



REQUEST FOR PROPOSALS FOR TOTAL COMPENSATION STUDY

The Truckee-Donner Recreation and Park District (the District) is hereby requesting proposals from firms qualified to perform services related to a Total Compensation Study. Firms are invited to submit a proposal outlining their experience and qualification in performing work directly related to the services required.

Proposers are invited to submit their proposals at their own risk. Materials submitted in response to this competitive procurement shall become the property of the District.

This Request for Proposals (RFP) will be available on the District's website, www.tdrpd.org, on December 10, 2021 at 11:00 AM. The RFP includes details on the scope, schedule, submittal requirements, and selection process.

The submittal must be submitted to the following physical address and/or email address no later than 5:00 PM Friday, January 7, 2022.

ATTN: David Faris
Human Resources Manager
Truckee-Donner Recreation and Park District
10981 Truckee Way
Truckee, CA 96161
dfaris@tdrpd.org

Proposals should be clearly marked on the outside of the envelope or email subject line: "Total Compensation Study"

Submittal of responses before Friday, January 7, 2022 at 5:00 PM is encouraged.

Questions pertaining to this RFP should be directed to David Faris, HR Manager at 530-550-4442 or dfaris@tdrpd.org.

David Faris
Human Resources Manager/District Clerk
Truckee-Donner Recreation and Park District

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Introduction

The Truckee-Donner Recreation and Park District (the District) was formed as a special district under California state law in 1962. The District is governed by a locally elected five-member Board of Directors to four-year overlapping terms. The Board of Directors determines the policies and sets the agenda for the District. The Board hires a General Manager, who in turn hires and supervises the staff. The General Manager serves as the District's Chief Executive Officer and oversees the day to day operations of the District. Under the direction of General Manager, Mr. Steve Randall leads 34 full time employees, 13 part time benefited employees, and over 100 seasonal employees during our peak time in the summer. Employees of the District are split into three departments (Administration, Park, and Recreation).

Current Compensation

The District maintains a wage schedule classification system that is approved by the Board of Directors yearly. The current wage schedule for FY 2021-2022 for the District can be found on page 12.

Scope of Work

The District requires the following to meet its goal of attracting and retaining high quality personnel while maintaining relative internal equity and sound fiscal responsibility.

Identify survey market's that have comparable benchmark classes:

- Conduct a comprehensive total compensation survey, including benefits and retirement, utilizing comparables in and outside of California for all in the District as specified on page 11.
- Hold a kick-off meeting with the Steering Committee. This may be done in-person or remotely via video at Proposer's discretion for whichever is most effective.
- Interview and survey all staff to understand District organization and position scopes as customarily done.
- Review current approved job descriptions for full-time positions and give recommendations on improvements.
- Evaluate the District's organizational chart and structure and make recommendations that improve organizational efficiency.
- In determining comparable Districts, consider the following:
 - Utilize similar data points such as yearly operating budget size, and number of employees.
 - 10-12 comparable Districts should be considered to provide at least 7 comparables for each position.
 - For each position, after normalizing with COLI, remove the highest and lowest comparables to reduce outliers leaving at least 5 comparables for calculations.
 - Districts outside of California can be considered.
- Determine comparable position pay using not only job titles, but also comparable duties and responsibilities including size of budgetary responsibility and number of personnel supervised.
- Make wage recommendations to ensure alignment to outside market. Wage recommendations to be equalized using a Cost of Living Index (COLI) such as Sperling's Best Places or similar.
- Prepare a recommended compensation plan and salary range assignments for each position that reflects the results of the market survey.

- Present results of findings to the Steering Committee. This presentation may be done in-person or remotely via video at Proposer’s discretion for whichever is most effective.
- Assist Steering Committee on developing a strategy for implementing findings/recommendations.
- Present the findings/recommendations and final report of the Total Compensation Study to the District Board of Directors for their approval. Presentation must be conducted in-person at a regularly scheduled board meeting.
- Provide all project work, communication materials, and related information to Human Resources to become District property.

