



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by *[Signature]* Date 2/7/08
General Manager

DATE: February 8, 2008
TO: General Manager
FROM: Administrative Services Manager
SUBJECT: Request for Proposals for Compensation Study for Positions within Management Bargaining Unit

RECOMMENDATION: That the Board authorize issuance of Request for Proposals (RFP) to conduct a compensation study for the Management Unit.

DISCUSSION

The Memorandum of Understanding with the Management Unit states: "The District shall conduct a compensation study for classifications within this bargaining unit before the end of this contract. Such action shall not provide or imply any additional obligations regarding the study."

This request came before the Board at the September, October, and November 2007 meetings and was tabled in November at the request of the management group to explore other alternatives as part of contract negotiations. As the attached RFP time schedule shows, these delays have made it unlikely that the final report can be provided by the end of the existing contract; although the survey itself, with a draft report, should be complete by June 30th.

A decision by the management group is expected before the March Board Meeting. Staff requests that approval to issue the RFP be granted as soon as possible so that the process can move forward. With concurrence of the Board and support of the Management Unit, staff would issue a notice of engagement after the February Board Meeting. The Professional Services Budget includes \$25,000 for this work.

Richard Norton

Attachment

WILLIAM MERRY, P.E., DEE
GENERAL MANAGER/
DISTRICT ENGINEER

TIMOTHY S. FLANAGAN
ASST. GENERAL MANAGER

RICHARD SHEDDEN, P.E.
SENIOR ENGINEER

RICHARD NORTON
ADMIN. SERVICES MGR.

ROBERT WELLINGTON
COUNSEL



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Home of the Last Chance Mercantile

REQUEST FOR PROPOSALS

COMPENSATION STUDY

February 19, 2008

Monterey Regional Waste Management District (MRWMD) is seeking proposals from qualified firms to serve as a consultant to MRWMD for the preparation of a compensation study.

The terms of the successful proposal will be incorporated into a professional services contract between MRWMD and the consultant. Proposals that meet the requirements described for this project herein, will be received no later than 4:00 pm on Wednesday, March 19, 2008 and should be sent to the following address:

Richard Norton
Administrative Services Manager
Monterey Regional Waste Management District
PO Box 1670
Marina, CA 93933-1670

This call for proposals does not commit Monterey Regional Waste Management District to award a contract or to pay any costs incurred in the preparation of any proposal responsive to this request. MRWMD reserves the right to waive any information or irregularities in this call for proposals, to reject any or all proposals, to be the sole judge of the suitability of the materials offered, and to award a contract for the services it deems to be in the best interest of MRWMD.

GENERAL INFORMATION

MRWMD is an independent special district operating under the authority of the California Public Resources Code. It is governed by a nine-member Board of Directors. MRWMD provides integrated solid waste management services to the western portion of Monterey County by operating a sanitary landfill, recycling programs, and a landfill gas-to-electrical energy system. MRWMD serves a population of approximately 170,000, with a staff of 140 employees. This study will involve 10 managers employed in 10 positions. The last classification and compensation study for these classifications was conducted in 2002.

SCOPE OF WORK

The main objectives in conducting this study is to determine the total compensation competitiveness of the positions to enable the organization to effectively recruit and retain competent staff in the local labor market; and, internally align compensation based on differences in duties and responsibilities.

In general, the tasks to be considered for this work include, but are not limited to:

- Coordinate involvement/input from an internal employee team to discuss objectives, design, and procedures.
- Consult with staff at appropriate times during the course of the study.
- Analyze the internal wage relationships among classifications and recommend modification where appropriate, with consideration for internal relationships as well as external benchmark survey results from agencies selected by MRWMD.
- Submit a draft report of recommendations, provide an opportunity for appeal or comment concerning recommendations, and respond to concerns expressed.
- Submit a final report outlining the methodology of the study and the recommendations of the consultant.
- Present the findings of the study to a committee of the Board of Directors and possibly to the Board of Directors.

PROPOSAL FORMAT

Provide the MRWMD with three (3) copies of the proposal, which should include the following items to ensure ease of review and comparability. All proposals shall address the following items in the order listed below and shall be numbered one (1) through seven (7) in the proposal document:

1. **Understanding of the Project:** A statement of the firm's interest in and understanding of the project.
2. **Description of Firm:** A description of the firm, including size, location(s), nature of work done by the firm, and number of years in existence.
3. **Experience of Firm:** A summary of studies in which the firm has acted as consultant, including a list of public agency clients for whom salary and total compensation studies have been completed within the past twenty-four (24) months. Please provide a list of client references and contact persons who can verify this experience.
4. **Background of Individual Consultant's Experience:** The name of the person(s) and alternate(s) who will participate in the study including identification of the person who will be directly responsible for the day-to-day work on the study on behalf of the firm, and a brief resume of those persons' pertinent work experience.
5. **Work Plan and Methodology:** Outline the procedures and methods that will be used in conducting all phases of the study, addressing each item listed under "Scope of Services".
6. **Time Schedule:** Submit a proposed time schedule identifying when each major component will be started and completed. This schedule must include a study report completion date of no later than July 7, 2008.
7. **Proposed Cost:** Indicate the proposed fee to complete the study as described, including all out-of-pocket expenses including travel, lodging and meals, which shall be estimated in the proposal and shall be identified as "Actual Costs Not To Exceed A Total Of \$_____."

