City of Atwater

1160 FIFTH STREET
ATWATER, CA 95301

October 19, 2026

ADDENDUM No. 1
Responses to Questions

Project: Request for Qualifications for City-Wide Total Compensation Study

Addendum No. 1 is being issued to the Notice to Proposers, for the Request for Qualifications for (City-Wide Total Compensation Study). Statement of Qualifications submittals are due to be submitted by November 2, 2026, at 4:00 P.M. in the City of Atwater City Clerk's Office at 1160 Fifth St., Atwater, CA 95301.

The following questions were received:

1. How many employees will be included in the study? **112**
2. Of those employees, how many unique job classifications are there? **65**
3. Will job descriptions need to be updated? **The City does not anticipate that job descriptions or classification specifications will need to be updated as a routine part of the study. However, the consultant may identify the need for revisions in consultation with the City, as described in Question 5.**
4. Is there a preferred timeline for completing the study? **The City does not have a specific completion deadline; however, it would like the study to be completed as quickly as practicable without compromising the quality or thoroughness of the analysis.**
5. Please clarify whether the City intends this engagement to be a total compensation study with a review of existing classifications to support market comparisons and internal equity, or a comprehensive classification and total compensation study. Specifically, is the consultant expected to collect updated position information through questionnaires and/or interviews, evaluate positions for appropriate classification, and prepare revised or new classification specifications? Please identify which classification activities are required and whether they apply to all classifications or only selected classifications. **The City is seeking a comprehensive classification and total compensation study. The consultant is expected to review existing classifications, evaluate internal equity, and conduct market comparisons. Classifications within the same series (e.g., I, II, and III) may be benchmarked using a representative classification where appropriate. Position questionnaires, interviews, and new or revised classification specifications are not required for all classifications at the outset; the consultant may recommend these activities for selected classifications if warranted, in consultation with the City.**
6. Please identify whether the study includes vacant, part-time, temporary, executive, elected, and public-safety classifications. **The study includes vacant and part-time positions, as well as the Police Officer, Police Corporal, Police Sergeant, Police Lieutenant, and Police Chief classifications. Seasonal and temporary classifications are excluded.**
7. How many classifications (unique job titles) does the City currently utilize? **65.**
8. How many employees are to be included in the study? **112.**
9. Please describe the expected depth of recommendations concerning promotional opportunities, staff alignments, reporting relationships, and organizational structure. Are these to be observations arising from the compensation review, or is a separate organizational or staffing analysis expected? **Recommendations regarding promotional opportunities, staff alignments, reporting relationships, and organizational structure should be limited to observations arising from the**

classification and compensation review. A separate organizational or staffing analysis is not requested.

10. Has the City established a labor market or comparator agency list? **Yes.**
11. If so, please provide the existing list or identify the number of comparator agencies in the list. **Patterson, Riverbank, Los Banos, Ceres, Galt, Turlock, Madera, Livingston, Oakdale, Kerman, Mendota, Sanger. The City along with the consultant will determine the official number of comparator agencies used.**
12. Does the City anticipate separate comparator groups for different occupational groups, such as public safety, management, or other specialized classifications? If so, please identify the groups and expected comparator counts. **No**.
13. Should employee focus groups and an employee survey be included in the base proposal or priced as separately optional services? Please identify the anticipated number of focus groups and the intended survey population. **Employee focus groups and surveys should be priced as optional services separate from the base proposal. The City has not established a predetermined number of focus groups or a survey requirement; these services may be considered if deemed necessary during the study, in consultation with the City.**
14. What recruitment and retention information can the City provide, and what historical period does it cover? Is the consultant expected to collect new information beyond the stakeholder engagement and market research described in the RFP? **The City can provide recruitment and retention information covering the past three years. The consultant is not expected to collect additional recruitment or retention information beyond the stakeholder engagement and market research activities described in the RFP.**
15. Please confirm whether implementation costing and placement recommendations are required at the individual employee level or at the classification level. **Implementation costing and placement recommendations are required at the classification level.**
16. May the work be delivered virtually? **Yes.**
17. Please confirm whether written questions are due October 12, 2026, as shown in the project schedule, or October 16, 2026, at 4:00 p.m., as stated in the clarification instructions. **Questions were due October 12, 2026 as shown in the project schedule.**
18. What is the City's established or anticipated budget for this project? **The City does not have an established or anticipated budget for this project.**
19. How many classifications and how many employees will be included in the study? Should part-time, seasonal, or temporary classifications be included? **The study will include 65 unique job classifications and 112 employees. Part-time positions are included; seasonal and temporary classifications are excluded.**
20. Which bargaining units and unrepresented groups cover City employees, and when do the current MOUs expire? **The City's bargaining units are the Atwater Police Officers' Association, Mid-Managers Group, and Miscellaneous Unit. All current MOUs expire June 30, 2027. The City does not have a separate unrepresented employee group; however, some employees are unrepresented.**
21. Are sworn police and fire classifications included in the study? Are fire services provided by City employees or by contract? **Sworn Police Department classifications are included in the study. Fire services are provided through a contract with Cal Fire and are not City-staffed classifications.**
22. When was the City's last classification or compensation study completed, and which agencies does the City currently use as comparators (by policy or MOU)? **Based on the information currently available, the City has not completed a formal, comprehensive classification or compensation study. Certain classifications have been reviewed in-house at various times over the years. The City has an existing list of comparator agencies, identified in the response to Question 11.**
23. Classification Review (Scope A): does the City expect updated or rewritten classification specifications, or a review and identification of classifications needing further work? Should employees complete

position questionnaires? **The City is seeking a comprehensive classification review but does not anticipate that all classification specifications will need to be rewritten. The consultant should**

24. **review existing classifications and identify where additional review or revisions may be warranted. Position questionnaires or interviews may be considered if the consultant determines they are necessary, in consultation with the City.**
25. Employee Engagement (Scope G.2): does the City anticipate requesting employee focus groups and/or an employee survey? If so, should these be included in the base fee or priced as an option, and approximately how many focus groups? **The City does not anticipate requiring employee focus groups or an employee survey as part of the base scope. These services should be priced as optional items and may be undertaken if deemed necessary, in consultation with the City. No predetermined number of focus groups has been established.**
26. How many in-person meetings and City Council presentations does the City anticipate? **The City has not established a predetermined number of meetings or City Council presentations. Meetings and presentations may be conducted virtually; no on-site visits are anticipated.**
27. Has the City established a budget or not-to-exceed amount for this study? **No. The City has not established a budget or not-to-exceed amount for this study.**
28. Based on the City's salary schedules online, there are approximately 65 job classifications/titles (when counting each level in a class series separately). We typically apply a benchmarking approach and don't survey every single title in the market. Is this approach acceptable? **Yes. The City agrees that a benchmarking approach using representative classifications within a job series is acceptable, rather than surveying every individual job title in the market.**
29. Is the City comfortable with the study being conducted virtually with no on-site visits? **Yes. The City is comfortable with the study being conducted virtually, without on-site visits.**
30. Does the City have a determined budget for the study and could you share that with us? **The City has not established a budget for the study.**