



REQUEST FOR PROPOSALS
SOUTH WHIDBEY PARKS AND
RECREATION DISTRICT
COMPENSATION & BENEFITS STUDY

Proposal Due Date:

2:00 p.m.

Wednesday, August 14, 2013

SOUTH WHIDBEY PARKS AND RECREATION DISTRICT
5475 Maxwellton Rd.
Langley, WA 98260
Office (360) 221-6488
FAX (360) 221-7323
Compensation & Benefits Study

REQUEST FOR PROPOSALS

The Request for Proposal documents can be downloaded from the District's website at www.swparks.org . You may also request a copy from the District Office by calling (360) 221-6488 Monday through Friday between the hours of 8:30 am to 4:30 pm.

Proposals should be mailed or hand delivered to:

South Whidbey Parks and Recreation District
Compensation & Benefits Study
Attn: Director, Doug Coutts
5475 Maxwellton Rd.
Langley, WA 98260

Proposals must be received by 2:00 p.m. on Wednesday, August 14, 2013 in order to be considered.

Additional information and submittal instructions may be obtained by contacting Doug Coutts, Director at (360) 221-6488.

Proposals shall be submitted in a sealed envelope, clearly marked on the outside:

COMPENSATION & BENEFITS STUDY

Proposals received after the time and date noted above will be declared non-responsive and returned to the submitter unopened. The District reserves the right to reject any or all of the proposals if the best interests of the District will be better served thereby.

The South Whidbey Parks and Recreation District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of or contracting for goods or services.

MBE/WBE firms are encouraged to participate in the District's procurement process.

SOUTH WHIDBEY PARKS AND RECREATION DISTRICT
REQUEST FOR PROPOSALS
COMPENSATION & BENEFITS STUDY

Thank you for your interest in submitting a proposal to perform a Compensation & Benefits Study for the South Whidbey Parks and Recreation District.

INTRODUCTION

The South Whidbey Parks and Recreation District requests proposals from qualified firms experienced in the design of compensation and benefits systems. The selected firm will consider the objective of the District and recommend changes necessary to establish and maintain an equitable and easy to administer compensation system for six (6) South Whidbey Parks and Recreation District employees in both FLSA exempt and non-exempt positions.

OBJECTIVE

The District desires to enter into a contract with a highly qualified and experienced consulting firm for the purpose of conducting a Compensation & Benefits Study. The Study will assist in the development and implementation of a comprehensive salary administration program and benefits package that will enable the District to competitively recruit new employees, retain our current workforce, and motivate employee job performance.

BACKGROUND INFORMATION

Four full-time FLSA exempt and two full-time non-exempt positions are part of this project including the following:

- Exempt Positions
 - Parks and Recreation Director
 - Administrative Assistant/Office Manager
 - Facility and Grounds Supervisor
 - Program Supervisor
- Non-exempt Positions
 - Maintenance Laborer 2
 - Maintenance Laborer 1

The District currently does not have a set framework for incremental raises and strives to budget for a merit pool of 3% of salaries and a cost of living increase not to exceed the Employment Cost Index (ECI) for Wages and Salaries (not seasonally adjusted) for Public Administration for the 12 months ended September of the year prior to the budget year. Full-time employees currently at the top of the salary range for their position will not be eligible for either increases but may be rewarded for exceptional performance through a bonus system.

The South Whidbey Parks and Recreation District currently offers a benefit package including 100% Medical, Dental, and Vision for employees. Employees also are compensated with sick days, vacation

days, 11 paid holidays, PERS Retirement, Social Security Replacement Plan, and an optional Deferred Compensation Plan.

PRODUCT OUTCOMES

To achieve the desired results, the consulting firm selected to conduct the compensation & benefits study will be expected to deliver the following services:

- A compensation and classification analysis that includes a survey of wages and benefits for comparable cities and private sector employers.
- A compensation and classification analysis that addresses the issue of internal equity.
- A compensation and benefits plan that is easily integrated into the District's existing model.
- A pay structure that includes a recommendation for recognizing and rewarding increased competencies, skills, and/or performance.
- A classification system, which can be maintained on a long-term basis.
- Presentations to employees, managers, and/or elected officials.

The Consultant may propose additional tasks as deemed necessary to complete the assignment.

