



March 13, 2020

Prospective Bidders

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**RFQ # W2020-61-A**  
**CITY OF WYLIE COMPENSATION STUDY**

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Addendum #1 is issued.

**Questions:**

- Q)** List of Peer Cities? The following cities comprise a tentative list of peer cities. This list will be finalized with the awarded Firm.
- Allen
  - Carrollton
  - Frisco
  - Garland
  - Keller
  - Lancaster
  - McKinney
  - Murphy
  - Plano
  - Richardson
  - Rockwall
  - Rowlett
  - Sachse
- Q).** List of private employers? The list of private employers will be established with the awarded Firm.
- Q).** How many employees are there with the City? FT – 311 ; PT – 108
- Q).** How many job descriptions are there? The job descriptions are listed in the specification.
- Q).** Is there a timeline for completing the scope of services? The City anticipates completing the study within 30 days after notice to proceed; with the expectation of not later than June 30, 2020. The final timeline will be negotiated with the awarded firm.
- Q).** Please clarify the number of copies due. The cover page of the RFP is incorrect. The body of the correct:
- “Original” Copy - Submit one (1) labeled “Original” which must include:
    - An original signature on the transmittal letter
    - A sealed envelope containing the “Proposal Fees”
    - An electronic .pdf copy on USB (which includes all signatures)



**“Copies” - Submit an additional two (2) hardcopies of the entire response. Signatures may also be copies. Do not include any pricing in these copies.**

- Q). Please confirm that the certificate of liability insurance is needed with the proposal, as proof of insurance is usually submitted after the contract is awarded. **The City’s insurance requirements are included in the RFP to advise all firms of the required limits. Certificates of insurance coverage, which meet the City’s requirements, will be required from the selected vendor prior to award of contracts or approval by the City Council.**
- Q). Does the City need Job Descriptions updated? **No, however the City will accept recommendations to format and inclusion of additional details.**
- Q). Does the City need benefits reviewed as part of this study? **No.**
- Q). How many job classifications/titles are associated with the number of employees? **The City has 123 unique job titled. Number of employees per title will be given to the awarded firm.**
- Q). Does the City have a projected budget range for this project? **The City will review the submitted proposals and associated fees in accordance with the evaluation criteria, and will make an award recommendation based on the best over-all value to the City.**
- Q). Have you ever had an outside study before in the City? If so, are you able to indicate who and when? **Yes, Segal Waters 2016 and 2017**
- Q). In reference to indemnification, are you open to suggested language that refers to “negligent” actions, in contrast to “any” actions. **The City’s Attorney has set the Indemnification Clause.**
- Q). Do you anticipate the participation of employees, such as through the completion of job questionnaires? **No**
- Q). Are your current job/class descriptions in excellent, good, or fair shape? **Excellent**
- Q). Are you asking for the preparation of new class descriptions/class specs? **No**
  
- Q) In the Introduction section, the City indicates that it wishes to “match all Full-Time and Part-Time positions.” By our count on the 4 pay plans provided, the City has roughly 120 titles. Our experience has shown that including that many titles in the survey may reduce the response rate. Is the City open instead to identifying benchmark titles throughout the pay plans for purposes of the market survey? **Not at this time.**
  
- Q). Under Scope of Services, B, the first bullet point states that the City will provide a list of “local employers.” Private sector companies rarely respond to custom surveys, so often instead use reputable published sources to represent the private sector. Is that an



acceptable alternative to the City? **The list of private employers will be established with the awarded Firm.**

Vendors who may have already submitted a bid and feel this addendum may change their bid price may pick up their bid and return it **prior to March 20, 2020 @ 3:00 PM.** If picking up the bid is not feasible, any new bid submitted by your firm will supersede one previously submitted.

If you have any questions regarding this addendum, please contact the City of Wylie Purchasing Department, (972) 516-6140.

Acknowledge receipt of this addendum by initialing in the appropriate space on the Vendor Acknowledgment Page if you have not previously submitted a bid.