



REQUEST FOR PROPOSALS – ADDENDUM 1

Classification & Compensation Study

Solicitation Issue Date: April 29, 2022

Responses Due: May 30, 2022

Please submit proposals electronically to vminton@sonomarcd.org

Hard copy proposals will not be accepted

SOLICITATION QUESTIONS & ANSWERS

Section VIII of the RFP states the following:

“The RCD will respond to questions and requests for clarification to the Request for Proposal in written RFP Addendum(s) as needed, to be posted on the RCD website in the same location as this solicitation. Inquiries should be directed by email to vminton@sonomarcd.org. No verbal requests will be accepted. All requests for clarification must be received by 5:00 pm (PST) on May 9, 2022.

Firms interested in this RFP may email vminton@sonomarcd.org to be included on an email list to receive any RFP Addendum(s) generated.”

The RCD received the following questions regarding this solicitation. Questions that were substantially similar have been combined.

Q: Has RCD established a budget for this project? If so, will the amount be shared with bidders?

A: No. The RCD has observed significant variation in the costs being quoted/paid for projects of this nature, and the timing of this RFP is intended to help us determine the amount we need to include in our annual budget for this project. Respondents should be aware that the RCD is cost-conscious and wishes to balance a thorough work product with project costs that are affordable.

Q: Would you share which firm/person did the 2016 work?

A: The 2016 work was done in-house.

Q: Is the RCD open to a classification study process that involves surveying and interviewing incumbents, supervisors, and managers?

A: Yes, the RCD is open to such a process. Respondents should consider including an explanation of how the RCD's limited staff resources will be efficiently engaged in this process.

Q: Which organizations does the RCD consider to be its competitors for employees?

A: The County of Sonoma and its departments and districts (e.g., Regional Parks, Sonoma Water, Sonoma Ag + Open Space), along with other RCDs in the area are our primary competitors for employees. Local environmental/conservation nonprofits also draw from the same pool of candidates.

Q: Can the RCD provide a list of job titles with the number of incumbents allocated to each and/or an org chart?

A: Job titles and number of incumbents are as follow. An org chart is attached.

Title	Number of incumbents
Executive Director	1
Director of Finance	1
Program Manager	1
Education & Communications Manager	1
Engineer	2
Forester	1
Soil & Water Specialist	1
Staff Accountant	1
Project Manager	4
Program Assistant	2
Forestry Technician	0 (expect to fill position by June)
Administrative Coordinator	0 (expect to fill position by July)

