



CENTRAL FIRE PROTECTION DISTRICT of Santa Cruz County

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***** AMENDED *****

REQUEST FOR PROPOSAL FOR COMPENSATION STUDY

The Central Fire Protection District of Santa Cruz County is requesting a formal bid proposal on a COMPENSATION STUDY.

REQUEST FOR PROPOSAL (RFP)	Compensation Study
SUBMIT INFORMATION TO:	Central Fire Protection District Of Santa Cruz County 930 – 17th Avenue Santa Cruz, CA 95062-4125
DIRECT INQUIRES TO:	Gena Finch, Administrative Services Manager 831- 479-6842
FORM OF SUBMITLE:	One (1) ORIGINAL HARD COPY AND an additional five (5) complete copies for each proposal, delivered by mail or hand-delivery. NO faxes or electronic mail will be accepted.
PROPOSAL SHALL BE SUBMITTED BY:	Date: August 4, 2017 Time: 4:00 p.m. Late submittals will not be considered, no exceptions.

All bid proposals shall be sealed and marked on the outside as:

“COMPENSATION BID PROPOSAL”

DISTRICT OVERVIEW

The Central Fire Protection District of Santa Cruz County is an independent autonomous fire district, formed under the “Fire Protection District Law of 1987”, Government Code and Health and Safety Code, State of California.

The Central Fire Protection District of Santa Cruz County is a Special Fire District in the County of Santa Cruz and serves the communities of Capitola, Live Oak and Soquel. The District is a consolidation of the old Capitola, Live Oak and Soquel Fire Protection Districts, established in October 1987; encompasses 20.89 square miles, and protects a population of 52,500 plus residents.

The Central Fire Protection District of Santa Cruz County has 72 employees comprised of 50 safety, 11 non-sworn, and 11 paid-volunteer firefighters. The estimated operating budget for FY 17/18 is \$16,534,585.

The Central Fire Protection District of Santa Cruz County provides fire protection, rescue, and paramedic services (non-transport) from four fire stations located within the area of responsibility, known as district boundaries.

The Central Fire Protection District of Santa Cruz County operates an Administrative Office at 930 - 17th Avenue, Santa Cruz, California. Our records are prepared and retained at this location. This includes but is not limited to prior year’s audit report, management letters, financial statements, budgets, payroll and personnel records, medical records and invoices. Payroll and accounts payable are processed by the Auditor-Controller’s Office, County of Santa Cruz.

The Central Fire Protection District of Santa Cruz County operates a Fleet Services facility located at 410 Kennedy DR, Capitola, California. The Fleet Services Division maintains fire vehicles for nine local fire agencies.

INTENT

The intent of this request for proposal (RFP) is to solicit bids from qualified entities to conduct a compensation study of like agencies in California.

It is also our intent to enter into an agreement with the accepted entity by September 13, 2017 and to have work completed no later than October 31, 2017.

Proposals submitted in response to this request must be in accordance with the requirements specified herein.

SCOPE OF SERVICES

The District will begin negotiations with two labor groups, Administration and Mid-Management, commencing mid 2017. Negotiations with the local safety group, Local 3605, will take place in mid 2018. The purpose of the comprehensive compensation analysis is to provide the necessary information for the appropriate recommendation and implementation of equity adjustments.

The analysis should compare fire agencies in the state of California that are of like size and demographics.

The consultant shall provide a table for each position with total cash compensation and total compensation (as defined below) identified from each chosen agency with a comparable position. A comparable job title and description shall be included for each position.

Total Cash for the purpose of this survey includes: base salary; employer paid member contributions to retirement; employer contributions to deferred compensation programs; employer contributions to healthy savings programs; educational incentives including tuition reimbursement; specialty-position pay; administrative leave; uniform allowance, sick, vacation and other forms of paid leave.

Total compensation includes total cash in addition to employer provided benefits including but not limited to: medical, dental, vision, short and long-term disability insurance, life insurance, and other benefits the consultant recommends that are typical in the industry. Total compensation should also incorporate employee contributions to retirement including the member portion as well as contributions made to the employer portion of retirement.

RFP SUBMISSION REQUIREMENTS

General Information

1. If a service requirement or section of the proposal cannot be met by a Proposer, then “No Proposal” should be indicated in the relevant section of the proposal. An alternative equivalent service may be proposed.
2. If a service or portion of a service is provided by a third party, indicate this clearly in the appropriate section, and describe the company that will be providing the service.
3. Provide all costs associated with all requested services and any recommended service enhancements in the Cost Proposal.

Proposal Format

Proposals must follow prescribed format. Do not include any extraneous or marketing material. Proposals shall include sections using the titles as shown below.

Cover Letter

1. Legal name, status (corporation, LLC, sole proprietorship, etc.) and address of the proposer
2. Address where contract will be housed
3. Website address of Provider
4. Signature of the individual who is authorized to bind the Provider contractually.
5. Confirmation of the receipt of the RFP and all addenda thereto
6. Curricula Vitae of the professionals who will be providing the services
7. Statement that the proposal is valid for a 60-day period from the proposal due date
8. Name, title, address, telephone number, and e-mail address of the individual to whom correspondence and other contacts should be directed during the selection process.

References

Provide three (3) local government agencies in which Classification and Compensation Analysis have been provided that are of similar size, and with similar scope of services as the District.

Include the following information for each reference:

1. Contact name and title
2. Name and address of government agency/business
3. Telephone number and e-mail address of contact
4. Date(s) service(s) were provided
5. Copy of contract for services with that agency
6. Services provided to the agency.

