



**SOUTH TEXAS WATER AUTHORITY  
REQUEST FOR PROPOSALS**

PROFESSIONAL CONSULTANT SERVICES FOR COMPREHENSIVE  
CLASSIFICATION AND COMPENSATION STUDY

RFP Issuance Date: October 30, 2024  
Proposal Due Date: December 2, 2024

## **Section 1 – Invitation**

### **SOUTH TEXAS WATER AUTHORITY REQUEST FOR PROPOSALS (RFP) PROFESSIONAL CONSULTANT SERVICES FOR COMPREHENSIVE CLASSIFICATION AND COMPENSATION STUDY**

***Proposals Due by 2:00 p.m., December 2, 2024***

The South Texas Water Authority is currently seeking proposals from qualified consulting firms interested in conducting a comprehensive classification and compensation study. The Authority's primary objective is to secure a contract with a firm offering the highest quality of service at the most reasonable cost.

Written proposals will be accepted until 2:00 p.m. on December 2, 2024 at South Texas Water Authority, 2302 E. Sage Road, Kingsville, TX 78363. Responses must address all of the items listed in this request for proposals and must be submitted in a sealed envelope marked "Compensation Study Proposal" and sent to:

Frances De Leon  
Business Manager  
South Texas Water Authority  
2302 E. Sage Rd.  
Kingsville, TX 78363

Please include one (1) thumb drive, one (1) original and five (5) copies. Questions or requests for clarification may be directed to Frances De Leon, Business Manager, by telephone at (361) 592-9323 or by email to [info@stwa.org](mailto:info@stwa.org)

## **Section 2 – Introduction and General Information**

### ***A. Community and Government Background***

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consulting firms who are interested in assisting the Authority in conducting a comprehensive classification and compensation study for all Authority departments and job titles. The Authority Executive Director and management team will be responsible for reviewing the proposals and the Authority Board of Directors will ultimately make the final selection on the Consultant.

The South Texas Water Authority is a statutorily created Water and Reclamation District formed by the Texas legislature in 1979. The current population within the South Texas Water Authority boundaries is approximately 40,000 (2020 Census data) living within four municipalities, two Water Supply Corporations, and one Water Control & Improvement District. The board of

directors are appointed by the Commissioner Courts of Kleberg (5 Director appointees) and Nueces County (4 Director appointees) equaling a total of nine members appointed in (2) two-year staggered terms.

The Authority's Employee Population is as follows:

- 19 full time positions
- 1 contracted Administrator
- 12 job titles

The study will include fulltime personnel. The Authority will be looking to both collapse and expand some of the job titles. Those employees are in the following departments:

- Executive Director/Administration,
- Finance Manager/Asst Exec Dir,
- Business Management,
- Finances,
- Customer Services,
- Clerk/Admin Asst,
- Billing Clerk,
- Water Operators
- Cathodic Protection Technician
- Facility Maintenance
- Operations Manager/Foreman

### ***B. Timeline for Procurement Process***

The Authority has made every effort to include enough information in this RFP for the proposer to develop a responsive proposal. The Authority encourages proposers to submit the most comprehensive and competitive proposal available. The Authority reserves the right to retain all proposals submitted and to use any ideas in a proposal, unless protected by copyright, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance, by the individual or firm, of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the South Texas Water Authority and individual or firm selected.

The Authority reserves the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and request additional information from proposers. The Authority WILL NOT reimburse proposers of this RFP for any expenses incurred in preparing proposals, or for the attendance at interviews. This RFP does not obligate the Authority to accept or contract for any service. The timing of the proposal is set forth below.

## **TIMELINE**

Distribution of RFP October 30, 2024

Proposal submission Deadline December 2, 2024

Proposal & References review December 3 – December 9, 2024

Final selection by Authority December 10, 2024

Implementation of contract December 16, 2024

Delivery of Draft Study March 3, 2025

Delivery of Final Study March 31, 2025

### **Distribution of RFP**

The RFP will be mailed and/or available on the Authority's website stwa.org on October 30, 2024.

### **Proposal Submission**

Proposals must be received at the Authority no later than 2:00 p.m. on December 2, 2024.

### **Proposal Review**

The Authority Executive Director and/or designee(s) will evaluate all proposals and summarize the findings. It is anticipated that the review process will be completed by December 9, 2024.

### **Final Selection**

The Authority Board is expected to make a final selection by December 10, 2024. After the selection is made, the firm will have approximately five (5) business days to execute a contract with the Authority or the Authority may call for new proposals.

### **Notification**

We anticipate sending written notification to all firms regarding the outcome of the review and contract award process by December 16, 2024.

The Authority will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the Authority reserves the right to modify the proposal process and dates as deemed necessary.

### **C. Conditions of Submittal**

By the act of submitting a proposal, the proposer certifies that:

- The proposer and each person signing on behalf of any proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge no elected official, Authority employee, officer or person accountable to the South Texas Water Authority has a direct financial interest in the Proposal.
- The proposer has read all parts of the Request for Proposals, including all requirements, terms and conditions, and, if its proposal is accepted, the proposer shall accept the contract documents in their entirety.
- The proposer has experience providing the required services.

