# West Central Texas Municipal Water District

# REQUEST FOR PROPOSALS FOR CONSULTANT SERVICES TO CONDUCT A *Compensation & Benefits Study*

## I. INTRODUCTION

The West Central Texas Municipal Water District **("District")** is requesting Proposals (**"Proposals"**) from qualified consulting service firm ("**Consultant**") to perform a Compensation and Benefits Study ("**Study**")

Proposals must provide the information regarding the Consultant's principals and staff, the qualifications of those who will be assigned to the project, a history of similar Studies conducted by the Consultant, the proposed fee structure and an estimate of the total cost for the Study.

There is no express or implied obligation for the District to reimburse responding Consultants for any expenses incurred in preparing Proposals in response to this request.

To be considered, a Proposal must be received at the District's Office, 410 Hickory Street, Abilene, Texas by **3:00 pm on April 29, 2022**. The District reserves the right to reject any or all Proposals submitted. Proposals meeting the terms and conditions of this Request will be evaluated by the District's General Manager, assisted by District Staff**.**

During the evaluation process, the District's General Manager and Staff reserve the right, where it may serve the District's best interest, to request additional information or clarification from any Consultant submitting a Proposal, or to permit the correction of errors or omissions contained therein. The District may request clarifications regarding the Proposal as part of the evaluation process.

Submission of a Proposal indicates acceptance by the submitting Consultant of the conditions contained in this Request for Proposals (**"RFP"**), unless otherwise clearly and expressly stated in the Proposal submitted and later confirmed in the contract between the District and the Consultant selected.

Selection of a Consultant to conduct final contract negotiations based on Proposals submitted will be made at the discretion of the District's General Manager.

The District currently has 23 full time employees and four major classifications consisting of Management, Leaders, Specialist, and Skilled. The overall budget for FY2022 is $4.3 million and the salary and benefit budget portion is $1.9 million.

Questions regarding this Request for Proposals should be directed to Christy Ferguson, the District's Administrative Services Manager, by calling (325) 673-8254, during the normal business hours of 8:00 am and 5:00 pm, Monday through Friday or by email at christy.ferguson@wctmwd.org.

## II. OBJECTIVE

To provide information, guidance, and recommendation to the District so it may:

- Attract and retain qualified employees
- Develop and maintain competitive positions with other comparable government entities and private employers within the same regional areas
- Provide salaries commensurate with assigned duties given the current labor market
- Review the District's benefit package including retirement, health insurance, paid holidays, paid time off, and other benefits to determine if the package is competitive with the current market.
- Propose changes in District compensation and/or benefits as needed which make the District competitive with the current market
- Clearly outline promotional opportunities and provide recognizable compensation growth
- Provide justifiable pay differential between individual classes

The Study shall evaluate the present salary and benefit structure as compared to like entities for comparable positions in the public and private sectors

To accomplish this task, the District will provide the Consultant with the following documents and information:

- Organization Chart
- Relevant Policies & Procedures.
- Performance Measurement.
- Job Descriptions
- Current Salary and Benefit Offerings
- Other Related Information

## III. TIME REQUIREMENTS

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| Request for Proposals issued | April 1, 2022 |
| Due date for Proposals | April 29, 2022 |
| Review by the General Manager | April 29, 2022 |
| Date audit may commence | Possibly as soon as May 16, 2022 |

***One (1) unbound copy and four (4) bound copies of draft <u>Proposals</u> should be submitted to the District no later than 3:00 pm on April 29, 2022.***

**District Staff desires to receive a <u>DRAFT copy of the Study by JUNE 30, 2022</u>.**

**<u>FINAL Reports of the Study will be due to the District no later than JULY 15, 2022</u>.** One (1) unbound copy and sixteen (16) bound copies of the Study should be submitted to the District for review.

## IV. ASSISTANCE TO BE PROVIDED TO THE CONSULTANT AND REPORT PREPARATION

District personnel will be available during the Study to assist the Consultant by providing information, documentation and explanations. Coordination between District personnel and the Consultant will be provided by the District's General Manager assisted by District Staff.

The District will provide the Consultant with reasonable work space, tables and chairs. The Consultant will also be provided access to telephone lines, photocopying facilities, internet access and fax machines as needed.

