

REQUEST FOR PROPOSAL



Compensation Consultant Services

Introduction

The Oakdale Irrigation District (OID) is seeking the services of an experienced and qualified Compensation Consultant (Consultant) with proven expertise in compensation studies to conduct a comprehensive salary study to keep compensation in-line with the labor market.

Background

The OID is an irrigation district organized under the Wright Act under Irrigation District Law, Division 11 of the Water Code, Section 20500 et. seq. that encompasses approximately 81,000 acres in northern Stanislaus and eastern San Joaquin Counties. The OID provides irrigation water for agricultural purposes to approximately 2,900 customers and domestic water for residential purposes to approximately 760 customers.

The OID is requesting proposals from qualified firms to provide a Compensation Study to be used in upcoming negotiations. The OID has 83 full time positions as shown in the attached Exhibit "A" encompassing 32 classifications represented by 4 bargaining groups.

Purpose & Objectives

The purpose of this RFP is to select a qualified Consultant with proven expertise to conduct a comprehensive salary study to keep compensation in-line with similar labor markets. The objective is to determine appropriateness of current salary comparisons by utilizing current classifications. The study shall provide an analysis of salary and benefits for all current OID classifications. The results of the study shall be presented to the General Manager to aid in negotiations. The Consultant shall be able discuss and defend all challenges to the study.

Requirements

Consultants participating in the RFP process must meet the following minimum qualifications to be considered:

1. The Consultant will be a financially sound company primarily engaged in consultation in the State of California.
2. Have successfully completed a minimum of three (3) projects of comparable size and scope to this project within the past five (5) years with references provided in the proposal.

3. The Consultant shall be able to provide personnel who have expertise and experience in all phases of Compensation Consulting services.
4. Consultant shall be able to enter into the OID Professional Services Agreement, attached as Exhibit "B".
5. Have no personal or organizational conflicts of interest, as prohibited by law.

Comprehensive Salary Study

The selected Consultant will be required to provide all equipment, tools, materials and all labor to perform a Comprehensive Salary Study.

1. The Consultant and OID will schedule an initial meeting to define the process and tasks to be performed including scope of services, methodology, project time lines and project deliverables. Based on these discussions, the Consultant may be requested to conduct a Classification Study of certain positions.
2. Consultant shall provide OID with a list of entities that provide similar services for OID to select from to conduct the study.
3. Consultant shall determine appropriateness of salary comparisons by utilizing current classifications.
4. Consultant shall present a draft Comprehensive Salary Study to OID in a written report provided in electronic format for review. Upon a review and comment period by OID, Consultant will prepare a final Comprehensive Salary Study.
5. Consultant shall be able to discuss and defend all challenges to the study.

Proposal Requirements

For the proposal to be considered responsive, the Consultant must submit all information requested in this RFP in the proposal. Failure to submit all required information, forms and/or documents in the proposal may result in disqualification. Proposals must be submitted on or before the closing date and time. Proposals received after the closing date and time will be considered non-responsive. It is the Consultant's responsibility to ensure that their proposal has been received by OID.

The following information, forms and documents are to be submitted with the proposal:

1. Introductory letter indicating the Consultant's interest in offering these services to the OID and highlighting its qualifications to perform the work.
2. The letter shall include the Consultant's firm name, authorized contact person, physical and email address and telephone number.
3. Provide documentation that the Consultant has successfully completed a minimum of three (3) projects of comparable size and scope to this project within the past five (5) years with references provided.

4. Provide a Fee Schedule that is related to the tasks as outlined within the Comprehensive Salary Study section. The Fee Schedule shall note the positions and hourly rates of all the Consultant's employees envisioned to provide services that align with the Comprehensive Salary Survey.

The OID reserves the right to reject any and all proposals submitted and to request additional information as deemed necessary from the Consultant. The OID shall be the sole judge of the proposal and, particularly, which one best qualifies for acceptance. The OID reserves the right to accept other than the lowest price proposal and to negotiate with the consultant if it is in the OID's best interest to do so. There is no expressed or implied obligation for the OID to reimburse responding Consultant's for any expenses incurred in the preparation, submission or response to questions of proposals in response to this RFP, whether or not the Consultant is selected.

Schedule

All proposals shall be submitted by 2 p.m. on May 1, 2019.

Proposals shall be submitted to the attention of:

Jason R. Jones, Support Services Manager
Oakdale Irrigation District
1205 East F Street
Oakdale, CA 95361

Proposals can be received via email to jjones@oakdaleirrigation.com, mailed or hand delivered to the address noted above no later than 2 p.m. on May 1, 2019.

Questions should be directed to Jason R. Jones, OID Support Services Manager at jjones@oakdaleirrigation.com. All questions must be submitted via email no later than 2 p.m. on April 10, 2019. To the extent that a question causes a change to any part of this RFP, an addendum shall be issued addressing such. Addendums will be posted on the OID website by 2 p.m. on April 17, 2019.

It is the OID's desire to complete this project within three (3) months from the signing of the OID's Professional Services Agreement.