

REQUEST FOR PROPOSALS

Classification and Compensation Study



**5400 Ox Road
Fairfax Station, Virginia 22039**

April 18, 2022

NOTICE

REQUEST FOR PROPOSALS



Classification and Compensation Study

April 18, 2022

- The Northern Virginia Regional Park Authority (NOVA Parks) is requesting proposals for professional consulting services to conduct a comprehensive review of NOVA Parks' full-time position classifications, compensation system, and benefits package.
- The study will involve a review of NOVA Parks' current position classifications, pay and benefit structure, and will include compilation, analysis, and comparison of data from other local governments and private sector employers in the Northern Virginia area. Special emphasis should be given to the six jurisdictions that comprise NOVA Parks. These six jurisdictions are: City of Alexandria, Arlington County, City of Fairfax, Fairfax County, City of Falls Church, and Loudoun County.
- Sealed proposals for services can be mailed to NOVA Parks Headquarters located at 5400 Ox Road, Fairfax Station, VA 22039 and must be received no later than 2:00 pm EDT, Friday, May 13, 2022. Proposals must be clearly marked "RFP – Classification and Compensation Study." Proposals may also be e-mailed to Human Resources

Administrator, Danielle Endler, at dendler@nvrpa.org by the same date and time listed above.

- Any questions about the request for proposals must be submitted in writing by e-mail to Human Resources Administrator, Danielle Endler, at dendler@nvrpa.org. All questions must be submitted no later than April 29, 2022.

Proposal Timeline

RFP Release	April 18, 2022
Final Proposals due	May 13, 2022
Interview Schedule <i>(If Necessary)</i>	Week of June 6 th
Selection of top proposal	Mid-June 2022
Agreement Finalized	July 1, 2022
Work to Begin	July 2022
Work Completion	November 1, 2022

Introduction and Background

The Northern Virginia Regional Park Authority (NOVA Parks) is a governmental agency supported by six local government member jurisdictions. In the late 1950s, several local jurisdictions came together to protect Northern Virginia's rich heritage of woods, meadows, lakes, and streams from the threat of suburban sprawl. These citizens, working with their local governments – Fairfax County, Arlington County, and the City of Falls Church - organized under the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority.

Today, NOVA Parks represents three counties and three cities - Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church, and the City of Fairfax. NOVA Parks staff, volunteer Board members appointed from each jurisdiction, and many friends of NOVA Parks working together, have preserved more than 12,200 acres within 34 regional park sites. NOVA Parks is not a part of any local City or County government, but is an independent governmental Authority.

A few noteworthy features of NOVA Parks include:

- The 45-mile W&OD Trail is one of the most popular trails in the US, with between 2-3 million uses a year
- Three holiday light shows see 500,000 users a year
- Four event venues that host 500 receptions a year, with internal catering operations
- Five Waterparks
- Five Civil War Battlefields
- Five waterfront/marina parks
- Three golf courses
- 15 miles of shoreline on the Potomac River and 25 miles of shoreline along the Bull Run/Occoquan Rivers
- Full-time staff of 130, year-around part-time staff of 100, and peak summer employment of 1,000

Summary of Project

NOVA Parks is seeking professional consulting services for a comprehensive review of its compensation plan and benefit package benchmarking it with other jurisdictions and private sector employers in the current Northern Virginia labor market.

Scope of Services

1. Conduct a comprehensive benchmark market analysis of 33 identified positions (Appendix A) with other local jurisdictions and private sector employers to determine proper classification and salary.
 - a. The analysis should include a review of equity concerns as it relates to level of responsibility for positions within the same classification (e.g. large park vs. small park).
 - b. The analysis should include a pay compression analysis of all NOVA Parks' positions.

