

**Questions and Answers – RFQ 2015-003 Job Classification Studies**

1. Regarding fully-burdened hourly rates: can you please clarify whether these rates are to include expenses and that the District will not reimburse for expenses separately?

*Price estimates should be all inclusive. There will be no separate expenses.*

2. Regarding the number of incumbents in each class: could you please indicate separately how many incumbents are in the Air Quality Inspector I vs. II classification as well as the Air Quality Engineer I vs. II?

*There are only two AQ Inspector I, and four AQ Engineer I. The rest are level II.*

3. What is the District's desired timeline for completion of this project?

*The project is likely to be administered in a sequential manner. That is, each class series will be studied in a sequence, with agreement on the sequence at the beginning of the project. This will allow us to evaluate the consultants work before all class studies are performed. The parties would like all work completed in no more than 6 months.*

4. The RFQ states that the District desires that a minimum of 10% of incumbents will be interviewed. Can we assume that all incumbents will be given an opportunity to participate in the study and complete a PDQ? Will this be voluntary or mandatory? Can we also assume that all employees who complete a PDQ will be afforded an opportunity to be interviewed? We typically allow employees to request individual interviews if they prefer not being included in a group with their peers; is this acceptable? Will it be helpful to provide different scope of work and cost options based on the number of employees interviewed (the reason being that interviewing all 119 employees will require more consultant hours than interviewing only 20-30)?

*The 10% is the bare minimum. It is the parties' preference to interview all subjects. The first preferred option is the group interview. If we use this option, the parties will determine, based on knowledge of duties, who goes into a group interview. The second option would be to interview all individual subjects. It would be very helpful to provide different scope of work and cost options based on the number of employees interviewed.*

5. Does the District have a budget for this project and if so, are you open to sharing the amount?

*The budget has not been enumerated specifically. It will be defined once we have cost quotes to use as a basis.*