Orange Water and Sewer Authority

Request for Proposal for Professional and Consulting Services to Provide:

Compensation and Classification Study

Release Date:	August 4, 2022
Proposals Must be Received No Later Than:	August 31, 2022

Overview

The Orange Water and Sewer Authority (OWASA) is interested in soliciting professional services to conduct a Compensation and Classification Study to include evaluating racial and gender disparities as well as a review of the Performance Appraisal System and Reward Programs.

About OWASA

OWASA is Carrboro-Chapel Hill's not-for-profit public service agency, delivering high-quality water, wastewater, and reclaimed water services.

OWASA has 145 authorized positions. Our employees are our most important resource, and we provide them competitive compensation and a safe and rewarding work environment that promotes diversity and equal opportunity for all.

OWASA is governed by a nine-member Board of Directors composed of five appointed representatives from Chapel Hill, two from Carrboro, and two from Orange County. Members are appointed to a 3-year term with the option to be reappointed for another term (not to exceed two terms).

Purpose

OWASA invites qualified consultants to submit proposals to conduct a salary study and compensation strategy review and provide viable recommendations that will enhance our ability to attract and retain a highly qualified, motivated, and diverse workforce.

Objectives

- Conduct a comprehensive salary study of appropriate public and private sector organizations to determine if OWASA's benefits and wages are competitive. Develop externally competitive and internally equitable salary recommendations for each job classification.
- Classification of all positions. To include analysis of knowledge, skills, abilities, education, and experience relevance as well as special requirements including licensing and certification, supervision received and exercised, physical demands and conformity with the Americans with Disabilities Act relative to essential job functions. This work should include updated detailed job descriptions.
- Identify positions that are exempt and non-exempt in compliance with the Fair Labor Standards Act.
- Review the effectiveness of OWASA's overall compensation system and pay administration guidelines.

- Review the performance evaluation system and reward programs to include skill-based pay, bonus pay for certifications/education, spot bonuses, etc.
- Make recommendations about any changes to pay plan, benefits, strategies, policies, best practices, and any other items that will enhance OWASA's competitiveness in the labor market.
- The above work will require significant level of engagement with all OWASA staff to include focus groups for understanding and evaluating the needs and challenges of the organization.

Proposal

If your firm is interested in this work, please submit a proposal expressing your interest and qualifications organized in the following manner (all items are to be thoroughly answered for the proposal to be considered complete.):

Provide two (2) copies of the proposal (printed two-sided on recycled paper) and one in electronic format on a thumb drive.

1. Title page with consultant contact information.
2. Qualification statement and general information about your organization.
3. Provide an organizational chart identifying the project manager and professional bios for each firm member that may aid in this project.
4. Based on the project summary, provide a description of how your organization would approach this project. Include specific framework for the assessment, methods of gathering and analyzing data, methods for gathering employee input and project schedule from start to finish.
5. Detailed project cost estimate for the work provided in a separately sealed envelope.
6. Provide previous experience to include names and contact information for a minimum of three (3) references who can attest to similar assignments within the last five years. Provide brief description of the project, including the project budget.
7. Proposals must be submitted and received by OWASA before 2:00 p.m. on August 31, 2022 and addressed to:

   Stephanie Glasgow
   Director of Human Resources and Safety
   400 Jones Ferry Road | Carrboro, NC 27510
   Office: (919) 537-4223
   Email: sglasgow@owasa.org

Process for Selection of Consultant

1. Please note that no public opening of the proposals will take place.
2. OWASA will select the consultant whose proposal and qualifications best match our needs.
3. The following criteria will be used in the selection of the preferred consultant:
   - Relevant experiences with similar entities
   - Qualifications
   - Understanding of local government entities and the issues they face
   - Understanding of compliance
   - Unique resources the firm may bring regarding innovative techniques
   - The professional reputation of the firm
   - Fees
4. The proposals will be reviewed by Senior Staff with the expectation to select and invite top proposals for in-person presentations.

Contract/Scope of Work

A scope of work for services will be jointly developed by OWASA and the awarded consultant.

Questions

Any questions shall be directed to Stephanie Glasgow, Director of Human Resources and Safety, 919-537-4223 or sglasgow@owasa.org.