2. Conduct a comprehensive benchmark market analysis of NOVA Parks' benefit package offered to full-time employees as it compares to benefit packages offered by other local jurisdictions and private sector employers.
 - a. For this purpose, benefit package refers to insurance (medical, dental, vision), life insurance, short- and long-term disability, retirement plan, etc. It does not include vacation, sick leave, holidays, etc.
3. Prepare a comprehensive report, including but not limited to, a description of the project and methodology, a description of the work performed, a summary of all findings both for NOVA Parks and for its competitive market, a comprehensive and detailed description of all recommendations, an outline of recommended next steps including a description of how to implement the recommendations, and an executive summary.
 - a. The report should include an analysis of the financial impact for implementation of the recommendations.
4. Attendance at an initial meeting with the Executive Director, Director of Operations, and Human Resources Administrator to discuss the process and tasks to be performed, the methodology to be used, the key personnel to be involved in the project and accessibility to the Firm's point of contact.
5. A comprehensive presentation in-person summarizing the written report inclusive of a PowerPoint document to be given to the NOVA Parks Leadership Team.

General Proposal Information

As required by Virginia Public Procurement Act, Northern Virginia Regional Park Authority (NOVA Parks) is requesting competitive sealed proposals for the services outlined.

NOVA PARKS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY TECHNICALITIES AT ITS OPTION WHEN IN THE BEST INTEREST OF NOVA PARKS.

Questions about the RFP

Any questions about the RFP must be submitted in writing by e-mail to Danielle Endler, Human Resources Administrator, at dendler@nvrpa.org. All questions must be submitted no later than April 29, 2022. Please reference the specific section that is the subject of your question. NOVA Parks will respond to each question in writing. Questions submitted after the above deadline may not be answered.

Selection and Award Process

Based on the results of the preliminary evaluation of the proposals received, the highest rated vendor(s) may be asked by NOVA Parks to make a presentation to a selection committee.

NOVA Parks will select the top-rated proposal and then enter into negotiations, in an effort to arrive at a mutually acceptable agreement and contract. In the event the negotiations are successful, a contract will be offered in accordance with NOVA Parks contracting procedures.

The award of contract may be made to the responsible vendor whose proposal is most advantageous to NOVA Parks, taking into account the minimum requirements and the evaluation criteria for the proposals. The award of a contract will be made based upon criteria which does not just include price.

Evaluation Criteria

- Responding firm's experience in completing work of a similar size and scope.
- Specific qualifications of the primary staff who will manage, supervise, and provide services, including past experience on projects of similar size and scope.
- Proposer's project management methodology and experience.
- Responses of the client references
- Implementation Schedule
- Value of services provided for cost.

Proposal Submittal

- Name and address of firm submitting the proposal to include:
 - Main office address, when organized, main point of contact, email, and phone number.
- Company Background and Statement of Qualifications
 - Provide a statement of qualifications indicating ability to fulfill the scope of the RFP and understanding of NOVA Parks' requirements.
- A list of the key staff with resumes that provides their background and expertise that will work on this project and what role they will be playing.
- Proposed Approach, Work Plan, and Implementation Schedule
 - Outline specific elements as requested in the RFP and how each will be completed.
- Client References
 - List a minimum of (5) client references. Please include the organization's name, address, contact person, email address, phone number, and a brief description of the project.
- Cost Proposal
 - Non-binding Price Estimate with travel expenses, if applicable, listed separately from the consulting fees.
 - While the pricing information provided in responses will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the responses and the ranking of proposals. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking, or contract award.
- Other Requirements
 - List any requirements outside of the normal scope of work that will be required by the offeror or NOVA Parks.

