



**Santa Cruz County Regional Transportation Commission**  
**1101 Pacific Avenue, Suite 250, Santa Cruz, CA 95060**

**Request for Proposals (RFP2204) Compensation Study**

**REQUESTS FOR CLARIFICATION/ QUESTIONS SUBMITTED**

Responses issued October 17, 2024 (includes attachment):

	<b>QUESTION</b>	<b>RESPONSE</b>
1	How many employees are to be included in the study?	There are 27 positions to be included in the Compensation Study.
2	Has the RTC established a budget for this project? If so, will that amount be shared with bidders?	This is a competitive procurement and RTC seeks a highly qualified firm that provides the most effective management of costs. To this end, RTC's budget is not included in the solicitation.
3	What is the expected timeline for the project and when does the RTC need final results/recommendations?	Page 13 of the RFP includes a schedule for the compensation study. The study completion date is scheduled for February 26, 2025, because the study will be used as a data point for MOU negotiations. The current MOUs for the two labor units expire March 31, 2025. The goal is to bring the final study to the Commission at the March 6, 2025 board meeting. Please see the timetable in the RFP for further information.



	<b>QUESTION</b>	<b>RESPONSE</b>
4	Does the RTC want the consultant to include both public and private sector data for comparison in the market survey? Private sector companies rarely respond to custom surveys, so Segal utilizes reputable published sources to represent the private sector. Is that an acceptable alternative to the RTC?	The scope of work includes public sector data for the compensation study.
5	Does the RTC want the consultant to collect salary data only or is the RTC also interested in the prevalence and cost of benefits (paid time off, health benefits, retirement benefits) provided by peer organizations?	Please refer to the RFP, the request is for total compensation (salary and benefits).
6	Does the RTC want the consultant to develop recommendations regarding pay policies?	The request is for staffing and compensation and benefits only.
7	Does the RTC want the consultant to calculate the cost of implementation for our recommendations?	Yes, successful Proposer will assist in the development of a strategy for implementing compensation recommendations.
8	We note the RFP asks for a hard copy and USB Flash Drive. Prospective Proposer (ed.) is striving to be as green as possible, and reduce our carbon footprint, so we would like to inquire as to whether the RTC would allow	On October 11, 2024, the RTC issued Addendum 1, changing the submittal requirements to all electronic. A hard copy proposal is no longer required.

	QUESTION	RESPONSE
	consultants to submit proposals electronically, via email only, instead?	
9	Our ability to collect data for the compensation study is heavily reliant on the responsiveness and cooperation of the comparable agencies included in the study. However, due to their own operational timelines, this can sometimes be a challenge. Therefore, is there any flexibility in the timeline for the draft report submission?	See response to Question 3.
10	The responses to questions from the pre-proposal presentation stated that 12 agencies were used in the 2018 compensation study. Would the Commission be able to provide this list of agencies?	<p>Attached to this document is the 2018 Total Compensation Report performed for RTC (Attachment 1). Below are the twelve market agencies used in the report:</p> <ol style="list-style-type: none"> <li>1. Alameda County Transportation Commission</li> <li>2. Association of Monterey Bay Governments</li> <li>3. Contra Costa Transportation Authority</li> <li>4. Metropolitan Transportation Commission</li> <li>5. Orange County Transportation Authority</li> <li>6. San Diego Association of Governments</li> <li>7. San Luis Obispo Council of Governments</li> <li>8. San Mateo County (C/CAG Congestion Management)</li> <li>9. Santa Clara Valley Transportation Authority (VTA)</li> <li>10. Santa Cruz Metropolitan Transit District (METRO)</li> <li>11. Transportation Agency for Monterey County</li> <li>12. Transportation Authority of Marin</li> </ol>

## Responses issued October 11, 2024:

QUESTION	RESPONSE
Is the RTC looking for a total compensation study (including benefits)?	The scope of work includes total compensation.
About how many labor market agencies do you typically use?	There are 12 agencies in the 2018 Compensation Study.
Will you look to us to come up with the labor market agencies or will you use the 2018 Compensation Study list?	Staff will request authorization to award a contract at the Nov. 7 Commission meeting, and the Commission will provide direction on whether to use the 2018 list of agencies.
Since answers to questions will be posted on October 21 <sup>st</sup> and the due date is just two days later, would you consider extending the due date? If not, would you consider accepting an email copy of the proposal only?	RTC issued Addendum 1, changing to electronic submittals.
Do you anticipate releasing questions as they come in?	We will post the answers to questions as they come in.