## **Section 3 – Scope of Services**

The Authority is seeking a consultant interested in assisting the Authority in conducting a comprehensive classification and compensation study including the following:

- Project planning and administration
- Employee communication sessions
- Presentation and completion of a job evaluation for internal equity
- Review of FLSA status
- Comprehensive salary survey process for external equity based upon benchmarked job summaries and current actual averages which may be based upon both specifically surveyed and published data, with results in Excel format.
- Development of a new pay structure, based upon survey data and job evaluation
- Final report including fiscal impact estimates based on variety of scenarios and materials
- Proposer should anticipate on-site meetings with employees, collaboration with a job evaluation committee, and a final report to Authority management and officials.

## **Section 4 – Proposal Submission & Evaluation**

### **A. Submission Process**

All sealed proposals from interested firms must be received on or before 2:00 p.m. on December 2, 2024, and addressed to:

Frances De Leon  
**Business Manager**  
South Texas Water Authority  
2302 E. Sage Rd  
Kingsville, TX 78363

Proposals will be dated upon receipt and held in a secure place until the established due date. Proposals will not be opened publicly or disclosed to unauthorized persons but will be opened in the presence of two or more Authority officials.

Late proposals are not accepted.

The Authority reserves the right to reject any or all proposals submitted.

### **B. Cost and Fee Arrangements**

Dollar Cost Bids shall be submitted in a separate sealed envelope marked as follows:  
Sealed Dollar Cost Bid Proposal for South Texas Water Authority Classification and Compensation Study.

The consultant must provide a proposal with maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. These optional items shall be priced separately from this Request for Proposals.

The Cost Bid must include a description of engagement terms, including hourly billing rates, billing time increments, invoicing frequency, format of invoices and an itemization of expenses, if any, which the applicant would charge the Authority or would expect the Authority to incur. Identify in your proposal the amount your firm proposes to charge for services.

### **C. Required Background Information**

The submittal form shall be physically signed by an officer of the firm(s) and include the following:

- Name, address, telephone number of the Consulting firm.
- Description of the firm (corporation, partnership, etc.) and year established.
- State of incorporation, if any, and type of ownership.
- Name and biography of all proposed consultant(s)/facilitator(s).
- Name, title and business address of person responsible for submitting the proposal.
- Listing of subcontractors, if any, and the scope of work they will perform.
- Name(s), title(s), telephone number(s), and email address(s) of the individual(s) to be the official contact person(s) regarding all matters concerning the proposal.
- A statement ensuring validity of the proposal for at least 60 days.

### **D. Evaluation Process**

Submittals will be evaluated based on the following criteria:

All proposals will be reviewed by the Human Resources Director and Authority Executive Director to determine responsiveness. Unresponsive proposals will be removed from consideration and notified in writing.

Proposals will be evaluated using all of the following criteria, with 20% weight in each category:

- 1. Experience and Qualifications:** Evaluate the firm's relevant experience in conducting compensation studies, particularly within public utilities or similar sectors, and their qualifications, including staff expertise.
- 2. Methodology and Approach:** Assess the proposed approach to conducting the study, including data collection, analysis techniques, and how they plan to benchmark against similar organizations.
- 3. Understanding of Local Context:** Rate how well the proposer understands the specific challenges and requirements of our organization, including local market conditions and regulations in Texas.
- 4. Project Timeline and Deliverables:** Review the clarity and feasibility of the proposed timeline, milestones, and deliverables, ensuring they align with project's needs.
- 5. Cost and Value:** Consider the overall cost of the proposal, ensuring it provides good value for the scope of services offered.

### **E. Modification, Mistakes or Withdrawal of Proposals**

Responses to this RFP may be modified or withdrawn by written, e-mail or facsimile notice prior to the date specified for receipt of proposals. A proposal may be withdrawn by the vendor or its authorized representative prior to 8:00 a.m. on January 4, 2025. Telephone withdrawals are not permitted.

If the apparent best qualified firm discovers a mistake, of a serious and significant nature, in its proposal which is unfavorable prior to the issuance of a Contract, it may request consideration to modify or

withdraw the proposal. The Authority reserves the right to reject any and all requests for correction or withdrawal of proposals received after the date shown in the specifications. In all cases, the decision of the Authority is final. A mistake in proposal will not be considered once a contract is issued.

### **Section 5 – Laws of Governance**

The selected firm will be required to comply with all existing State and Federal laws including applicable equal opportunity employment provisions. The Contract shall also be construed and governed in accordance with the laws of the State of Texas and the South Texas Water Authority. Consultant shall comply with all federal, state and local laws, ordinances and regulations applicable to the work. Consultant, at its own expense, shall secure all occupational and professional licenses and permits from public or private sources necessary for the fulfillment of its obligations under this Contract.

### **Section 6 – Disclosure of Proposals**

Proposals will be kept confidential until such time as the Authority has completed its evaluation.

Proposers are cautioned that the agreement and proposals submitted are public records in accordance with Texas Public Information Act requirements.

All proposals submitted in response to this RFP will become the property of the South Texas Water Authority and a matter of public record. The vendor must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any firm claiming such an exemption must also state in its proposal that the firm agrees to hold harmless, indemnify and defend the Authority and its agents, officials and employees in any action or claim brought against the Authority for its refusal to disclose such materials, trade secrets or other proprietary information to any party making a request therefore. Any firm failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

Thank you in advance for your interest in the South Texas Water Authority.