



# Administrative Services Department Procurement

2330 McCulloch Blvd N. | Lake Havasu City | Arizona 86403-5950  
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## Request for Proposals Compensation and Classification Study P24-HCM-500423

### ADDENDUM NO. ONE 05/20/2024

Attention is called to the following changes, additions, clarifications and/or deletions to the original solicitation, and they shall be taken into account in preparing submissions:

There is no change in the opening time. **Submissions are due no later than 3:00 p.m., Arizona Time on Wednesday, May 29, 2024** at the City Clerk's Office, 2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403.

Question Number	Question	Answer
1.	Will Police and Fire be included in this study?	Yes
2.	Will the study cover all 164 unique job titles?	Yes
3.	Is the bid open to all vendors outside of Arizona?	Yes
4.	How much travel is anticipated for this project?	The selected firm will be required to provide a significant number of job audits. The amount of travel is subject to the number of consultants required to obtain necessary information to appropriate design and classify positions. The project is anticipated to take approximately 9 months.
5.	What is your intended budget for this project?	It is the City's standard business practice not to disclose this information.
6.	When was the last study completed?	The last study was completed in 2019 and implemented in 2020.
7.	Is the expectation for consultants to interview job incumbents in every unique classification as a standard? Or does the city expect the consultant to make recommendations when an interview is necessary to determine appropriate classification? Because certain jobs may be already found well defined with no clear misclassification or misalignment of duties.	Our expectations is that the firm will interview job incumbents in every unique classification because most of the existing classifications have "morphed" into something broader than the generally accepted classification. We are looking for recommendations as to whether the duties need removed to another classification, or whether the job is actually some other type of job. In some instances, this will be a relatively simple process and in others some divisions have everyone performing all the duties. We understand that this makes the study more complex and will be more difficult to accomplish.

8.	Does the City currently subscribe to any compensation surveys that the awarded consultant would incorporate into the analysis? If so, which surveys?	We do not. We typically use salary data from the Arizona League of Cities and Towns and conduct telephone surveys with cities identified as current market cities. Due to changes related to COVID, we don't believe our market cities are appropriate anymore.
9.	Has the City established a peer group for the custom survey?	No
10.	Does the City expect that meetings and presentations will be held virtually or in-person?	Both
11.	Does the City have a desired deadline for project completion?	9 months from a fully executed contract which is expected to be July 10, 2024
12.	Does the City have an expected project start date?	July 10, 2024 or closely thereafter
13.	Does the City expect that all job descriptions will be updated, as well as developing new job descriptions where appropriate?	Yes

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