



Addendum 2
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. If the City chooses to hold interviews with top scoring proposers, the tentative date has been moved to the week of August 10th.

Questions asked are answered in *italics* below:

1. Could you please share your current compensation philosophy if there is one? *We don't currently have a philosophy.*
2. Is the City looking to review and update all the current 244 position descriptions? *No. In the last few years, we've updated many of our job descriptions. If it is determined that we should make changes to the formatting of our job descriptions, we will need assistance from the vendor with that.*
3. Is the study being conducted as a joint labor-management initiative? If not, how does the City anticipate the involvement of the Unions or Union representatives in the study? *This is an initiative of the City but we expect union involvement and participation in this process. We will lean on the selected vendor for assistance with best practices to involve our unions.*
4. The Scope of Work states "Conduct an evaluation and analysis of the City's operational needs...". Is the City looking for an organizational assessment related to workflow, responsibilities of functions, and organizational structure? Or, is the City looking to connect the operational needs and goals of the City with the compensation philosophy to ensure the total rewards and operational needs are connected? Can the City please elaborate on this goal? *Answered in Addendum 1.*
5. The City has requested collection, review, comparison, and recommendations of benefits and total compensation. Does the City currently calculate total compensation? If yes, can the City share the calculation and how that may be communicated with employees. *No.*
6. Can the City please describe what benefits are to be collected and compared? Would the comparison of benefits be *level of benefits* provided and/ or *cost of benefits* provided? Would this include identifying efficiencies and strategies towards lowering benefit costs other than compensation? Will the City identify specific lines of coverage it wants analyzed (ex. medical, Rx, dental) and for what classes actives, retirees, part-timers etc. *You will likely find when going through our collective*

bargaining agreements that benefits are included. We would like to compare total compensation including medical, dental, and life insurance for active employees.

7. The SOW requests review for “*recommend revisions to ensure compliance with the Americans with Disabilities Act (ADA) and other applicable state and federal requirements* “. Is the City looking for compliance that all necessary areas are addressed in the job description, or that these areas are completed with accurate information? *Answered in Addendum 1.*
8. Does the City have an established group of peer organizations? Do the MOUs have established peer organizations? *No to both questions.*
9. Does the City have a difference in definition of Position and Classification Description? Both terms are used in the Scope of Work. *Answered in Addendum 1.*
10. Can the City provide the most recent Pay Equity Compliance report? When does the City report next for pay equity? *Yes, we reported in 2026 in compliance. We report again in 2029.*
11. Does the City want the consultant to include both public and private sector data for comparison in the market survey? Private sector companies rarely respond to custom surveys, so Segal utilizes reputable published sources to represent the private sector. Would that approach be acceptable to the City? *No. Include only public sector data.*
12. Is the City open to the use of employee questionnaires to understand the current responsibilities of the jobs? *No.*
13. What job evaluation system does the City currently use? The RFP scope states “*Perform a thorough review of all current position evaluations and provide recommendations for revisions where necessary to ensure accuracy, consistency, and relevance*”. Is the City open to a new job evaluation system? *We currently use a custom created evaluation tool. We would be open to revising that tool as necessary or using a new tool.*
14. Related to the Itemized Fee Schedule, our approach is to provide a cost breakout by phase of the project. Will that meet the City’s requirements, or can the City provide an example? *The City is looking for itemized hours and rates used to build your total not-to-exceed project fee to help assess the proposer’s understanding of the project, and to assist in determining costs in the event of scope changes. A sample Itemized Fee Schedule is attached. In addition, the Schedule should include any anticipated reimbursable expenses, with cost estimates and justification, and any costs associated with optional or post-contract services. Reimbursables, optional services or post-contract services should not be included in the total not-to-exceed project fee.*
15. Is the City open to a flat invoice amount per month for the project, and then a final invoice upon completion of all project deliverables? *No. Payments need to be made against measurable milestones*

or deliverables. Alternately, if phases are used, invoicing could take place at the end of each phase upon satisfactory deliverables.

