



REQUEST FOR PROPOSAL
FOR
TOTAL COMPENSATION STUDY

Commute.org
400 Oyster Point Blvd, Ste. 409
South San Francisco, CA 94080

Proposal Issue Date: April 18, 2024
Due Date: May 20, 2024, 2:00 p.m.

Introduction

The Peninsula Traffic Congestion Relief Alliance (“Commute.org”) invites interested, qualified, and professional consulting firms to submit written proposals to evaluate, analyze, and prepare a Total Compensation Study. Our desire is to obtain a consultant with public sector experience in total compensation studies who will assist in reviewing the agency’s compensation, including all benefits, establish the market value of the employee benefits package, and provide a market analysis of the base and total compensation.

This Request for Proposals (RFP) is an invitation by Commute.org for consultants to submit an offer, which may be subject to subsequent discussion. Submittal of a proposal does not create any right or expectation to a contract with Commute.org and Commute.org further declares that it will incur no financial obligations for any costs by any firm in preparation of their proposal.

Qualified firms may submit their proposal responses electronically on or before May 20, 2024, by 2:00 p.m. to:

John Ford, Executive Director
john@commute.org

Background

The Peninsula Traffic Congestion Relief Alliance, also known as Commute.org, is a public agency that was established in 2000 to provide transportation demand management (TDM) services in San Mateo County. Commute.org is organized as a Joint Powers Agency (JPA) and has twenty members representing nineteen cities and towns and the County of San Mateo.

Commute.org and its members seek to promote, encourage, and incentivize people to use transportation options other than driving alone. The goal of TDM programming is to shift demand for transportation across all available modes including walking, biking, transit, telework, and ridesharing.

The agency is overseen by a Board of Directors that includes one elected official from each member jurisdiction. The agency’s Finance Committee will perform the oversight role on this study; however, the Board of Directors will be the recipient of the final report.

Commute.org currently has eight employees with tenures ranging from less than one year to over twenty years. All staff are employed “at will” and the agency does not have any collective bargaining agreements.

There are currently twelve defined job classifications each with a seven-step salary scale. Please note that similar classifications “share” salary scales resulting in a total of eight unique scales. All but one of the classifications are considered “exempt.”

Job descriptions for each position are being updated internally in advance of this Total Compensation Study. The goal is to have up-to-date job descriptions that are legally compliant, internally aligned, reflective of contemporary standards, and accurately reflect current roles, responsibilities, duties, and qualifications.

The last consultant-assisted compensation study was conducted in 2007. An internally managed study was conducted in 2013.

Study Goals

The main goal of the Total Compensation Study is to develop an equitable, reliable, and competitive compensation system that supports the Agency’s mission; promotes equity by accurately aligning classifications and pay; fosters the attraction and retention of qualified individuals; and provides opportunities for employee growth and development.

The services provided by the consultant will assist the Agency to achieve the following objectives and expected outcomes:

- An analysis and development of a compensation plan and policy that promotes proper internal equities and competitive pay relationships with comparator agencies while being aligned with the Agency’s mission, organizational structure, and available funding.
- Creation of visual career paths to provide clarity on career mobility at the Agency.
- An equitable and simple to administer compensation system that supports the Agency’s mission, vision, and values.

Scope of Services

The following are the consulting services related to the Total Compensation Study:

1. Conduct a comprehensive survey of the external labor market of public sector agencies for agreed-upon classifications. This will include a review and market analysis of salary and benefits including but not limited to base salary, employer paid retirement contributions, employer paid insurance contributions for health, dental, vision, life, and long-term disability; 457(b) savings plan; transit reimbursements; leave benefits including holiday, sick, and vacation; and telework options.
 - a) The Agency will collaborate with the consultant to develop a list of public sector agencies for use as comparator agencies in the study.
2. The consultant will review the Agency's current job descriptions and compensation schedule to ensure internal equity and external comparability. When comparing with external agencies, the consultant will perform a review of the full job description, not relying solely on the classification's title to make the comparison.
3. The consultant will meet with management throughout the study process to gain a full understanding of Commute.org's needs, discuss the consultant's methodology, and respond to questions regarding the findings of the Total Compensation Study. Such meetings will include identifying the factors to use to determine comparable labor market agencies to survey, and agreement on comparable classifications to be utilized.
4. Complete an internal base salary relationship analysis, including the development of internal relationship guidelines.
5. Present draft results of the survey to the Finance Committee and respond to questions regarding same.
6. Prepare a written report of results and findings, including discussion of methods, techniques, and data used to develop the Total Compensation Study.
7. Provide instructional information to allow Commute.org staff to conduct individual salary audits consistent with study methods until the next study is conducted.
8. The consultant will also present the final report to the Board of Directors.

