TRINITY METRO

July 21, 2026

Addendum No. 1

RFP Number: 26-T036

Title: Job Audit and Compensation Analysis

The purpose of this addendum is to answer questions submitted by proposers. Answers are in red.

1. Please confirm whether all 160 job titles listed in Exhibit A are included in the study and provide the number of distinct classifications and incumbents within the scope. They are included in the study as unique jobs. Only a few positions have multiple employees.

2. Please describe the expected job-audit process, including whether Trinity Metro anticipates employee questionnaires, incumbent or supervisor interviews, focus groups, desk audits, management review, or an employee appeal process. As the subject matter experts, please provide a detailed and comprehensive description of your job audit process in your proposal.

3. Does the classification scope require the consultant to draft or revise job descriptions and classification specifications, or only identify and recommend classification changes? Classifications only but would consider revising job descriptions…add a separate cost line item.

4. Is the market analysis limited to base salary, or should it include total compensation? Base salary

5. How many labor-market or comparator pools should be assumed, and does Trinity Metro have an existing comparator list or preferred number of agencies? We have APTA data all other would be from the vendor recommendations.

6. Should compensation data be collected directly from comparator agencies, obtained through published or purchased surveys, or developed through a combination of sources? Relying on vendor for best practice. As the subject matter experts, please provide a detailed and comprehensive description of your job audit process in your proposal.

7. Should the FLSA review and job-evaluation process cover all 160 listed titles? Yes

8. What project completion date and major milestones should proposers assume, including anticipated dates for draft findings, final recommendations, and Board or leadership consideration? As the subject matter experts, please provide a detailed and comprehensive description of your job audit process in your proposal.

9. May the project be conducted fully virtually, and which meetings, interviews, presentations, or other activities, if any, must be conducted in person? Virtually services are welcomed.
10. What is the approved budget or not-to-exceed amount for this engagement? We appreciate the opportunity to work together. We will not be releasing a budget for this RFP; please utilize your best market pricing and value propositions for the services outlined. Thank you for your time and effort.
11. How many total employees are included in the study? 202
12. Does Trinity Metro wish to have job descriptions updated? Undetermined…please include as a separate line item in pricing.
13. What is Trinity Metro's preferred timeline for completing the project? No preferred timeline. recommendation 4 months.
14. Are your job descriptions up to date and actively maintained, or are they in need of review and revision? Additionally, approximately what percentage of positions have current job descriptions available? Understanding the condition and completeness of your job descriptions will help us better assess the scope of work and develop the most appropriate approach for the study. All positions have job descriptions, I would say approximately 70% are up to date. They do need to be updated, include a separate line item for pricing.

ALL TERMS OF THE REQUEST FOR PROPOSAL REMAIN THE SAME UNLESS CHANGED THROUGH A WRITTEN AMENDMENT TO THE REQUEST FOR PROPOSAL. NO ORAL CHANGES ARE BINDING. CHANGE REQUESTS MUST BE IN THE FORM OF A WRITTEN REQUEST TO BE ANSWERED IN A WRITTEN ADDENDUM.

RESPONDANTS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE FORM 1 IN THEIR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE THE PROPOSAL.