TRINITY METRO

July 24, 2026

Addendum No. 2

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 clarify what Trinity Metro means by "job audit" as it relates to the scope of this study. Verifying proper job classification
2. Please clarify whether there is a specific number of references required. Three references is acceptable
3. Do all in-scope job titles have current written job descriptions? When were the job descriptions last comprehensively reviewed or validated? We do have job description that have not been updated in some time. Scope doesn't include updating job descriptions but would consider adding to scope. I would add an additional cost line item.
4. What process or methodology does Trinity Metro currently use to evaluate the relative value of jobs and assign job levels, classifications, pay grades, or salary ranges? For example, does Trinity Metro use a point-factor system, leveling rubric, job evaluation committee, market-pricing approach, or another method? Initially started with the Hay Method…moved away from that method but we want to return to the Hay Method.
5. When were Trinity Metro's classification structure, compensation structure, salary ranges, and pay grades last comprehensively reviewed or updated? 4 1/2 years ago
6. Please clarify the intended scope of the FLSA compliance review. Is the consultant expected to review the exempt or nonexempt status of all 160 titles, only selected titles, or Trinity Metro's overall classification policies and practices? Ensuring all are in the proper FLSA classification
7. What does Trinity Metro intend the internal equity assessment to include? Is the analysis limited to internal job value, pay relationships, compression, and incumbent placement, or should it also include demographic pay-equity analysis by protected characteristics? Demographic pay-equity will not be necessary
8. Is there an established budget range or not-to-exceed amount for this study? This would help proposers appropriately scale the level of job auditing, stakeholder engagement, FLSA review, internal equity analysis, and related. We will not be releasing a budget for this RFP; please utilize your best market pricing and value propositions for the services outlined.

9. Is Trinity Metro expecting the consultant to recommend an appropriate market comparator group, or has a preferred peer group or comparator organizations already been identified? We have APTA data all other would be from the vendor recommendations.
10. Please clarify the expected scope of the implementation cost analysis. Should the consultant estimate the cost of recommended salary structure changes only, or should the analysis also include projected incumbent salary adjustments, compression mitigation, and phased implementation scenarios? All of the above

End of Addendum No. 2

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.

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