Instructions to Offerors

- **AMENDMENT OF REQUEST FOR PROPOSALS:** The Offeror shall acknowledge receipt of a request for proposals amendment by signing and returning the document by the specified due date and time.
- **FAMILIARIZATION WITH SCOPE OF WORK:** Before submitting a proposal, each offeror shall familiarize him/herself with the scope of work outlined in the request for proposals, laws, regulations, and other factors affecting contract performance. The contractor shall be responsible for fully understanding the requirements of the subsequent Contract, and otherwise satisfy him/herself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

Preparation of Proposal

- The proposal shall be signed by a person authorized to submit an offer. An authorized signature shall constitute an irrevocable offer to sell the goods and/or service specified herein. Offeror shall submit any additional requested documentation, signifying intent to be bound by the terms of the agreement.
- It is the responsibility of all offerors to examine the entire request for proposals package and seek clarification of any requirement that may not be clear, and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due date and time.
- NOVA Parks will not reimburse the cost of developing, presenting, submitting, or providing any response to this solicitation.
- Offeror must list any subcontractors to be utilized in the performance of the services specified herein. For each subcontractor, details on respective qualifications must be included.

Proposal Format and Requirements

- An original and (2) copies of the proposal should be submitted.
- The sections of the submittal should be clearly identifiable and should include a minimum of the following sections:
 - Company Background and Statement of Qualifications
 - Proposed Approach, Work Plan, and Implementation Schedule
 - Client References
 - Cost Proposal
 - Other Requirements

Failure to include the requested information may have a negative impact on the evaluation of the offeror's proposal.

General Terms and Public Record

- All proposals submitted in response to this request for proposals shall become the property of NOVA Parks and shall become a matter of public record available for review subsequent to the award notification.

Confidential Information

- Any confidential information submitted should be marked as such. NOVA Parks is obligated to abide by all public information laws. If an Offeror believes that any portion of a proposal, offer, specification, or correspondence contains information that should be withheld, a statement advising of this fact should accompany the submission, and the information shall be so identified wherever it appears. NOVA Parks shall review all requests for confidentiality and may provide a written determination to designate specified documents “confidential” or the request may be denied. Price is not confidential and will not be withheld.
- If the confidential request is denied, such information shall be disclosed as public information, unless the offeror submits a formal written objection.

Certification

- By signature on the Offer or cover letter accompanying the submittal documents, Offeror certifies:
 - The submission of the offer did not involve collusion or other anti-competitive practices.
 - The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal or State law.
 - The Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, meal, or service to a public servant in connection with the submitted offer.
 - The Offeror hereby certifies that the individual signing the submittal is an authorized agent for the Offeror and has the authority to bind the Offeror to the Contract.

Where to Submit Proposals

- In order to be considered, the Offeror must complete and submit his/her proposal by mail to NOVA Parks Headquarters located at 5400 OX Road, Fairfax Station Virginia 22039 no later than 2:00 pm Friday, May 13, 2022, or by e-mail to dendler@nvrpa.org by the same date and time listed above.

Late Proposal

- Late proposals will be rejected.

Withdrawal of Proposal

- At any time prior to the specified solicitation due date and time, an offeror may formally withdraw the proposal by written letter or e-mail, from the Offeror or a designated representative. Verbal withdrawals shall not be considered.

Discussions

- NOVA Parks reserves the right to conduct discussions with offerors for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal, in order to clarify an offer and assure full understanding of, and responsiveness to, solicitation requirements.

Proposal Results

- The name(s) of the successful contractor will be available upon request.

Appendix A

Positions to be Reviewed:

- Administrative Assistant/Human Resources Assistant
- Assistant Park Manager
- Carpenter
- Catering Specialist – Chef
- Central Maintenance Administrator
- Central Maintenance Assistant Administrator
- Crew Leader
- Electrician
- Events Coordinator
- Food & Beverage Manager
- Golf Course Superintendent I
- Heavy Equipment Operator
- Heavy Equipment Supervisor
- Horticulturist
- Hospitality/Facility & Event Sales Manager
- Human Resources Administrator
- HVAC Mechanic
- Information Technology Administrator
- Maintenance/Custodian
- Mechanic I
- Mechanic II
- Park & Campground Night Watch
- Park Maintenance Supervisor
- Park Maintenance Worker
- Park Manager
- Park Operations Superintendent
- Park Specialist
- Payroll & AR Accountant
- Planning Administrator
- Project Manager
- Social Media Coordinator
- Trades Worker
- Welder