



Addendum 1
Solicitation 26-AA19
RFP for Job Classification & Compensation Study

This addendum serves to notify all bidders of the following changes to the solicitation documents:

1. Below is the pre-proposal conference attendee list.

Mike Verdoorn, Segal Consulting, mverdoorn@segalco.com, (612) 477-4331

Tony Hynes, Segal Consulting, ahynes@segalco.com, (651) 210-4036

Alexa Tulowitzki, Evergreen Solutions, LLC, lexi@consultevergreen.com, (850) 383-0111

Sarah Clark, Bolton Partners, sclark@boltonusa.com, (513) 910-5168

Stephanie Freeman, MRA, stephanie.freeman@mranet.org

2. Is there any coordination or joint labor management agreement that brought about this project? *All of our labor unions are onboard with doing this study, but there is no specific agreement regarding this and we don't anticipate one.*
3. How do you foresee union leader involvement through the project scope? *We definitely want them involved and will look to the consultant to guide us toward best practices.*
4. Can you clarify what you mean in Scope A.1. by "conduct an evaluation and analysis of the City's operational needs, and current compensation philosophy?" Are you looking for an organizational assessment, or is it organizational/workflow/functions/policies or is it how the compensation philosophy supports the operations of the City? *We're looking for a consultant to understand our operations, see where we have organizational needs that aren't being met, and analyze from a classification and compensation perspective if there is a way to work toward solving the issue. We're also looking to review and analyze a compensation philosophy to determine what best practice looks like for the City moving forward. We want to establish a plan and philosophy (what percentage of the market do we want to pay higher than), along with a schedule of regular review for benchmarking against a comparable market.*
5. Is the City looking for an organizational assessment on how many roles or positions are needed in each department? *No, that's not something we're looking for as part of this study. We have a large number of job descriptions and would like to see how that compares to other cities you've worked with, and whether it makes sense to generalize and reduce the number of descriptions.*
6. Total compensation package means different things to different people. What types of employee benefits would you like to see collected and compared (i.e., dental, medical, life, vision, etc.)? *All of our benefits should be considered as part of our total compensation package. You can see our benefits publicly on our website at <https://duluthmn.gov/human-resources/>, under Employee Benefits.*

7. Is there a difference in the meaning of “position description” and “classification description?” Both terms appear to be used interchangeably in the RFP. *No, there is no difference. You can also search through all of job descriptions at <https://www.governmentjobs.com/careers/duluthmn/classspecs>.*
8. Are you looking for ADA compliance by position and location, or just by job description? *We need an evaluation by job description, considering that the job may be performed in different work environments.*
9. Is the deadline of June 30, 2027, for the project to be completed in time to budget for January 1? *Yes.*
10. Do you anticipate that additional assistance will be needed after June 30? *Yes. The City is interested in having a consultant do an evaluation moving forward, as well as establishing a plan (i.e., every five years) to make sure our total compensation remains in line with the market. We want this to be an ongoing relationship, if possible.*
11. Is payment supposed to be set up by milestones or phases? Or can we have a flat fee each month until final deliverable and final invoice? *We would be open to flat fee invoices each month as long as they identify the progress of the project and don’t get ahead of the work being completed. The preference is to be able to see that a milestone of some type (consultants can identify these milestones) was completed and the City then makes payment for completion of that milestone.*

Please acknowledge receipt of this Addendum by numbering, initialing and dating Addendum # on Appendix A – Proposal Cover Sheet.

Posted: June 29, 2026