The consultant or the District may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated as agreed upon in the consultant’s contract with the District.

Timeline

Activity	Date
Board of Directors Approves RFP	December 9 th , 2021
RFP Issued	Friday December 10 th , 2021
Deadline for Submission of Proposals	Friday January 7 th , 2022
Interviews (if necessary)	Week of January 10 th , 2022
Award of Contract	Thursday, January 27 th , 2022
Commencement of Services	Monday, February 7 th , 2022
Present results of study to Steering Committee	Week of March 7 th , 2022
Presentation to District Board	Thursday, March 24 th , 2022

Note: The District has made every effort to include sufficient information within this RFP for a firm to prepare a responsive, comprehensive proposal. The District reserves the right to modify this schedule at the District’s discretion. Proper notification of changes will be made to all interested parties.

Proposal Format

Please include in order, the following items in your Proposal:

1.) Letter of Interest

Please include a letter expressing the firm's interest in providing the District with classification and compensation analysis services. In the letter, please include the following:

- A statement regarding the firm's availability to dedicate time, personnel, and resources to this effort during the contract period;
- A commitment to the availability of the firm and all key project staff during the contract period; and,
- A description of your approach to successfully fulfil the requirements within the proposed scope, budget, and schedule.
- A description of your philosophy on selecting comparables.

2.) Company and Project Manager Information

Please include a brief description of your company, including the following information:

- Length of time in business;
- Location of headquarters and any field or satellite offices;
- Description of services that your company specializes in; and,
- Brief biography of proposed Project Manager and the Principal-in-Charge (if that person is not the Project Manager) and all other applicable staff. A Project Manager must be designated and must be the principal contact for the District. In this biography, please include at least three public agency references for the Project Manager and Principal-in-Charge (preferably California Special Districts).

3.) Relevant Experience

Please include information describing the firm's experience, demonstrating competence and professional qualifications for the satisfactory performance of the services outlined in the Scope of Work (Page 4). Recreation and Park Special District experience highly desired.

The firm shall provide a list of the most recent projects for which the firm has performed services of similar size, scope, and complexity. This list shall include the companies' names, and list the contact person, phone number and/or email of each party for whom the service was provided, as well as a brief description of the service performed, the dollar amount of the contract, and the date of performance.

4.) Project Schedule, Conditions and Pricing

Based on the Proposed Scope of Work (Page 4) please provide a detailed project schedule including any conditions needed to meet the timeframe proposed by the District. For all travel, include specific dates, purpose and costs in the project schedule.

5.) Disclosures

Provide a disclosure of any litigation or administrative proceedings in which your firm is currently involved and explain any contract terminations for default or other incident, in the past five (5) years. Termination for default is defined as notice to stop services for non-performance or poor performance, and please include if the matter was litigated. If default occurred, list name, address, and telephone of the other party. If no such termination occurred for default, please declare such.

Selection Process

The District will evaluate proposals and select the firm that possesses the best combination of demonstrated competence and the necessary qualifications to complete the services in a satisfactory manner, at a fair and reasonable price. In making this determination, the District may consider the following criteria:

- The firm's demonstrated understanding of the proposed project and the District, and its demonstrated ability to successfully complete the project in a timely manner;
- The firm's approach to the work and work plan;
- The firm's experience completing projects of a similar type, size, and complexity;
- The quality and experience of the Project Manager and key staff who will be working on the project on a regular basis;
- The firm's proposed costs for the engagement and ability to deliver the proposed Scope of Work within the District's timeframe; and,
- The firm's responsiveness to this Proposal Format.
- Interview potential firm(s).

Upon completion of the evaluation of proposals, the District will notify the selected firm and a Professional Service Agreement will be sent. If a contractual agreement cannot be reached with the apparent successful firm, the District may cancel the award and enter negotiations with the next highest ranked Proposer. The District shall not be bound, or in any way be obligated, until both parties have executed a contract.