Proposed Timetable

Action Items	Target Dates
Request for Proposal Issued	April 18, 2024
Due date for Proposal	May 20, 2024
Evaluation of Proposals Period	May 21 through May 28, 2024
Interview of Top Proposer(s)	May 29 through May 31, 2024
Present Recommendation to Finance Committee	June 3, 2024
Present Recommendation to Board of Directors	June 20, 2024
Finalize Contract	June 28, 2024
Contract Commences	July 1, 2024
Perform Study	July – September 2024
Draft Report	October 2024
Final Report	November 2024

Commute.org will provide the following information to the successful consultant:

- Job descriptions
- Wage and salary schedules
- Employee benefits schedules
- Personnel policies
- Organizational chart
- List of agencies or departments within agencies for consideration as comparator agencies

Submittal Content and Procedures

The following information should be provided in each proposal and will be utilized in evaluating each proposal submitted:

1. **Cover Letter** - The cover letter should indicate the full name and address of the consulting firm that will perform the services described in the RFP. The consultant should include the name and contact information for the individual who will serve as project manager. Additionally, the cover letter should outline the firm's qualifications.
2. **Consultant's Prior Experience and Qualifications** - Provide examples of the last three (3) completed projects demonstrating the consultant's experience working with public agencies similar in size, scope, and purpose.
3. **References** - Provide three (3) client references applicable to the scope of services. Include contact names, telephone numbers, and email addresses.
4. **Organizational Chart** - Identify all team members, their titles, and their responsibilities for the project.
5. **Team Member Resumes** - Provide a resume/biography for all team members.
6. **Management Overview and Approach** - Explain the proposed methodology that will be used, and clearly demonstrate understanding of the objectives the project is intended to complete.
7. **Timeline** - An estimate of time to complete the project, as outlined in this RFP, and a proposed timeline of work tasks, including the date of final completion of the project.
8. **Fee Proposal** - Discuss proposed pricing to provide the services in the Scope of Services, all inclusive. Provide a breakdown of the firm's rates, fees, and charges for services, by phase, and for total project, and a proposed payment schedule.
9. **Exceptions/Deviations** - State any exceptions to or deviations from the requirements of this RFP, segregating "technical" exceptions from "contractual" exceptions. Where Proposer wishes to propose alternative approaches to meeting Commute.org's technical or contractual requirements, these should be thoroughly explained. If no contractual exceptions are noted, Proposer will be deemed to have accepted the contract requirements as set.

Submission Requirements

For consideration to be given to any proposal submitted pursuant to this RFP, an electronic (PDF) copy of the Proposal must be received on or before **May 20, 2024, by 2:00 p.m.** at the email address listed on the cover page of this Request for Proposal. Late proposals will not be accepted. Commute.org reserves the right to reject any or all proposals submitted.

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

The selected provider will enter into a contract with Commute.org for consulting services for a term to be mutually agreed upon by Commute.org and the selected firm.

Evaluation and Selection Process

The significant factors that will be considered in the evaluation of proposals are summarized below. Commute.org's final selection will not be dictated by any single factor, including price. The relative importance of these factors involves judgment on the part of Commute.org's management team and will include both objective and subjective analysis. The evaluation criteria listed below are listed in random sequence and are not considered in any rank or order of importance:

- Proposer's demonstrated record of success in conducting employee classification and compensation studies and has at least five years of providing these services to public entities in the State of California.
- Proposer's understanding of the assignment and demonstration of the skills necessary to successfully complete the project.
- Proposer's project approach and methodology meet Commute.org's expectations.
- Qualifications of the Proposer's project manager and assigned project staff.
- Proposer's timeline for the proposed schedule and project completion.
- Proposer's compliance with the specifications set forth in the RFP.
- Proposer's cost and fees proposal.
- Proposer's references from comparable clients.

The submitted Proposals will be reviewed by the management team. Top Proposers will then be invited to an interview, and all prospective proposers will be asked to keep the date listed in the timeline available. No other interview dates will be provided, therefore, if a Proposer is unable to attend the interview on this date, its proposal may be eliminated from further discussion. The interview will consist of a short presentation by the Proposer, after which the management team will ask questions related to the firm's proposal and qualifications.

At the conclusion of the evaluation process, the management team will recommend to the Finance Committee and the Board of Directors a Proposer whose proposal is most advantageous to Commute.org.

General RFP Conditions

1. Commute.org reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
2. Commute.org reserves the right to withdraw or cancel this RFP at any time without prior notice and Commute.org makes no representations that any contract will be awarded to any Proposer responding to this RFP.
3. Proposals received by Commute.org are public information and must be made available to any person upon request.
4. Submitted proposals are not to be copyrighted.
5. Commute.org reserves the right to seek clarification of information submitted in response to this RFP.
6. Commute.org reserves the right to modify the RFP as it deems necessary.
7. Any material misrepresentations made by the Proposer will void the proposal response and eliminate the Proposer from further consideration.
8. Commute.org shall not, in any event, be liable for any pre-contractual expenses incurred by Proposer in the preparation of its proposal. Proposer shall not include any such expenses as part of its proposal. Pre-contractual expenses are defined as expenses incurred by Proposer in preparing its proposal in response to this RFP; submitting that proposal to Commute.org; attending an evaluation interview; negotiating with Commute.org any matter related to this proposal; or any other expenses incurred by Proposer prior to date of award, if any.

Insurance Requirements

Proposers shall obtain and maintain during the entire term of the agreement, insurance pertaining to the activities associated with the agreement. Proposers will be required to obtain, at its own cost and expense, all insurance endorsements required below, and shall provide evidence of such insurance and endorsements to Commute.org prior to commencing work.

Workers Compensation Insurance	Statutory Limits
Automobile Liability	\$1,000,000 per accident*
Commercial General Liability	\$1,000,000 per occurrence*
Professional Liability	\$1,000,000 per occurrence*

*Combined Single Limit Acceptable

Laws of Governance

The selected Proposer will be required to comply with all existing State and Federal laws, including applicable equal opportunity employment provisions. The contract shall also be construed and governed in accordance with the laws of the State of California. Consultant shall comply with all federal, state, and local laws, ordinances, and regulations applicable to the work.

***** End of Document *****