



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTOR STAFF REPORT

AGENDA TITLE: Approval of Selection of Consultant for the Classification and Compensation Study

MEETING DATE: March 23, 2016

PREPARED BY: Kevin Smith, General Manager

RECOMMENDED ACTION: Approve Bryce Consulting to conduct the District Classification and Compensation Study.

DISCUSSION: At the January 2016 Board of Director Meeting, the Board approved the Request for Proposals (RFP) and directed staff to issue the RFP for an employee classification and compensation study. The Classification and Compensation Ad Hoc Committee met on March 21st to review the proposals received by the District. Proposals were received from The Archer Group, Koff and Associates, Bryce Consulting, and the Hay Group. Each proposal was vetted in detail by the Ad Hoc Committee and Senior Staff and it was the unanimous decision to recommend Bryce Consulting to the Board of Directors for approval. Both staff and the Board felt that their relevant local experience (Town of Truckee and TCPUD), the methodology proposed in the submittal, understanding of our local labor market, as well as their strong references made them stand out as the lead candidate to conduct the study. The Ad Hoc Committee as well as staff would be happy to answer any questions regarding this recommendation at the Board Meeting.

WHAT'S NEXT: Pending approval of the Board, staff and the Ad Hoc Committee will meet with Bryce Consulting to finalize the Scope of Work. Once the Scope is finalized, the Board can authorized the Board President to sign the Contract with Bryce Consulting.

FISCAL IMPACT: The current budget has programed \$30,000 for this study. None of these funds have been expended. The Bryce Consulting fee proposal was \$27,200. Bids from the other proposers were as follows: Archer Group - \$14,810, Hay Group - \$55,000, Koff & Associates – \$21,850.

PUBLIC COMMUNICATIONS: Bryce Consulting has a robust stakeholder involvement plan. Pg. 11 outlines their plan to involve study participants and seek as much “buy-in” as possible.

Conducting Salary and Compensation Surveys is a required component of our District Transparency Certificate of Excellence. Our Certificate requires us to conduct these studies every 5 years. Our last survey was conducted in 2010. Once the Study is complete, we will post this information online and provide this information to the public.

SAMPLE MOTION(S): I move to select Bryce Consulting to conduct the Classification and Compensation Study for the District. I move to authorize the Ad Hoc Committee to finalize the Scope of Work and Contract with Bryce Consulting and authorize the Board President to sign final contracts.

ATTACHMENTS:

Original RFP Issued

RFP Submittals:

- Bryce Consulting
- The Archer Group
- Hay Group
- Koff & Associates