



REQUEST FOR PROPOSALS FOR SALARY SURVEY
AND CONSULTING SERVICES

FEBRUARY 14, 2023

NEVADA IRRIGATION DISTRICT
1036 WEST MAIN STREET
GRASS VALLEY, CA 95045
WWW.NIDWATER.COM

REQUEST FOR PROPOSALS FOR SALARY SURVEY AND CONSULTING SERVICES

SECTION 1 - PURPOSE

The Nevada Irrigation District (NID) is requesting proposals (RFP) from interested and qualified Compensation Consulting Firms (Consultant) to conduct a salary survey of job classifications in its three bargaining units represented by the American Federation of State, County and Municipal Employees (AFSCME) and its unrepresented positions (excluding management).

SECTION 2 - BACKGROUND

NID is a diversified water resource district in the foothills of Northern California's Sierra Nevada Mountains. NID is governed by an elected Board of Directors representing five divisions within its approximate 287,000-acre boundary. The District provides treated water to approximately 19,600 customers and raw water to approximately 6,000 customers in Nevada, Placer and Yuba Counties. NID owns and operates eight hydroelectric power plants with all power produced sold to Pacific Gas & Electric. NID operates recreation facilities at the District's storage reservoirs in the foothills and mountains of the Northern Sierra.

NID employs 190 regular, full-time employees encompassing 102 job classifications. The Supervisory bargaining unit has 26 classifications, the Field bargaining unit has 39 classifications, and the Office bargaining unit has 19 classifications. Additionally, there are 18 classifications in the Unrepresented group.

NID has an overall annual 2023 operating and capital budget of approximately \$111 million. A General Manager is appointed by, and reports to, the Board of Directors. For additional information see the NID web page www.nidwater.com.

NID operates under rules and regulations adopted under authority conferred by the California Water Code. NID board meetings are conducted in public and the district's records are open to public inspection during normal business hours.

NID is headquartered at an 18-acre site located on 1036 West Main Street in Grass Valley, CA. The District also operates a maintenance yard on Gold Hill Road in Newcastle, CA and a Hydroelectric Department office in Colfax, CA. In addition, NID has various treatment plants and facilities that provide service to portions of Nevada, Placer and Yuba counties.

NID and AFSCME agreed that a Salary Survey of the classifications represented in each of the three (3) bargaining units and additionally unrepresented employees (but excluding management classifications) would be initiated and completed no later than six (6) months prior to the expiration of the MOU, December 31, 2023.

SECTION 3 – DESIRED OUTCOMES

NID desires to have a thorough comparison of wage rates and benefits ("total compensation") with the agreed upon comparable agencies and its range of classifications as identified in Section 5 of this RFP. The final analysis and recommendations by the Consultant, upon agreement by NID, should be clear, concise and as current as possible to the date of issue. NID then will share the information with AFSCME and also use the results to assist in the 2024 budgeting process.

The final Salary Survey must be submitted to NID by Friday, June 9, 2023.

REQUEST FOR PROPOSALS FOR SALARY SURVEY AND CONSULTING SERVICES

SECTION 4 – PROPOSAL SUBMISSION

NID will endeavor to administer the proposal and selection process according to the below schedule. NID reserves the right to modify activities, timeline or any other aspect if necessary.

1. Timeline

Release of RFP by NID	February 14, 2023
Deadline for Consultant Questions	February 24, 2023
Proposals Due to NID	March 10, 2023
Meetings with top ranking Consultants (if necessary)	March 15-16, 2023
Award of Contract for Services by NID	March 22, 2023

2. Inquiries concerning this RFP should be directed by email or phone to Naomi Schmitt, Director of Human Resources, schmittn@nidwater.com, (530) 271-6827. All inquiries must be received by 5:00pm on Friday, February 24, 2023.
3. Proposals should be received no later than 5:00pm on Friday, March 10, 2023. Proposals will be accepted in the form of a PDF document by email to schmittn@nidwater.com or by hard copy to:

Naomi Schmitt, Director of Human Resources
Nevada Irrigation District
1036 West Main Street
Grass Valley, CA 95945

SECTION 5 – RFP ATTACHMENTS/LINKS

Below are hyperlinks to documents for the RFP to assist prospective Consultants in their response:

1. Memorandum of Understanding (MOU) effective July 1, 2021 between Nevada Irrigation District and AFSCME of the following bargaining units:
 - a. [Supervisor](#)
 - b. [Field](#)
 - c. [Office](#)Each MOU includes an Exhibit A with job classifications that belong to the unit at the end of each document.
2. [Benefit and Compensation Plan for Unrepresented Employees](#)
Includes job classification list at the end of the document.
3. [Detailed job descriptions](#)
4. [Organization chart](#)

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SECTION 6 – SELECTION PROCESS

1. All proposals submitted will be reviewed by NID’s Director of Human Resources, Assistant General Manager and General Manager. Additional information and/or invitation to NID to provide a presentation may be requested of top-ranking Consultants.
2. Responses may be in Adobe PDF format and should include a work plan; methodology for collecting information and conducting informational interviews; timeframe to provide deliverables of work plan, profile of Consultant, and proposed project schedule. Cost should be submitted under separate document as response.
3. NID will select the Consultant that provides the most value to the District. Determination and value to NID shall be based upon the following weighted factors:
 - a. **40%:** Qualifications and experience in providing up-to-date and relevant salary survey data for water, irrigation and other related California utility districts for classifications similar to NID’s classifications with demonstrated track record of success and positive business references in consulting in the areas of job evaluation, pay structure, salary data collection and public employer/CalPERS agency total compensation benchmarking.
 - b. **20%:** Ability to advise and assist NID in preparing a final list of comparable irrigation districts or similar agencies that operate under similar circumstances as NID with similar classifications for the same or comparable work.
 - c. **30%:** Knowledge of laws and practices relating to employee classification with federal Fair Labor Standards Act (FLSA); Understanding of NID’s compensation structure after reviewing of terms and conditions of employment in Memorandum of Understanding and Board Policies; and Ability to provide insight on impact to NID’s wage schedules of: California minimum wage; geographic workforce issues; and public employee labor union negotiations.
 - d. **10%:** Cost of proposal.