similar nature.
- Availability and accessibility, including the location of the office that will be servicing the District.
- The experience, professional credentials and references of those who will be advising the District.
- Completeness of response in accordance with RFP instructions.

The evaluation process will be directed primarily at those capabilities and advantages clearly shown in the written proposal; however, the District may request any or all firms to make oral presentations during the evaluation process.

The District reserves the right to reject any proposals and to request additional information as deemed necessary. The District shall be the sole judge of the proposal and, particularly, which one best qualifies for acceptance. The District reserves the right to accept other than the lowest-price proposal and to negotiate with the consultant if it is in the District's best interest to do so.

## **VIII. SCHEDULE FOR SELECTION AND AWARD**

The District anticipates that the process for selection and awarding of the contract will be according to the following schedule:

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1. Proposal due date..... 4/19/21
2. Final selection and notification .....TBD

**IX. SUBMITTAL REQUIREMENTS**

1. One (1) executed original, clearly marked on the cover and six (6) additional copies.
2. One (1) sealed cost proposal.
3. Proposals will be accepted until 4:00 p.m. April 19, 2021. Submittals, requests for information or questions should be addressed to:

Attn: Lisa Chaffin, Human Resources Manager  
Fallbrook Public Utility District  
990 East Mission Road  
Fallbrook, CA 92028  
(760) 999-2703  
[lchaffin@fpud.com](mailto:lchaffin@fpud.com)