



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by: WMM Date: 6/11/10
General Manager

DATE: June 11, 2010
TO: General Manager
FROM: Administrative Services Manager
SUBJECT: Issuance of Request for Proposals for Total Compensation Study

RECOMMENDATION: That the Board authorize issuance of a Request for Proposals (RFP) to conduct a Total Compensation Study for District Classifications.

DISCUSSION

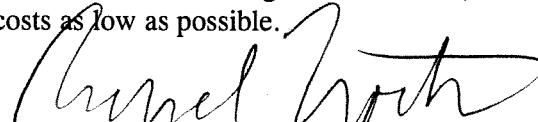
During negotiations with the Management Unit and Operating Engineers Units (OE3) in 2008, the District agreed to conduct a compensation survey “to provide relevant data which will enable the parties to consider market equity issues in negotiations for a successor agreement.” The District is not obligated to include the Hourly Represented employees; however, staff has recommended to the Board that the five classifications in this bargaining unit be included so that the study comprehensively addresses the District’s competitive relationship in the labor market.

The main objective of this study is to have relevant, timely data in preparation for bargaining; however, as stated in the 2008 agreements, “the study results do not obligate either party with respect to proposals or positions that might be advanced in bargaining for the new agreement.” We are entering the last year of the three-year contracts that end June 30, 2011 and it is time to begin the process in order to have the results available when we begin negotiations in late January or February of next year.

Following authorization, staff will send requests to the list of six firms (attached). The RFP (attached) reserves the District’s right to award a contract for the services it deems to be the most responsive and in the best interest of the District. Minimum qualifications include demonstrated experience in conducting the type of study specified in the RFP as well as resources available to complete the work within the time limits specified. Evaluation criteria includes: qualifications and experience of the firm and the individuals assigned to the project; understanding of the project and technical competence; methodology as described in the scope of work; references; and proposed cost.

CONCLUSION

With concurrence of the Board, staff would issue a RFP following the June Board meeting; present a recommendation to issue a notice of engagement at the August Board meeting; and anticipate delivery of the final report at the Board meeting in December 2010. The 2010/11 Professional Services Budget includes \$25,000 for this work. Staff intends to work closely with the consultant to keep the costs as low as possible.


Richard Norton

Attachments

O:\m\My Briefcase\Board Activity\RFP Comp Study 06-10.doc

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT
CLASSIFICATION & COMPENSATION STUDY
JUNE 2010

<u>FIRM</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
Bryce Consulting	Jean Sullivan 2545 Boatman Ave., #106 West Sacramento, CA 95691	(916) 375-0199
Cooperative Personnel Services	Jeffrey Hoye 241 Lathrop Way Sacramento, CA 95815	(916) 471-3111
Johnson & Associates	5800 Stanford Ranch Rd., Ste 420 Rocklin, CA 95765	(916) 630-1990
Public Sector Personnel Consultants	Matthew Weatherly 1215 West Rio Salado Pkwy, Ste. 109 Tempe, AZ 85281	(480) 947-6164
Renne Sloan Holtzman Sakai LLP	Geoffrey Rothman 350 Sansome St., Suite 300 San Francisco, CA 94104	(415) 678-3800
TPO Human Resource Management	Latonya Olivier 60 Garden Court, Suite 100 Monterey, CA 93940	(831) 647-7292

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COUNSEL**

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Home of the Last Chance Mercantile

REQUEST FOR PROPOSALS

TOTAL COMPENSATION STUDY

June 18, 2010

Monterey Regional Waste Management District (MRWMD) is seeking proposals from qualified firms to serve as a consultant to MRWMD for the preparation of a total 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 5:00 pm on Monday, July 19, 2010 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 the MRWMD 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 Request for Proposals (RFP), 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 118 employees. This study will involve 112 employees occupying 45 classifications. The last comprehensive classification and compensation study was conducted in 2002.

SCOPE OF WORK

The main objectives in conducting this study are to provide relevant market data to be considered in subsequent negotiations with employee bargaining units as well as 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.

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

- Consult with designated staff at appropriate times during the course of the study to discuss objectives, design, and procedures.
- Review the District's current labor market and recommend agencies to be surveyed.
- Review survey parameters and identify benchmark classifications to be surveyed.

- Conduct an external total compensation survey and analysis.
- Conduct an internal equity analysis.
- Develop externally competitive and internally equitable total compensation recommendations.
- 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, to the Board of Directors and to representatives of the employee bargaining groups.

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 thirty-six (36) 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 final study report completion date of no later than December 8, 2010.
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 the General Manager and Administrative Services Manager. Telephone and/or in-person interviews with the selected finalists may be conducted. Proposals will be considered only from consultants who meet the following qualifications:

MINIMUM QUALIFICATIONS:

- Have demonstrated recent experience in conducting the type of study specified in this RFP 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 RFP.

EVALUATION CRITERIA:

1. Experience and Qualifications.
2. Responsiveness and understanding of the project.
3. Consultant's work plan and methodology as described in the proposed scope of work.
4. References.
5. Cost proposal.

TIME SCHEDULE

Mail Request for Proposals to Selected Firms	June 18, 2010
Proposals Due from Consultants	July 19, 2010
Interview Finalists	August 2-6, 2010
Board Selection and Notice of Engagement Issued	August 20, 2010
Submit Draft Report	November 22, 2010
Meeting with Board Ad Hoc Personnel Committee	December 2, 2010
Submit Final Report	December 8, 2010
Presentation to the Board of Directors	December 17, 2010