Carmichael
RECREATION AND PARK DISTRICT

January 4, 2022

REQUEST FOR PROPOSALS (RFP) FOR A DISTRICT COMPENSATION STUDY

The Carmichael Recreation and Park District is soliciting proposals from interested, highly qualified, and experienced consulting firms to design, conduct, and assist in the implementation of a Compensation Study for the District's regular full-time and regular part-time employees. The Carmichael Recreation and Park District is also seeking compensation information for possible additional future classifications. A Request for Proposals (RFP), which includes instructions for its completion, is below.

Respondents to this RFP shall submit completed proposals via e-mail in PDF format, clearly marked with "Proposal for Carmichael Recreation and Park District Compensation Study" and the name of the proposer. **Submit the proposal via email by 1:00 p.m. on January 21, 2022 to the Administrative Services Manager**. Proposals received after the posted deadline will not be considered.

Deadline for questions is 5:00 PM on Friday, January 7, 2022. Addendums and answers to all questions will be posted on our District website by Tuesday, January 11, 2022 at 5:00 PM. It is the Contractors responsibility to check the District Website for updates.

Proposal and questions are to be submitted in writing via e-mail to:

Carmichael Recreation and Park District
Ingrid Penney, Administrative Services Manager
ingrid@carmichaelpark.com

CARMICHAEL RECREATION AND PARK DISTRICT

Notice Requesting Proposals for
District Compensation Study (RFP)

BACKGROUND

The Carmichael Recreation and Park District ("District") has been serving the needs of the community since it was established as a dependent special district in 1945. The District is chartered by the County of Sacramento to manage park land and provide recreational opportunities to Carmichael residents. The District encompasses approximately 9.25 square miles and serves nearly 42,408 residents who live within the District's boundaries including Carmichael and a small portion of Fair Oaks. The District is governed by a five-member Advisory Board, appointed by the Sacramento County Board of Supervisors to serve as the policy-making body for the District. The District's amenities include 13 park sites totaling 177 acres, of which 11 are fully developed parks. Carmichael Park is the largest (38 acres) of the developed parks and is the location of the District Office. It features five ball fields and six tennis courts. The Community Clubhouse, Veterans' Memorial Building, Daniel Bishop Memorial Pavilion for the Performing Arts, Dog Park and Disc Golf Course are located within the park. The La Sierra Community Center campus, acquired in 1984 from San Juan Unified School District, is comprised of 132,708 square feet of building space which includes covered hallways. It offers a variety of amenities including meeting and reception rooms, gymnasiums, and sports fields.

PURPOSE

The District is seeking proposals from interested, highly qualified, and experienced consulting firms to assist in the design, conduct, and implementation of a comprehensive salary and benefit study for 24 positions allocated to 17 job classifications to ensure that the District's pay structure is equitable, and that salaries and benefits are comparable to those paid in the relevant labor market. For future planning, the District is interested in surveying compensation for five additional job classifications not included in the District's current staffing classifications and schedule.

This RFP does not obligate the District to award a contract or complete the project. The District reserves the right to cancel the solicitation if it is considered to be in its best interest.

GENERAL SCOPE OF SERVICE REQUIRED

The District anticipates that the Study will involve one (1) broad phase of work comprised of the following key six tasks:

1. **Develop a Survey Instrument** to gather requisite salary information for 17 current and five additional job classifications from ten comparable organizations. The benchmark jobs will include all levels of jobs in a series to identify the market's equity structure.

2. **Develop a database** to enable the compilation and analysis of market data and development of an equitable and competitive base pay and benefits structure.

3. **Collect, Evaluate and Clarify** information received from survey participants to confirm data accuracy, understanding and comparability, and to nurture timely response.

4. **Analyze** all survey data to identify, develop and recommend an equitable and competitive salary structure. The analyses will be conducted to compare the District's base pay for each benchmark job to the average market salary to determine true comparability of job-related pay.

5. **Develop and present a Draft Report** detailing the results of the study to the District Administrator for review, approval, and input for the final project report.

6. **Finalize and Present the Project Report** to the District Administrator and Advisory Board of Directors. The report will include survey findings and recommended salary structure.

PROPOSAL SUBMISSION REQUIREMENTS

The Consultant shall be responsible for preparing an effective, clear, and concise proposal. It is recommended that proposals contain the following information:

A. A cover letter introducing the company and the individual who will be the primary contact person.

B. On no more than one page, state your firm's understanding of the service to be performed and make a positive commitment to provide the service as indicated in this RFP.

C. Specific qualifications regarding experience in conducting Salary and Benefit studies, including the names of clients similar in size and scope to the District. A reference list of at least three clients should be attached to the proposal, with client names, contact persons, and phone numbers.

D. A discussion of any methodologies used or approaches taken to a salary study.

E. A description of the firm's organization and staff's qualifications.

F. A proposed total fee for the project including any incidental or hourly fees.

G. The signature of an authorized individual to bind the firm. The proposal must be a firm offer for a sixty-day period.

SELECTION PROCESS

The proposal received will be evaluated and determined if it meets the stated requirements. Failure to meet these requirements will be a cause for eliminating the proposal from further consideration at the District's sole discretion.

The District shall not be liable in any way for any cost incurred by a proposer in the preparation of its proposal in response to this RFP, including the costs associated with obtaining any insurance certificate and/or surety bond or any offer of a contract award.

The District reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of this proposal, and to be the sole judge of the suitability of the proposals offered.

Evaluation of the proposals will be made by the District Administrator and a panel of appropriate staff. In addition to evaluating written proposals, oral interviews may be requested via ZOOM.

Proposals will be evaluated generally on the following criteria, which is neither weighted nor prioritized:

A. Demonstrated understanding of the service requested

B. Prior experience in performing similar work

C. Qualifications of the firm and assigned individuals

D. Methodology and scope of the proposed study

E. Fees charged and cost effectiveness of the proposed service

F. Reference check

DISTRICT CLASSIFICATIONS

The following 14 full-time and 3 regular part-time classifications will be included in the study:

1. District Administrator
2. Administrative Services Manager
3. Parks Services Manager
4. Recreation Services Manager

5. Finance Supervisor
6. Recreation Supervisor
7. Park Maintenance Supervisor
8. Facilities Technician
9. Park Maintenance Worker I
10. Park Maintenance Worker II
11. Recreation Coordinator
12. Bookkeeper
13. Payroll/Account Clerk
14. Customer Service Representative (formally Secretary/Receptionist)
15. Office Assistant (Regular part-time)
16. Recreation Coordinator (Regular part-time)
17. Maintenance Worker (Regular part-time)

The following five full-time classifications will be included in the study for future planning:

1. Project Manager
2. Analyst (generalist)
3. Human Resources Supervisor
4. Park Landscape Technician
5. Park Lead

PROJECT SCHEDULE

The successful consultant must be able to meet the following schedule:

January 4, 2022	RFP Release
January 7, 2022	Questions due
January 11, 2022	Answers to questions posted on CRPD website
January 21, 2022	Proposals Due
February 17, 2022	Contract Award
February 22, 2022	Project Work to Begin
March 31, 2022	Project Results to be submitted for review by the District Administrator
April 21, 2022	Presentation to District Advisory Board
July 1, 2022	Potential Project Implementation Fiscal Year Budget 2022-23