The District will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, gender identification, age, disability, national origin, or any other characteristic protected by federal, state, or local law.

Submission Requirements

Submit your proposal in either PDF format for email submissions or three (3) complete printed copies of your response to the RFP for US Mail submissions. Proposals and acknowledgement of any addendums must be signed and submitted with the proposal. Proposals must be submitted in a sealed envelope and designated with proposal title. The name and address of the proposer should appear on the outside of the envelope. The submittal must be presented at the following physical address or email address no later than 5:00 PM Friday, January 7, 2022.

ATTN: David Faris
Human Resources Manager
Truckee-Donner Recreation and Park District
10981 Truckee Way
Truckee, CA 96161
dfaris@tdrpd.org

It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. The District shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modification or late withdrawals may not be considered accepted after the stated bid opening date and time and may be returned unopened.

The submission and signing of a proposal shall indicate the intention of the consultant to adhere to the provisions described in this RFP.

All questions regarding this project proposal shall be submitted to David Faris, Human Resources Manager, at dfaris@tdrpd.org or by phone at (530) 550-4442. If necessary, interpretations or clarifications in response to such questions will be made by issuance of any "Addendum" within a reasonable time prior to proposal closing. The District may, at its discretion, extend the closing date.

Upon award of the proposal, consultant shall complete a W-9 form for the District.

The District reserves the right to (1) reject any or all proposals not in compliance with public bidding procedures, (2) to postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening, (3) to waive informalities in the proposals, (4) to select the proposal which appears to be in the best interest of the District, (5) to conduct interviews with select proposers.

Conditions of Request

General Conditions:

The District reserves the right to exercise discretion and apply its judgment with respect to all proposals submitted.

The District reserves the right to reject any or all proposals, cancel all or part of this RFP, waive any minor irregularities, and request additional information from proposing firms. By requesting proposals, the District is in no way obligated to award a contract or pay expenses of the proposing firm in connection with the preparation or submission of a proposal.

The firm, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The District's decision to award a contract will be based on many factors, including but not limited to service, cost, experience, and quality. No single factor, such as cost, will determine the final decision to award.

Liability of Costs and Responsibility:

The District shall not be liable for any costs incurred in response to this RFP. All costs shall solely be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the District harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the District and public records and, as such, may be subject to public review.

The selected firm will be required to assume responsibility for all services offered in the Proposal whether or not they possess them within their organization. The selected firm will be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.

Standard Service Agreement:

An agreement will be negotiated between the District and the selected consulting firm.

Permits and Licenses:

Proposer, and all of Proposer's subcontractors and agents, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates, and licenses.

Insurance:

Prior to the beginning, and throughout the duration, of the Agreement, the firm will maintain insurance in conformance with the requirement set forth in the standard professional services agreement.

Bidder's Representative:

The person signing the Proposal must be a legal representative of the firm, authorized to bind the firm to an agreement in the event of award.

Positions to Evaluate

Accounting Assistant
Accounting Manager
Administrative Assistant
Assistant Program Coordinator (Aquatics, Sports, Youth)
General Manager
HR Manager / District Clerk
IT Administrator
Maintenance Facility Worker
Maintenance Foreman
Maintenance Specialist
Maintenance Worker
Marketing Manager
Mechanic
Office Specialist
Office Supervisor
Parks Superintendent
Parks Supervisor
Recreation Program Coordinator (Aquatics, Sports, Youth)
Recreation Superintendent
Recreation Supervisor
Senior Recreation Coordinator

Support Specialist
Cashier & Concession Lead
Lifeguard
Recreation Leader
Teacher
Accounting Clerk
Park Facility Specialist

Instructor (Swim, Art, Dance, Fitness, Skating)
Cashier
Building Facilitator
Fitness Center Staff
Office Assistant
Font Desk Clerk
Sailing Instructor
Recreation Assistant
Swim Instructor Aide