REQUIRED PROPOSAL CONTENTS/EVALUATION CRITERIA

Please respond to each section fully and completely in order to assure that your firm receives full credit when your proposal is reviewed and rated by the South Whidbey Parks and Recreation District.

PROPOSAL/CONSULTING FIRM

1. Legal name of consulting firm
2. Mailing and street address
3. Telephone number
4. Name of authorized representative
5. Title of authorized representative
6. Signature of authorized representative

CONSULTING FIRM QUALIFICATIONS (please limit to two pages excluding resumes)

- Experience in conducting similar studies in the State of Washington.
- Experience in classification and compensation management consulting.
- Experience in evaluating compensation systems for internal equity.
- Accomplishments in developing classification and compensation plans for public employers.

PROJECT MANAGER QUALIFICATIONS:

Please address the following points, unless the qualifications of the firm and the project manager are one-and-the-same:

- Experience in conducting similar studies in the State of Washington.
- Experience in classification and compensation management consulting.
- Experience in evaluating compensation systems for internal equity.
- Accomplishments in developing classification and compensation plans for public employers.

EVALUATION OF SYSTEM VALIDITY AND CONTENT (limit to two pages excluding resumes)

Describe how the consultant proposes to do the study. Include descriptions and documentation of proposed methodology. Describe and outline the tasks that the consultant believes are necessary to complete the study.

STUDY SCHEDULE

Include proposed timeline, dates, and milestones. Indicate which tasks the project manager will perform and which may be performed by the other consultant staff. Explain in detail what, if any, work the District Staff will be required to perform.

LETTER OF TRANSMITTAL

The letter of transmittal should be physically signed by an officer of the firm(s) and include the following:

1. Name, address, telephone and fax number
2. Name, title and telephone number of the individual authorized to commit the firm.
3. Names, title, telephone and fax numbers of the individual to be the official contact person regarding all matters concerning the proposal.
4. A statement ensuring validity of the proposal for at least ninety (90) days.

PREPARATION OF PROPOSAL

Each proposal will be prepared simply and economically avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

ADDENDA

If it becomes necessary to revise any part of this RFP, addenda will be supplied in writing to all firms receiving this Request for Proposal.

VERBAL COMMUNICATION

In no case, will verbal communication between the Director of the District and a Consultant override written communications or documentation. All communications must be in writing to be considered part of the RFP.

WRITTEN NOTICE PARAMETERS

Any written notice to the Consultant shall be deemed sufficient when deposited in the United States mail, postage prepaid and addressed to the Consultant at its address as listed on the signature page of the contract, or at such address as the Consultant may have requested in writing; or sent by facsimile device to the FAX telephone number provided in the letter of transmittal and with a "RECEIVED CONFIRMATION REPORT" provided to show that the document was properly transmitted to the Consultant.

TERMINATION CLAUSE

The District shall have the right to terminate the contract at any time, upon thirty (30) days written notice to the consultant, whenever the District determines that the performance of the Consultant is unsatisfactory, or for cause, or the convenience of the District.

EMPLOYEE RELATIONS

Provide proposed employee information plan for educating District employees during the study and provide proposed methods for informing and educating District employees regarding the results and validity of the study after it has been completed.

AVAILABILITY OF CONSULTING FIRM

In light of your firm's other business obligations, indicate the extent of the firm's and project manager's availability to perform the study.

PROJECT COST

Please provide a proposal with the maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this Request for Proposal.

PRICE CHANGES

All prices shall be firm and not subject to increase during the period of the contract.

TIME TO COMPLETE PROJECT

Successful Bidder will be expected to commence the project on or about September 14, 2013 with final written recommendations to the District not later than October 18, 2013. A project timeline is to be included in the proposal.

DISTRICT'S RIGHT TO ACCEPT OR REJECT PROPOSALS

The District reserves the right to accept or reject any and all proposals or waive technical errors and informalities in the best interest of the District, and reserves the right to interview one or more firms prior to making its selection.

DELIVERY OF PROPOSAL

Each proposal shall be completely sealed in a separate envelope, properly addressed to the District at the address indicated with the name and address of the firm on the outside of the envelope.

One Original and three (3) copies are to be submitted.