## V. PROPOSAL REQUIREMENTS

### a) <u>Submission of Proposals.</u>

Sealed Proposals shall be addressed and delivered to the District as follows:

West Central Texas Municipal Water District
Attn: Christy Ferguson
410 Hickory Street
Abilene, Texas 79601

The envelopes shall be clearly marked **"REQUEST FOR PROPOSALS – COMPENSATION AND BENEFITS STUDY"**, and must be received no later than the date and time listed above in order to be considered. Each Proposal must include items listed in (c) through (j) below

### b) <u>General Requirements</u>

The purpose of the technical Proposal is to demonstrate the qualifications, competence and capacity of the Consultant seeking to undertake a Salary and Compensation Study of the District in conformity with the requirements of this RFP. As such, the substance of the Proposal will be afforded more weight than its form or manner of presentation. The Proposal should demonstrate the qualifications of the Consultant and of its principals and staff members who will perform the Audit. It should also describe, in general terms, an approach by the Consultant to perform the Study, which will meet the requirements stated within this RFP.

### c) <u>Structure.</u>

The Proposal should be printed on standard 8½" by 11" paper, suitable for photocopying. It shall include a title page including the name of the submitting Consultant, the Consultant's contact information and date of the Proposal. It should also include a table of contents listing, by topic/subject

and page, all information included in the Proposal. Supplementary material, such as company brochures, may be included within the Proposal envelope, but shall be separate from the Proposal itself.

**d) Independence.**

The Consultant should provide an affirmative statement that it is independent of the District.

**e) Consultant Qualifications and Experience.**

The Proposal should state the size of the Consultant's staff, the location of the office from which the work on this engagement is to be performed, and the number, names and individual qualifications of the Consultant's key professional staff who will perform the Study.

**f) Partner, Supervisory and Staff Qualifications and Experience.**

The Consultant should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement

**g) Work History and References.**

The Proposal shall provide a brief history of the Consultant's recent experience conducting similar Studies with governmental entities, particularly experience conducting Studies for other River Authorities and/or Water Districts.

The Proposer shall also list (if applicable) any past experience or relationship of the Consultant with the District and the outcome of, or any problems associated with, such experience or relationship.

**h) Fee Structure and Estimated Time.**

The Proposal shall contain the Consultant's proposed fee structure including hourly rates, overhead, multipliers, incidentals and travel rates. The Proposal shall also provide an estimated time needed to submit the draft and final Study Reports.

**i) Estimated total fee.**

Proposer shall provide an estimated price for the work to indicate it is being done for a fair and reasonable price in accordance with Government Code Chapter 2254.

**j) Execution.**

A qualified individual, authorized to sign on behalf of the proposing company shall sign and date the Proposal. Their name and position shall be clearly marked below the signature. The company shall provide a certification that the person signing is authorized to execute a contract with the District.

## VI. EVALUATION PROCEDURES

Proposals submitted will be evaluated by the District's General Manager assisted by District Staff. Proposals will be evaluated using three sets of criteria. Consultants meeting the mandatory criteria will have their Proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

a. **Mandatory Elements**

(1) The Consultant has no conflict of interest with regard to any other work performed by the Consultant for the District.
(2) The Consultant has adhered to the instructions in, and satisfied the requirements of this RFP.

b. **Technical Qualifications and Experience**

(1) The Consultant's past experience and performance on prior engagements with the District.
(2) The Consultant's past experience and performance on similar engagements with other governmental entities.
(3) The quality of the Consultant's professional personnel who will perform the Study and the qualifications/availability of the Consultant's management support personnel for technical consultation.

c. **Fee Estimate**

ESTIMATED COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF A CONSULTANT. The District will review the fee to insure it is fair and reasonable as noted in Item V (i) above.

Submission of Proposal indicates acceptance by the Consultant of the conditions contained in this Request for Proposals unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between the District and the Consultant selected.

**THE WEST CENTRAL TEXAS MUNICIPAL WATER DISTRICT RESERVES THE RIGHT WITHOUT PREJUDICE TO REJECT ANY OR ALL PROPOSALS.**