



REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR A COMPREHENSIVE COMPENSATION STUDY

NID Contact: Yvonne DuBose
E-mail: dubose@nidwater.com

Telephone: (530) 273-6185
Deadline: April 14, 2008

I. DESCRIPTION OF WORK REQUIRED

The Nevada Irrigation District (NID) is requesting a statement of qualifications and a service proposal from individual professionals and/or consulting firms to conduct an independent comprehensive compensation study of all NID non-management classifications/positions, full and part-time.

The purpose of this compensation study is to:

1. Ensure all job descriptions accurately reflect the essential functions of each job class;
2. Ensure that all non-management job classifications are properly identified as exempt or non-exempt;
3. Conduct a total salary and benefit study of all non-management classifications using defensible comparable agencies with comparable cost-of-living (e.g., median housing cost, etc.);
4. Recommend appropriate salary adjustments that assure internal equity and external competitiveness; and
5. Propose an implementation strategy for an updated compensation structure for the above.

The selected individual and/or firm will be required to interface with recognized labor groups representatives and managers/supervisors in an approachable manner. Presentations to the NID Board of Directors and/or recognized labor groups representatives may be required. All products and recommendations must comply with applicable State and Federal Laws and preserve NID's ability to recruit and retain qualified personnel.

II. AGENCY INFORMATION

The NID is a local government public entity established in 1921 formed and existing under the laws of the State of California. NID's mission is to provide a dependable water supply, strives to be good stewards of the watersheds and conserve the available resources. NID manages and provides treated and raw water service for portions of Nevada County, Placer County, and Yuba County. Additionally, NID provides hydro-electric power and recreation relating to the transmission and storage of water. NID has 10 water supply reservoirs with a total storage capacity of 280,380 acre feet, and 7 hydroelectric generating

plants, ranging in size from 0.3 megawatts to 39.6 megawatts, for total production capacity of 82.3 megawatts. For additional information, refer to www.nidwater.com.

NID currently has 180 employees working in 112 classifications with several classifications being within the same career ladder. Job classifications range from administrative to professional, warehouse to construction, and on-site shops to remote plant sites. For additional information on job classifications and an organization chart, refer to www.nidwater.com.

III. SUBMISSION REQUIREMENTS

Please provide the following information in your proposal:

1. Consultant name and/or business name, DBA (if applicable), and principal contact person, including office location, address, telephone number, facsimile number and e-mail address.

2. Qualifications information which demonstrates the knowledge, experience, and capability that will enable the respondent to provide the services outlined in the description of work required, including a description and history of the firm and individual(s) including the number of classification and compensation studies completed and the range of services offered. Key individuals who may be involved in providing or developing the services should be identified and listed. Please provide resumes for all proposed key personnel that will be assigned to this study.

3. A description of the proposed study components.

- What are the key steps?
- How do you assess your client's comparable agencies?
- Describe how you plan to interface with supervisors and managers to validate job descriptions.
- What is the scope of involvement of agency staff?
- Describe any optional services you provide which would be of interest and assistance to this compensation study, including recommendations to change classifications.
- Identify the personnel associated with each service, if applicable.

4. Provide a timeline for each step of the process

5. Provide at least five (5) references that can be contacted for verification of the respondents experience and qualifications. The references need to be public agencies for which you and/or your firm have provided classification and/or compensation services within the past three (3) years. Identify similar processes on which the respondent has worked and contact information.

6. Please indicate the proposed compensation rate and structure for the described services. Provide the price of each component including optional services.

7. NID requires individuals and firms that contract for services to file a certificate of insurance prior to the execution of the contract agreement. The successful respondent shall maintain a general liability insurance policy, broad form, of at least \$1,000,000.00. The

respondent shall provide a certificate naming NID as an additional insured for liability and workers compensation.

8. Respondents should supplement/modify the above list as they determine appropriate.

Interested individuals and/or firms are invited to submit three (3) copies of their responses prior to 5:00 P.M. on April 14, 2008. Submissions will not be accepted after the deadline. Submit proposals to:

Yvonne DuBose, Human Resources Manager
Nevada Irrigation District
1036 West Main Street,
Grass Valley, CA 95945-5424

All material submitted in accordance with the above becomes the property of NID and will not be returned. If you have any questions please contact Yvonne DuBose at (530) 273-6185.

All clarifications made by NID will be in writing and will be provided to all respondents. If necessary, an Addendum may be delivered to all individuals or firms having received this document. The Addendum shall have the same binding effect as stated above. NID reserves the right to accept or reject any or all responses received. NID also reserves the right to waive any informality, technical defect, clerical error or irregularity in any response. Additionally, NID may, for any reason, decide not to award an Agreement based on information received. NID reserves the right to cancel this request. NID shall not be obligated to respond to any responses submitted, nor be legally bound in any manner by the submission of the response. NID reserves the right to negotiate deliverables and associated costs.