



August 3, 2026

Addendum No. 3

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. Could you please share what factors are driving the decision to conduct a study at this time? **It has been 4.5 years since the last one**
2. . When was the last classification and compensation study conducted for Trinity Metro, and which firm performed the study? Were the recommendations from the previous study implemented? **See addendum 2**
3. Approximately how many employees fall within the 160 job titles covered by this scope? **See addendum 1**
4. Are any of the job titles part of a bargaining group/covered by meet and confer agreements? If so, how many separate organizations? **No**
5. How many employees are to be included in the study? Can Trinity Metro share the number of employees by job title? **See addendum 1**
6. Are Trinity Metro's job descriptions up-to-date and accurate, from the perspective of the employees, management and human resources? **See addendum 1**
7. Does Trinity Metro want the consultant to update job descriptions? **See addendum 1**
8. Does Trinity Metro want all employees to have an opportunity to participate in the classification analysis or only select, subject matter expert employees in each job classification? For example, having all or selected employees complete job questionnaires? **YES**
9. Does Trinity Metro currently utilize a job evaluation system to maintain internal equity? If not, is Trinity Metro interested in implementing one? **See addendum 2**
10. Does Trinity Metro have an established list of peer organizations for compensation comparisons? **See addendum 1**

11. Would Trinity Metro like the consultant to include both public and private sector data in the market survey? Please note that private sector organizations rarely respond to custom surveys, so Segal typically uses reputable published sources to represent private sector data. Would that approach be acceptable to the Trinity Metro? **Yes**
12. Would Trinity Metro like the consultant to focus solely on base salary data, or should the analysis also include benefits information—such as paid leave, health, and retirement programs—offered by peer organizations? If benefits are to be included, should the consultant also provide recommendations for potential benefit adjustments based on the market study findings? **Base salary**
13. Does Trinity Metro want the consultant to recommend policies for keeping the classification and compensation system up to date through policies? **Final deliverables shall include a comprehensive written report summarizing the study's findings and recommendations, market compensation data and analysis, a recommended compensation plan, a recommended classification plan, implementation cost scenarios, pay administration guidelines, and recommendations for maintaining market competitiveness over time.**
14. Has Trinity Metro established a budget for this project? If so, will that amount be shared with bidders? **See addendum 1**
15. Could you please confirm the project's anticipated start date, whether it is flexible, and when final results are expected by the Trinity Metro? **See addendum 1**
16. What is Trinity Metro's desired schedule for completion, and is there flexibility in this date if necessary? **See addendum 1**
17. Can Trinity Metro share the current salary structure(s) for the jobs included in this study? **Yes. See Exhibit B- Pay grade**
18. Can Trinity Metro share the salary structure adjustments that have been made over the past five (5) years? **That information will not be disclosed.**

Questions Deadline closed on July 30, 2026

End of Addendum No. 3

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.

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