**TRUCKEE DONNER RECREATION AND PARK DISTRICT
WAGE SCHEDULE
FY 2021-2022**

Wage Range	Hourly							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum Step 7	
7					14.41	15.13	15.89	Recreation Assistant I
8				14.07	14.77	15.51	16.28	
9				14.42	15.14	15.90	16.69	Sailing Instructor I, Cashier, Recreation Assistant II, Swim Instructor Aide
10			14.07	14.78	15.52	16.29	17.11	
11			14.43	15.15	15.91	16.70	17.54	
12		14.08	14.79	15.53	16.30	17.12	17.97	
13		14.43	15.16	15.91	16.71	17.55	18.42	Front Desk Clerk, Fitness Center Staff I
14	14.09	14.80	15.54	16.31	17.13	17.98	18.88	Office Assistant I
15	14.44	15.17	15.92	16.72	17.56	18.43	19.36	Recreation Leader, Sailing Instructor II
16	14.80	15.54	16.32	17.14	18.00	18.89	19.84	Lifeguard I
17	15.17	15.93	16.73	17.57	18.45	19.37	20.34	Building Facilitator, Recreation Leader II, Instructor I-(Climbing Wall, Swim, Sports Official, Dance, Art, Fitness)
18	15.55	16.33	17.15	18.01	18.91	19.85	20.84	Fitness Center Staff II, Office Assistant II
19	15.94	16.74	17.58	18.46	19.38	20.35	21.37	
20	16.34	17.16	18.02	18.92	19.86	20.86	21.90	Teacher I, Cashier II, Park Facility Worker
21	16.75	17.59	18.47	19.39	20.36	21.38	22.45	Lifeguard II
22	17.17	18.03	18.93	19.88	20.87	21.91	23.01	Teacher II, Cashier & Concession Lead, Instructor II-Swim, Dance, Art, Fitness)
23	17.60	18.48	19.40	20.37	21.39	22.46	23.58	Accounting Clerk I, Lifeguard III, Recreation Leader III
24	18.04	18.94	19.89	20.88	21.93	23.02	24.17	
25	18.49	19.41	20.38	21.40	22.47	23.60	24.78	
26	18.95	19.90	20.89	21.94	23.04	24.19	25.40	Support Specialist
27	19.42	20.40	21.42	22.49	23.61	24.79	26.03	Park Facility Specialist
28	19.91	20.91	21.95	23.05	24.20	25.41	26.68	
29	20.41	21.43	22.50	23.63	24.81	26.05	27.35	Office Specialist
30	20.92	21.96	23.06	24.22	25.43	26.70	28.03	Maintenance Worker, Administrative Assistant
31	21.44	22.51	23.64	24.82	26.06	27.37	28.73	Assistant Aquatics Program Coordinator, Assistant Sports Program Coordinator Assistant Youth Program Coordinator, Golf Course/Ice Rink Manager

**TRUCKEE DONNER RECREATION AND PARK DISTRICT
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FY 2021-2022**

Wage Range	Hourly						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum Step 7

