

June 21, 2021

**Responses to Questions regarding  
“Request for Proposals for Compensation and Classification Study”**

**Q:** The RFP states the number of classifications (i.e., 31 non-represented and five represented classifications); could you please let me know how many employees that district has? Would the district have a report that shows the number of employees within each classification that is included in the study?

**Answer:**

| <b>Non-Represented</b>          |           | <b>Represented</b>                |           |
|---------------------------------|-----------|-----------------------------------|-----------|
| District Manager                | 1         | Full Time Operators               | 25        |
| HR/Risk Manager                 | 1         | Part Time Operators               | 3         |
| Transit Systems Program Manager | 1         | Extra Board Operators             | 6         |
| Chief Financial Officer         | 1         | Dispatcher                        | 4         |
| Controller                      | 1         | Maintenance Technician            | 5         |
| Clerk to the Board/Exec Admin   | 1         | Facilities Technician             | 4         |
| Payroll Accountant              | 1         | Parts Clerk                       | 2         |
| Transit Accountant              | 1         | <b>Total</b>                      | <b>49</b> |
| Account Clerk                   | 1         |                                   |           |
| Capital Program Manager         | 1         | <b>Total Authorized Employees</b> | <b>75</b> |
| Fleet & Facility Manager        | 1         |                                   |           |
| Fleet & Facility Supervisor     | 1         |                                   |           |
| Transit Operations Manager      | 1         |                                   |           |
| Transit Operations Supervisor   | 1         |                                   |           |
| Operations Specialist           | 1         |                                   |           |
| Information Officer             | 1         |                                   |           |
| Road Supervisor                 | 4         |                                   |           |
| Transit Planner/Analyst         | 1         |                                   |           |
| Assistant Planner/Analyst       | 1         |                                   |           |
| Parking Ambassador              | 2         |                                   |           |
| Parking Attendant               | 2         |                                   |           |
| <b>Total</b>                    | <b>26</b> |                                   |           |

**Q:** In terms of timeline, the RFP states that the desire is to complete the study by August 31st, 2021. Considering that the scope of work includes a classification, a compensation, and an organizational assessment portion, this timeline is not achievable. Is the district open to extending the deadline and to the bidder's recommendation regarding what a realistic timeline is?

**Answer:** The District is open to extending the date of completion. Please propose your firm's timeline.

**Q:** Can you please confirm that the classification study is to include job questionnaires that employees will complete, interviews with employees as needed, allocation to employees to the appropriate job classification, and updating the district's job descriptions?

**Answer:** Confirmed.

**Q:** Regarding the compensation study, please confirm that you would like to include total compensation, i.e., base salaries plus benefits.

**Answer:** Confirmed.

**Q:** Does the district have the budget for this project and if so, would you share the dollar amount?

**Answer:** Please propose the amount necessary to complete the scope of work.