Proposals shall be typed or printed in ink. Use of erasable ink is not permitted.

Proposals must be received by the time specified. It shall be the sole responsibility of the firm to ensure that the sealed proposal is submitted by the time and date specified. Any proposal received after the appointed time shall not be accepted under any circumstances. Such proposals will be returned to the firm unopened. Any uncertainty regarding the time a proposal is received shall be resolved against the firm.

SELECTION CRITERIA

The submittals will be reviewed and rated on the following criteria:

1. Compliance with the RFP
2. Professional qualifications of assigned staff.
3. Experience in similar types of work/projects.
4. Experience in working with employee groups, management and elected officials to provide education about the background, process and outcomes of the project.
5. Documented history of the firm to accomplish similar projects within time limits.
6. Documented history of the firm to complete similar projects within budget limits.
7. Cost.
8. Accessibility of firm.

LAW OF GOVERNANCE

This contract shall be construed and governed in accordance with the laws of the State of Washington.

COMPLIANCE WITH LAWS

Consultant shall comply with all federal, state and local laws, ordinances and regulations applicable to the work. Consultant, at its own expense shall secure all occupational and professional licenses and permits from public or private sources necessary for the fulfillment of its obligations under this contract.

MODIFICATION OR WITHDRAW OF PROPOSAL

Responses to the Request for Proposal (RFP) may be modified or withdrawn by written or facsimile notice prior to the exact hour as specified for receipt of proposals. A proposal may be withdrawn in person by the Consultant or authorized representative prior to the exact hour and date set for receipt of proposal. Telephone withdrawals are not permitted.

MISTAKE IN PROPOSALS

If the apparent best-qualified consulting firm discovers a mistake in its proposal of a serious and significant nature, which is unfavorable to it prior to the issuance of a purchase order or contract, it may request consideration be given to modifying or withdrawing the proposal. The mistake must be evident and provable. The district reserves the right to reject any and all requests for correction or withdrawal of proposal received after the hour and date shown in the specifications. In all cases, the decision of the South Whidbey Parks and Recreation District Board of Commissioners is final.

A MISTAKE IN PROPOSAL CANNOT BE CONSIDERED ONCE A PURCHASE ORDER OR CONTRACT IS ISSUED.

RESERVATION OF RIGHTS

The District reserves the right to:

1. Accept or reject any and all proposals in response to this RFP, and to re-advertise for new submittals.

2. Waive or modify any irregularities in proposals received after prior notification to the Consultant.
3. Request the submission of proposal modifications at any time before the award is made, if such is in the best interest of the District.
4. Consider proposals or modifications received at any time before the award is made, if such is in the best interest of the District.
5. Request clarification and/or additional information from the Consultant during the evaluation process.
6. Utilize any and all ideas submitted in the proposals received unless those ideas are covered by legal patent or proprietary rights and the patent of those rights is indicated by the Consultant. Proposals will become the property of South Whidbey Parks and Recreation District.
7. In the event of contract Termination, enter into contract negotiations with other qualified firms that submitted proposals, rather than redoing the proposal process for the project.
8. Negotiate with the selected Consultant to include further services not identified in this RFP.

INDEMNIFICATION/INSURANCE REQUIREMENTS

Prior to commencement of services under the contract, the successful Consultant shall provide a certificate of insurance with limits as indicated in Exhibit 1 Insurance Requirements for Professional Service Agreements, naming SWPRD as the additional insured on the insurance certificate during the term of the User Agreement. The Insurance Requirements for Professional Service Agreements exhibit will become a part of the Professional Service Agreement and the Consultant will agree to indemnify the District as indicated in the exhibit as a part of the Agreement.

EXHIBITS

The following Exhibits are included in the Proposal Package for your information and review:

Exhibit No. 1. Insurance Requirements for Professional Service Agreements

Exhibit Mo. 2. South Whidbey Parks and Recreation District Organizational Chart

Insurance Requirements for Professional Service Agreements

Indemnification / Hold Harmless

Consultant shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.

Insurance

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

No Limitation. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the District's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The District shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the District.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect the District. Any insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the Consultant's insurance and shall not contribute with it.

2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

Exhibit No. 2. South Whidbey Parks and Recreation District Organizational Chart

