Responses to Questions Received on the Request for Proposals (RFP):
Comprehensive Classification, Compensation and Benefits Study
(RFP No. HR2026-001)
Addendum #1

Q1: Under "Experience and Qualifications" item #2 states that "for a minimum of 5 years for public entities within California" as a requirement. Is the District open to considering consultants with nationwide experience who have not completed a study in California?

A1. At this time, we are only considering consultants with experience conducting benchmark studies for public entities in California.

Q2. Does MWDOC already have an established list of comparator agencies or are you looking to the consultant to help identify a list? How many comparator agencies do you expect will be surveyed?

A2. We currently have a list of approximately 19 core comparator agencies and, if needed, 5 supplemental agencies (see answer to question #13 for the list). We would like the consultant to review our current list, determine whether any changes are needed, and finalize it before conducting the compensation study.

Q3. Considering that MWDOC conducts regular classification and compensation studies, does the District expect that all 61 classifications will need to be updated/changed/newly developed? If not, how many classifications do you anticipate will need to be updated/developed?

A3. We would like all of our job classifications reviewed. We would like to ensure all required mandated language is included in the classifications. In addition, looking to ensure the job classifications are consistent and make them streamlined and concise, yet include all of the essential responsibilities. Also, we are looking for the consultant's expertise in recommending the consolidation of job descriptions within job families, where it makes sense. We have several positions that currently exist without a job description; those will have to be developed. Ensure that all job families have sufficient and appropriate career progression.

Q4. Does the District have a determined budget for the study and could you share it with us?

A4. Yes, we have $60,000 budget for this project.

Q5. Is the District comfortable with the study being conducted virtually with no on-site visits?

A5. No, we would like some on-site visits specifically related to making presentations to the Board.

Responses to Questions Received on the Request for Proposals (RFP):
Comprehensive Classification, Compensation and Benefits Study
(RFP No. HR2026-001)
Addendum #1

Q6. The RFP mentions 39 jobs and 62 classifications will be included in the study. Can the MWDOC clarify how many unique jobs will be included in the analysis?

A6. We estimate that approximately 19 jobs are unique. We would like the consultant to review the jobs and classifications and make a final determination on the unique number of jobs.

Q7. Is an analysis of FLSA status being requested by the MWDOC?

A7. Yes, as outlined in the Scope of Work/Services on Page 5, item 9, we do ask that the consultants develop a classification structure that includes proper classification with appropriate reporting relationships, job title, pay range, development of career progression, internal equity classifications, and exempt and non-exempt status pursuant to FLSA.

Q8. Can the MWDOC accommodate virtual meetings and presentations? Are there any meetings/presentations that the MWDOC would prefer to be in person?

A8. Yes, we can accommodate teleconference and virtual meetings. However, we do prefer the consultant be in person for a minimum of 3 on-site meetings.

Q9. 1. Are there any classifications, departments, or workforce segments that the MWDOC considers a higher priority for review as part of this engagement?

A9. Not at this point. We want to ensure a comprehensive study is conducted to ensure our compensation, classifications, and benefits remain competitive with the market. We specifically want to evaluate our benefits and how we compare to the market.

Q10. The RFP references MWDOC's existing list of comparator agencies used for compensation and benefits benchmarking. Approximately how many comparator agencies are included in the current peer group?

A10. See response in A2.

Q11. Which compensation and benefits survey sources, if any, does MWDOC currently participate in or have access to?

A11. Keenan.

Q12. Is the District open to considering consultants with nationwide experience who have not completed a study in California?

A12. See response in A1.

Responses to Questions Received on the Request for Proposals (RFP):
Comprehensive Classification, Compensation and Benefits Study
(RFP No. HR2026-001)
Addendum #1

Q13. Can MWDOC provide the list of comparator agencies used in the most recent compensation study, and confirm whether any changes are contemplated?

A13. We are looking to the consultant to review and provide any recommended changes. Here is the list of comparator agencies.

1. Calleguas Municipal Water District
2. Eastern Municipal Water District
3. El Toro Water District
4. Inland Empire Utilities Agency
5. Irvine Ranch Water District
6. Laguna Beach County Water District
7. Las Virgenes Municipal Water District
8. Mesa Water District
9. Moulton Niguel Water District
10. Orange County Sanitation District
11. Orange County Water District
12. San Diego County Water Authority
13. Santa Margarita Water District
14. South Coast Water District
15. Three Valleys Municipal Water District
16. Walnut Valley Water District
17. West Basin Municipal Water District
18. Western Municipal Water District
19. Yorba Linda Water District

Supplemental Agencies:

20. Metropolitan Water District of Southern California
21. County of Orange
22. Orange County Fire Authority
23. City of Anaheim
24. City of Los Angeles

Q14. Does MWDOC have an existing standardized job description template, or should the consultant propose one?

A14.We are looking for a consultant to review our current job descriptions and format and make recommendations. See response in A3.

Q15. Will all employees be available for interviews or surveys, and what level of participation does MWDOC expect?

A15. Yes, employees will be available as needed. We are looking to the consultant to review the job descriptions and determine which employees and positions need to be interviewed; a phone call or a Zoom meeting is acceptable.

Responses to Questions Received on the Request for Proposals (RFP):
Comprehensive Classification, Compensation and Benefits Study
(RFP No. HR2026-001)
Addendum #1

Q16. What historical compensation, benefits, and classification data will be provided (e.g., prior studies, salary schedules, benefits summaries)?

A16. We can make all of these items available to the consultant upon request.

Q17. Has the current compensation philosophy been working well, in MWDOC's opinion? For instance, are there individual elements of concern related to a classification, pay range, or benefit that MWDOC would like the successful proposers to allow for in the proposal?

A17. We would like to ensure our benefits are competitive in terms of our offerings and the employee's share of benefit costs. We would also like to evaluate our compensation structure to ensure equity and retain staff. We are a small agency, and career growth is more likely to occur through skill development and expanded responsibilities than through advancement to higher-level positions.

Q18. Will the consultant have access to MWDOC's HRIS or payroll system to extract data, or will HR provide all data manually?

A18. HR will provide data to the consultant.