PROPOSAL REVIEW

The proposals will be reviewed by staff and, possibly, a Board subcommittee. Telephone and/or in-person interviews with the selected finalists may be conducted. Proposals will be considered only from consultants who meet the following minimum qualifications:

Minimum Qualifications

- Have demonstrated recent experience in conducting the type of study specified in this Request for Proposals for public entities similar to MRWMD.
- Have resources available to commence work immediately upon the award of this agreement and can complete work in accordance with the needs of MRWMD as specified in this Request for Proposals.

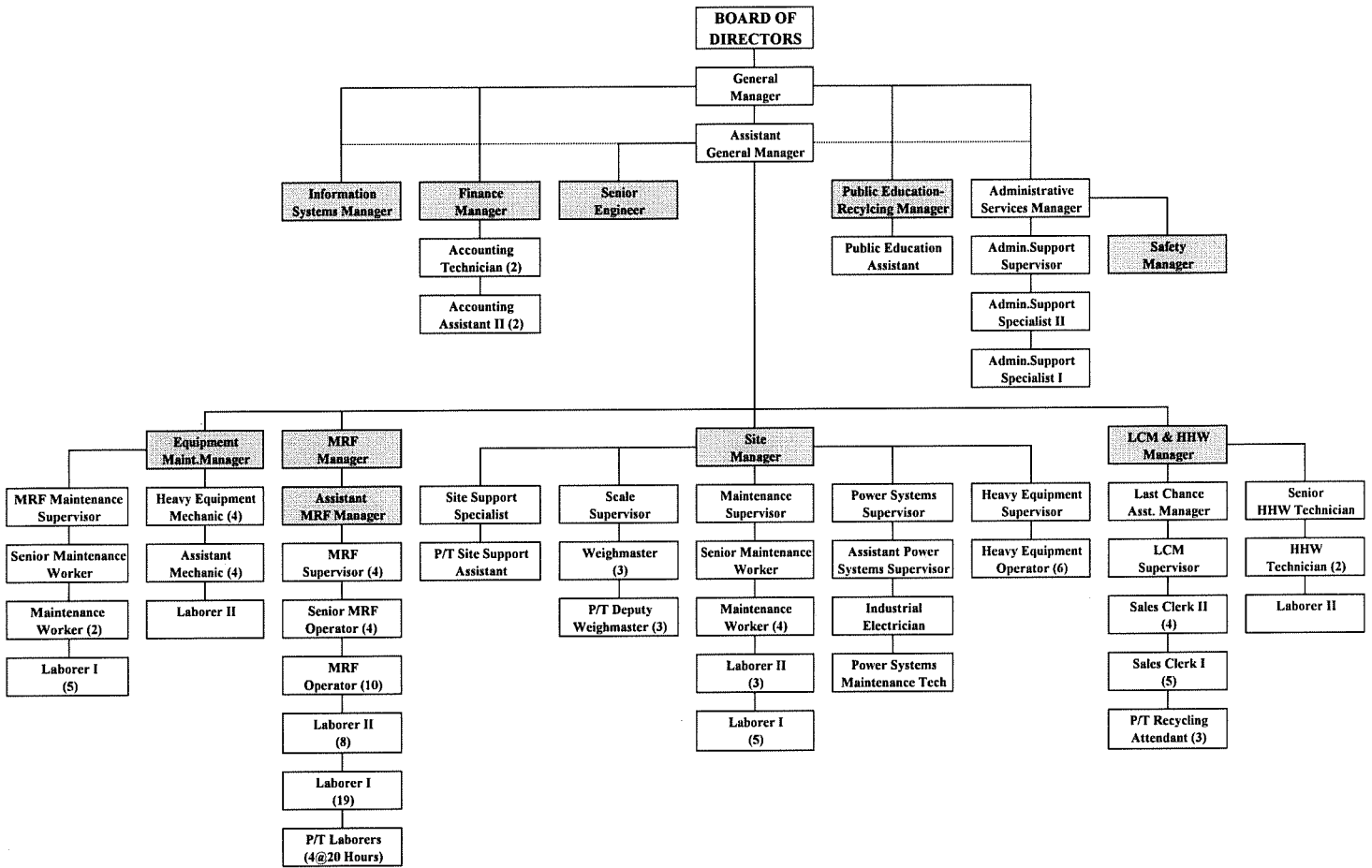
EVALUATION CRITERIA

1. Qualifications and experience of the consultants; Monterey County experience preferred.
2. The Consultant's understanding of the project.
3. Consultant's methodology as described in the proposed scope of work.
4. References.
5. Cost estimate.

TIME SCHEDULE

| | |
|---|-------------------|
| Mail Request for Proposals to Selected Firms | February 19, 2008 |
| Proposals Due from Consultants | March, 19, 2008 |
| Board Selection and Notice of Engagement Issued | April 18, 2008 |
| Submit Draft Report | June 20, 2008 |
| Meeting with Board Ad Hoc Personnel Committee | June 27, 2008 |
| Submit Final Report | July 7, 2008 |
| Presentation to the Board of Directors (if requested) | July 18, 2008 |

**MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT
ORGANIZATIONAL CHART
JULY 2007**



140 Budgeted Positions with 129 Full-Time and 11 Part-Time

POSITIONS INCLUDED IN MANAGEMENT CLASSIFICATION AND COMPENSATION STUDY ARE SHADED