Written Response

1. Profile – Describe the branch, unit, or office that will provide support for this contract
2. Experience – Experience in providing Classification and Compensation Analysis to public agencies of similar size and services as the Central Fire Protection District.
3. Qualifications – Qualifications to provide consulting services to the District including, but not limited to, certifications, licenses, professional association memberships, training, knowledge of industry standards, and expertise with the fire service in California and the United States. Describe what sets the provider's services apart from others.
4. Service Availability – Include hours of operation, and after-hours availability.
5. Process – Explain the process, step-by-step, by which the Classification and Compensation Analysis will be researched, developed, and written.
6. Implementation Plan – Plan for implementing the contracted services including proposed timeline and tasks required by the District and the Provider.
7. Service Enhancements – Please include any service enhancements, additional services, or alternate approaches to the requested services, where feasible, which may not be specifically requested, but of benefit to the District.

Cost Proposal

Provide an itemized list of potential procedures, elements of work, and associated costs to fulfil the Scope of Services (Section 3) for the Classification and Compensation Analysis. Under each, describe the service and the associated cost. If there are services offered under a category that are no cost to the District, please indicate the services in the list with N/A for cost. Please include a sample contract form and the signature of the individual who is authorized to bind the proposer contractually on the Cost Proposal.

GENERAL INFORMATION

Notice to Proposer

The RFP does not constitute a contract or offer of employment. The cost of preparation and submission of proposals shall be the obligation of the Proposers.

Rejection of Proposals

The District reserves the right to reject any or all of the proposals and further reserves the right to waive any informalities or irregularities in any proposal. Proposals that do not address the requirements will be considered non-compliant and will not be reviewed or rated.

Protest of Bid Process

Any Proposer who wishes to file a complaint about the bid process, selection process, or method of award may do so in writing. Protest letters must be submitted to the contact person within ten (10) days of awarding the contract.

Discrepancy or Other Errors in RFP

If a Proposer perceives a discrepancy, conflict, omission, or error amongst terms within the RFP or between the RFP and any other relevant documents, the Proposer shall immediately and timely notify the District in writing of the specific problem(s) perceived. Notice of any modification made by the District to relevant documents at issue will be sent to all parties who were sent an RFP and of which the District is aware.

If a Proposer fails to timely notify the District of the perceived error prior to the date and time stated for submission of proposals, the proposal shall be submitted at the Proposer's own risk, and if awarded the contract, the contactor shall not be entitled to additional compensation, damages, or time by reason of any and all perceived errors or their later correction.

Conflict of Interest

A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and

influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position with Central Fire Protection District of Santa Cruz County or businesses, consultants, or individuals doing business with the District. Conflicts of interest may be real, potential or perceived.

The respondent should disclose conflicts of interest, in writing, to the review committee who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

Limitations

The District reserves the right to reject any or all proposals and to waive any and all irregularities to choose the successful respondent and may amend the scope of this RFP at any time and in any manner, which in its opinion, best serves the District's interests. The District expects to complete its evaluation process to select a qualified respondent, but reserves the right to change key dates and action as the need arises. The District intends to award the project to one respondent; however, the District retains the right to award one or more separate contracts to one or more respondents, at the District's sole discretion. The proposals in response to this RFP will become the property of the District and may be used by the District in any way it deems appropriate. The District reserves the unqualified right to modify and/or suspend any and all aspects of the RFP, to request further information from any firm or person responding to the RFP, to waive any defect as to form or content of this RFP or any response thereto, to extend deadlines for accepting responses or accept amendments to responses after expiration of deadlines and to reject any and all responses to the RFP.

No individual or firm responding to this RFP shall obtain any claim or right of action against the District by reason of any aspect of the RFP, defects or abnormalities contained herein, defects or abnormalities in the selection process, the rejection of any proposal, the acceptance of any proposal, any statements, representation, acts or omissions of the District, the exercise of any discretion by the District in connection with any of the foregoing, or any and all other matters arising out of all or any of the foregoing.

The District shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by submission of the proposal.

The District is not required to accept the lowest price proposal. A variety of factors will be evaluated to determine the most advantageous proposal based on, for example, experience, financial strength, technical capability, costs and performance. All costs of preparing and submitting responses to this RFP shall be borne by the Respondent and not the District.

ATTACHMENT A: INSURANCE REQUIREMENTS

Minimum Insurance

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, or employees.

Contractor shall maintain limits no less than:

1. General Liability including operations, products and completed operations, as applicable
\$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Errors and Omissions Liability
\$1,000,000 per occurrence or per claim. If protection is accomplished through a “claims made” policy, a 36-month extended reporting period shall be provided.
3. Automobile Liability
\$1,000,000 per accident for bodily injury and property damage.

Deductibles and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and approved by the District. At the option of the District - Either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the District, its officers, officials, employees, and volunteers; or, the Contractor shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions

The general liability is to contain, or be endorsed to contain, the following provisions:

1. The District, its officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees, or volunteers.
2. For any claims related to the services provided by the Contractor, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the

District, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. Any failure to comply with reporting or other provisions of any policies required by this clause, including breaches of warranties, shall not affect coverage provided to the District, its officers, officials, employees, or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled, except for non-payment of premium, by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District. In the event the policy is cancelled for non-payment of premium, ten (10) days' prior written notice, as stated above, will be given.

Acceptability of Insurers

The insurance company providing coverage must be licensed to do business in the State of California, with an A.M. Best rating of not less than VII.

Verification of Coverage

Contractor shall furnish the District original certificates of insurance and endorsement(s) affecting coverage to the District for approval. The Commercial General Liability endorsement shall be a form CG 20 10 11 85, and shall have the required wording. All certificates and endorsements are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all insurance policies required by this section.