16. Will the City accept regional references in addition to those in the State of MN? *Yes*
17. Could you please confirm the project's anticipated start date, whether it is flexible, and when final results are expected by the [City]? *City would like to begin the project as soon as possible, with a completion date no later than June 30, 2027.*
18. The list of job titles appears to have some titles cut off. Can that be corrected? There is duplicate title of Workforce Development Technician for the last two titles. Does one represent a different level job? *Yes, please see the attached list with complete job titles.*
19. Has the City established a budget for this project? If so, will that amount be shared with bidders? *The City does not typically share project budgets during a solicitation.*

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

Posted: **July 8, 2026**

Attachments:

1. Job Title List with complete titles
2. Sample Itemized Fee Schedule format

Job Title

Accountant I
Administrative Clerical Specialist
Administrative Finance Specialist
Administrative Information Specialist
Aerial Lift Bridge Supervisor
Animal Control Officer
Animal Services Technician
Animal Shelter Leadworker
Applications Administrator
Assistant Chief of Special Operations
Assistant Chief of Training
Assistant City Attorney
Assistant Fire Chief
Assistant Manager, Parks & Recreation
Blight Mitigation Specialist
Bridge Operator
Bridge Operator - Electrical
Budget & Grant Supervisor
Budget & Operations Analyst
Budget Manager
Building Inspections Supervisor
Buyer
Carpenter
Chief Engineer, Transportation
Chief Engineer, Utilities
City Administrator
City Attorney
City Auditor
City Clerk
City Engineer
Communications & Policy Officer
Communications Infrastructure
Community Relations Officer
Construction Inspector
Construction Project Coordinator
Construction Project Supervisor
Construction Services Permit Coordinator
Corrosion Technician II
Credit & Collections Administrator
Customer Service Coordinator
Data Practices Compliance Specialist
Data Release Coordinator
Deputy City Attorney
Deputy Fire Chief
Deputy Fire Marshal
Deputy Police Chief

Digital Evidence Specialist
Digital Forensic Analyst
Digital Navigator
Director, Administrative Services
Director, Planning & Economic Development
Director, Property, Parks, & Libraries
Director, Public Works & Utilities
Director, Workforce Development
Economic Developer
Electrician
Employment Technician
Engineering Technician
Executive Administrator - Police
Executive Assistant
Executive Assistant (Confidential)
Facilities Maintenance Specialist
Facility Operations & Maintenance Supervisor
Finance Director
Finance Office Coordinator
Finance Technician
Financial Analyst
Financial Systems Specialist
Fire Captain
Fire Chief
Fire Equipment Operator
Fire Inspector
Fire Marshal
Fire Systems Inspector
Firefighter
Fleet Services Coordinator
Fleet Services Inventory Technician I
Fleet Services Inventory Technician II
Fleet Services Leadworker
Forester
Gas Operations Supervisor
GIS Specialist
GIS Technician
Grant Coordinator
Graphics Coordinator
Heavy Equipment Mechanic
Heavy Equipment Operator
Help Desk Technician
Housing Inspector
HRIS Analyst
Human Resources Generalist
Human Resources Leave Specialist
Human Resources Supervisor

Human Resources Technician
Human Rights & Equity Officer
HVAC&R Inspector
Industrial Equipment Technician
Industrial Painter
Information & Communications Specialist
Information Technician
Instrument Specialist
Janitor I
Janitorial Services Coordinator
Lateral Firefighter
Lateral Police Officer
Lead Paralegal
Librarian I
Librarian II
Library Business Office Coordinator
Library Circulation Coordinator
Library Safety Coordinator
Library Safety Specialist
Library Supervisor
Library Technician
Life Safety Supervisor
Maintenance Worker Helper
Manager, Customer Service
Manager, Economic Development
Manager, Fleet Services
Manager, Human Resources, Healthcare & Safety
Manager, Information Technology
Manager, Library Services
Manager, Parks & Recreation
Manager, Planning & Community Development
Manager, Utility Operations
Mayor
Master Electrician - Property
Master Electrician - Public Works & Utilities
Master Plumber
Measurement Services Specialist
Natural Resource Coordinator
Network Administrator
Network Architect
Operations Manager, Workforce Development
Operations Program Coordinator
Paralegal
Park Maintenance Leadworker
Park Maintenance Worker
Parking Services Agent
Parking Services Leadworker

