



**HOUSING AUTHORITY OF THE CITY OF BRIDGEPORT,
D/B/A PARK CITY COMMUNITIES
150 HIGHLAND AVENUE
BRIDGEPORT, CT 06604**

ADDENDUM # 1 – JUNE 1, 2020

COMPENSATION STUDY

Solicitation Number: 141-EO-20-S

Solicitation Date: MAY 18, 2020

1. Questions asked via e-mail bids@parkcitycommunities.org:

Q1. Is the scope of work for this project strictly limited to conducting a compensation study only, in that, the project is not to also include work or activities commonly associated with conducting a classification study? (For example, collecting information to be used in writing or updating job descriptions and determining internal pay groupings for the organization's various positions.)

A1. The study is limited to the activities outlined in the Scope of Work

Q2. Is the compensation portion of the survey to be conducted by the consultants or will we be permitted to use published market surveys?

A2. You will be able to use published reports provided these sources are relevant to the study and from sources such as the United States Department of Commerce and U.S. Department of Labor.

Q3. In addition to Insurance Premium contributions is any additional information required about this benefit. For instance, do you want information/analysis on the insurance plan options/levels available?

A3. No

Q4. Will Park City Communities provide its own current salary & benefits data or is that information contained in the 'Limited review of employee contract' specified in 2.1, #5

A4. Only limited review of the employee contract is the information that is made available to the selected consultant.

Q5. Is there an existing, known, authoritative source of compensation data that can be obtained from the competing municipalities themselves, or other 3rd party agency.

If not, is the data available by means of a Public Records Request and is there a specific organization we can contact.

A5. No

Q6. We now understand the impetus and intent of this prospective project as well as Park City Communities' ["PCC"] fiscal year

and the report that this project is not budgeted for this current fiscal year.

- While unbudgeted, can the project be funded during this current fiscal year?

A6. The project is budgeted

Q7. If the project requires budgetary approval, how and when is it expected that the budgeting approval will be received?

A7. The project is approved by the Executive Director and referred to the Board when statutory amount is exceeded.

Q8. What budgeting authority(ies) will be required?

A8. Please review the previous response

Q9. Given the lack of current budgetary approval for this work, are you confident and committed to contract and commence this project within this calendar year?

A9. Please refer to A6

Q10. By when will you make a decision and communicate the selection of the consultant?

A10. The proposals and evaluation committee will be reviewed during month of June 2020

Q11. Have the three (3) unions currently in mediation with PCC agreed to this work as part of the negotiations process?

A11. No

Q12. At what stage are the three unions in mediation process (i.e., has mediation just begun or is arbitration imminent)?

A12. N/A

Q13. Which union contract did PCC recently execute a successor contract? Is there a reopener whereby they can negotiate wages, and benefits in each of the succeeding contract years?

A13. Labor Agreement with 2311 – NA for the second agreement

Q14. Will PCC commit time by department managers and union stewards on the front end of the project as well as on the back end of the project (to report results) to additionally achieve job matching efficacy?

A14. No

Q15. For the analysis of employee benefits, is the analysis strictly limited to employer contributions or does it require competitiveness of rates in the market, plan design(s), etc.?

A15. N/A

Q16. To what degree are leaders at PCC confident that their relationships with the two (2) identified competitive housing authorities

(among other geographically proximate others) will result in full participation in a survey to collect the desired total rewards data?

A16. Unknown

Q17. When was the last compensation study done for the organization and who was it performed by? What was the fee for the study? Did the study incorporate the same scope; and if not, what was different?

A17. Although we cannot confirm without a significant record check, there has not been a Salary Study performed over the past fifteen years.

Q18. Please confirm the total number of unique job classes (titles) covered in the study?

A18. This study includes the four bargaining groups and non-salary staff positions.

Q19. Will the project use existing job descriptions, or are there a percentage that need to be updated or revised? If so, what percentage?

A19. The study will use the latest job descriptions on file

Q20. What is the approved budget for the study? There is no approved budget or upset amount set.

A20. We want to receive a proposal based upon the scope of services, available background data to be used for the budgetary proposal

Q21. A typical classification and compensation study of this scope takes 5 months (in order to meet our service and quality protocols for final deliverables). If aggregate market information is available within 60 - 90 days of contract signature, does PCC have timeline flexibility for the remaining project deliverables?

A21. We will consider additional time if there are project constraints. Please be advised that we are providing a significant amount of data as a starting point

Q22. Does PCC currently use a job evaluation system, and if so, what system is it?

A22. We perform annual evaluations which was reinstated last years. We are formalizing a standard form for this year.

Q23. When was the last time you had a Compensation and Classification study?

A23. There has been no compensation and classification study undertaken over the last fifteen years

Q24. Did a consultant perform this study? If so, who was the consultant and at what professional fee structure?

A24. NA

Q25. Do you need Job Descriptions updated?

A25. No

Q26. Do you have a projected budget range for this project?

A26. No

Q27. Is the Proposal Conference mandatory?

A27. No

Q28. Due to COVID restrictions, would the City accept proposals electronically, via email?

A28. Yes, due to COVID-19 restrictions, electronic proposals will be accepted. However, late proposal submissions will not be accepted. Due date and time remain the same June 5, 2020 no later than 3:00 p.m.

2. Except as provided herein, the terms and conditions of the original solicitation shall remain unchanged and in full force and effect.

END OF ADDENDUM #1

Please sign this addendum and acknowledge receipt on the acknowledgement of addenda form to be returned with your proposal.

Signature:
(Authorized Signature)

Typed Name and Title

Name of Firm

Date

Date Issued: June 1, 2020