*G = Grandfathered Position								
32	21.98	23.08	24.23	25.44	26.71	28.05	29.45	
33	22.53	23.65	24.84	26.08	27.38	28.75	30.19	Accounting Assistant
34	23.09	24.24	25.46	26.73	28.07	29.47	30.94	G - Accounting Assistant (Bergot), Sports Official II, Instructor III-(Dance, Art, Fitness)
35	23.67	24.85	26.09	27.40	28.77	30.21	31.72	G - Maintenance Worker II (Mejia, Rosales)
36	24.26	25.47	26.75	28.08	29.49	30.96	32.51	Maintenance Specialist
37	24.87	26.11	27.41	28.79	30.22	31.74	33.32	Mechanic
37a	23.92	23.92	23.92	23.92	23.92	23.92	23.92	Special Event Staff
38	25.49	26.76	28.10	29.50	30.98	32.53	34.16	Marketing Manager
39	26.12	27.43	28.80	30.24	31.75	33.34	35.01	
40	26.78	28.12	29.52	31.00	32.55	34.18	35.88	Aquatics Program Coordinator, Sports Program Coordinator, Youth Program Coordinator, Maintenance Foreman
41	27.45	28.82	30.26	31.77	33.36	35.03	36.78	
42	28.13	29.54	31.02	32.57	34.20	35.91	37.70	Senior Recreation Coordinator, Office Supervisor
43	28.84	30.28	31.79	33.38	35.05	36.80	38.64	
44	29.56	31.04	32.59	34.22	35.93	37.72	39.61	
45	30.30	31.81	33.40	35.07	36.83	38.67	40.60	
46	31.05	32.61	34.24	35.95	37.75	39.63	41.61	Park Supervisor, Recreation Supervisor
47	31.83	33.42	35.09	36.85	38.69	40.62	42.66	
48	32.63	34.26	35.97	37.77	39.66	41.64	43.72	
49	33.44	35.11	36.87	38.71	40.65	42.68	44.81	
50	34.28	35.99	37.79	39.68	41.66	43.75	45.94	
51	35.13	36.89	38.74	40.67	42.71	44.84	47.08	
52	36.01	37.81	39.70	41.69	43.77	45.96	48.26	
53	36.91	38.76	40.70	42.73	44.87	47.11	49.47	
54	37.84	39.73	41.71	43.80	45.99	48.29	50.70	
55	38.78	40.72	42.76	44.89	47.14	49.50	51.97	
56	39.75	41.74	43.83	46.02	48.32	50.73	53.27	

**TRUCKEE DONNER RECREATION AND PARK DISTRICT
WAGE SCHEDULE
FY 2021-2022**

Wage Range	Hourly						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum Step 7

57	40.75	42.78	44.92	47.17	49.53	52.00	54.60	<i>Park Superintendent, Recreation Superintendent Accounting Manager, HR Manager/District Clerk, IT Administrator</i>
58	41.76	43.85	46.04	48.35	50.76	53.30	55.97	
59	42.81	44.95	47.20	49.56	52.03	54.63	57.37	
60	43.88	46.07	48.38	50.79	53.33	56.00	58.80	
61	44.98	47.22	49.59	52.06	54.67	57.40	60.27	
62	46.10	48.40	50.82	53.37	56.03	58.84	61.78	
63	47.25	49.61	52.10	54.70	57.44	60.31	63.32	
64	48.43	50.85	53.40	56.07	58.87	61.81	64.91	
65	49.64	52.13	54.73	57.47	60.34	63.36	66.53	
66	50.89	53.43	56.10	58.91	61.85	64.94	68.19	
67	52.16	54.77	57.50	60.38	63.40	66.57	69.90	
68	53.46	56.13	58.94	61.89	64.98	68.23	71.64	
69	54.80	57.54	60.41	63.44	66.61	69.94	73.43	
70	56.17	58.98	61.92	65.02	68.27	71.69	75.27	
71	57.57	60.45	63.47	66.65	69.98	73.48	77.15	
72	59.01	61.96	65.06	68.31	71.73	75.31	79.08	
73	60.49	63.51	66.69	70.02	73.52	77.20	81.06	
74	62.00	65.10	68.35	71.77	75.36	79.13	83.08	
75	63.55	66.73	70.06	73.57	77.24	81.11	85.16	
76	65.14	68.39	71.81	75.40	79.17	83.13	87.29	<i>General Manager</i>
77	66.77	70.10	73.61	77.29	81.15	85.21	89.47	
78	68.43	71.86	75.45	79.22	83.18	87.34	91.71	
79	70.15	73.65	77.34	81.20	85.26	89.53	94.00	
80	71.90	75.49	79.27	83.23	87.39	91.76	96.35	

Minimum wage is \$14.00/hour until 1/1/2022 becomes \$15.00/hour