Parking Services Manager
Parks & Grounds Maintenance Manager
Parks Permit Coordinator
Payroll Administrator
Peer Recovery Specialist
Permitting Services Administrator
Pipeline Welder
Planner I
Planner II
Plans Examiner
Plumber
Plumbing Inspector
Police Chief
Police Crime & Intelligence Analyst
Police Lieutenant
Police Officer
Police Project Coordinator
Police Records Technician II
Police Sergeant
Police Technology, Intelligence & Records Manager
Programmer Analyst
Project Coordinator
Project Technician
Property & Evidence Specialist
Property & Facilities Manager
Property & Solid Waste Compliance Officer
Property Services Supervisor
Public Information Officer
Public Works & Utilities Analyst
Purchasing Agent
Recreation Specialist
Regulator Mechanic
Risk Manager
Safety & Training Officer
Safety Coordinator
Senior Applications Administrator
Senior Benefits Specialist
Senior Engineer
Senior Engineering Specialist
Senior Engineering Technician
Senior GIS Technician
Senior Housing Developer
Senior Human Resources General
Senior Landscape Architect
Senior Library Technician
Senior Parks Planner
Senior Planner

Senior Plans Examiner
Senior Police Compliance & Records Administrator
Senior Police Crime & Intelligence Analyst
Senior Police Data Operations
Senior Programmer Analyst
Senior Property Services Specialist
Senior Support Analyst
Senior Systems Administrator
Senior Transportation Planner
Senior Water Plant Operator
Service Center Supervisor
Storekeeper
Street Maintenance Laborer
Street Maintenance Leadworker
Street Maintenance Manager
Street Maintenance Operations
Street Maintenance Operator
Street Maintenance Supervisor
Support Analyst
Sustainability Officer
Systems Administrator
Technology Security Administrator
Traffic Maintenance Worker
Traffic Operations Coordinator
Traffic Operations Electrician
Trails Coordinator
Unhoused Response Coordinator
Utilities Information Specialist
Utility Accounts Receivable Specialist
Utility Customer Service Supervisor
Utility Information Systems Analyst
Utility Maintenance Worker
Utility Meter & Appliance Technician
Utility Operations Leadworker
Utility Operations Paralegal
Utility Operations Supervisor
Utility Operator
Utility Operator Apprentice
Utility Programs Coordinator
Utility Resources Specialist
Utility Services Dispatcher
Utility Services Specialist Journey person
Utility Services Supervisor
Vehicle Maintenance Technician
Vehicle Repair Specialist
Victim Services Specialist
Warehouse Specialist

Water Conveyance Leadworker
Water Conveyance Specialist
Water Conveyance Technician
Water Lab Technician
Water Plant Maintenance Operator
Water Plant Operator
Water Plant Supervisor
Water Quality Compliance Officer
Water System Maintenance Foreperson
Welder
Wellness Coordinator
Workforce Development Supervisor
Workforce Development Technician I
Workforce Development Technician II

SAMPLE Itemized Fee Breakdown

INFORMATION CONTAINED IN THIS SAMPLE IS ONLY TO SHOW A **POSSIBLE FORMAT** FOR ITEMIZED FEE SCHEDULE AND IS NOT A RECOMMENDATION FOR ANY TASKS, DELIVERABLES, NUMBER OF HOURS OR HOURLY RATES.

Task Description or Deliverable		Job Title	Job Title	Job Title	Job Title	Total Hours
Task 1	Project Initiation and Kickoff	4	8	0	0	12
Task 2	Assessment	1	1	6	6	14
Task 3	Review	1	3	2	2	8
Task 4	Etc	0	0	0	4	4
Task 5	Etc	2	3	2	0	7
Total Hours		8	15	10	12	45
Billable Hourly Rate for Job Title		\$100.00	\$80.00	\$60.00	\$40.00	
Total Costs		\$800.00	\$1,200.00	\$600.00	\$480.00	\$3,080.00