



**RFP 21-004 ADDENDUM No. 1  
City of Powder Springs**

Date: 02/08/2021

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

**This Addendum consists of:**

Response to questions posed to the City by proposers.

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Receipt of addendum **MUST** be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

**All bids must be received before noon/12:00 PM by the Bid  
Opening date of February 18, 2021.**

Initials: \_\_\_\_\_

## **Response # 1**

### **RFP #21-004**

**Question:** Please confirm the City has approximately 83 full and part time unique job titles/classifications that would be included in the study?

**Answer:** The City has 80.5 approved and budgeted, full-time positions. Only 74 of the positions are currently filled. Some carry the same job title - for example, certified police officer.

**Question:** Will the City provide a preliminary list of these to prospective bidders?

**Answer:** Yes, the list is attached to and part of this addendum.

**Question:** When was the last compensation study done for the City, who performed it and what was the fee? Did the study incorporate the same scope; and if not, what was different?

**Answer:** The Atlanta Regional Commission performed a compensation analysis in 2015. There was no fee.

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

**Answer:** It is anticipated that fifty percent of the job descriptions may require revision or update.

**Question:** What is the approved budget for the study?

**Answer:** There is no approved budget for the study. It has been determined that a study is needed given the various workforce changes over the preceding year resulting in part from the pandemic as well as changing demographics, and it is anticipated that a budget amendment may be needed to complete the study. However, attempts will be made to fund the study from budget savings resulting from other currently budgeted items that are likely to be incomplete.

**Question:** I noted the project timeline for study completion is approximately two weeks. A typical classification and compensation study of this scope takes several 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 the City have timeline flexibility for the remaining project deliverables?

**Answer:** If an extension is necessary and appropriate, the City will consider such extension. A 30-day study was anticipated and requested in order to utilize findings to make pay adjustment recommendations in the fiscal year budget that begins in July. A draft budget is due to the Council by May 15 for the new fiscal year and management desires fairly certain budget numbers when it presents the budget.

**Question:** Does the City currently use a job evaluation system? If so, what system is it?

**Answer:** No, the City does not currently use a job evaluation system.

Initials: \_\_\_\_\_