



City of Ridgefield

Addendum No. 1

Solicitation: P20003: Classification and Compensation Study

This addendum is hereby incorporated into the solicitation documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~strikethrough~~.

All other terms, conditions and specifications shall remain the same.

Proposal Date Changes:

The Proposal Due Date will be extended to Wednesday, April 8, 2020 at 4 p.m. PST. Due to the Declaration of Civil Public Health Emergency issued by the City of Ridgefield, City Hall will be closed to the public with access by appointment only. Therefore, proposals may be submitted via email to ~~Bids@ci.ridgefield.wa.gov~~ Bids@ci.ridgefield.wa.us or by mail to PO Box 608, Ridgefield, WA 98642. The City PO Box mail is usually collected once each business day at 10 a.m. Mail received after that time will not be collected until the next business day, and therefore possibly not received by the City by the due date and time.

In addition, the deadline for questions, substitution, clarification or contract changes requests has been extended to 4:00 p.m. on Monday, March 30, 2020. Questions must be sent to Julia Denton, Procurement Specialist, via email to Bids@ci.ridgefield.wa.us. Incomplete or late inquiries may not be considered.

The final Addenda is expected to be released no later than Wednesday, April 1, 2020. It is the sole responsibility of the proposer to learn of Addenda, if any. Such information may be obtained at: <https://ridgefieldwa.us/government/city-departments/finance-department/current-projects/>. The City of Ridgefield accepts no responsibility or liability and will provide no accommodation to proposers who fail to check for addendums and submit inadequate or incorrect responses.

Questions and Answers:

- Question:** How would you characterize your current class specifications? Do they need to be reviewed and revised slightly? Or is it your assessment that first the job duties need to be analyzed, and then the class specifications must be completely re-written?

Answer: For a majority of the class specifications, they need to be reviewed and revised slightly. We do have a handful of new positions that will require more work.

2. **Question:** What is the anticipated budget amount for this project?
Answer: The City is electing to not release the budget for this project at this time.
3. **Question:** Are any employees in the study represented by a collective bargaining unit?
Answer: Yes, a majority of the positions are in Teamsters, Local 58. The union is involved and supportive of the study.
4. **Question:** Has the City already conducted a pay equity study or would the City like a pay equity study included as an optional component?
Answer: We are not interested in conducting a pay equity study at this time.
5. **Question:** How many comparator organizations are expected to be surveyed?
Answer: This question is difficult to answer. It is my understanding that a minimum of 3 comparators for each job is necessary for the study to be valid.
6. **Question:** How many in-person meetings are expected as part of the project scope? I assume they are asking about in person meetings with the City?
Answer: I would anticipate one strategy meeting, one introduction meeting with all involved employees, and maybe one more at the end of the project.
7. **Question:** Is there an expectation that structural changes (i.e., number of steps or grades) may be made to the existing compensation structure or is the preference that, if changes are to be made, it is by moving classifications within the existing structure?
Answer: I don't expect that the number of steps will be modified for existing classifications. It may be necessary to create a new salary range for a new classification, with the same number of steps as in the current structure – or no steps for some positions.

Approved By:



Date: 03/20/2020