

CHATHAM AREA TRANSIT AUTHORITY RFP 2020-03 ADDENDUM NO. 1

DATE: September 25, 2019
ORIGINAL RFP NUMBER: 2020-03
PROJECT: Incentive Compensation Model Consulting Services

This Addendum forms a part of the Request for Proposals 2020-03 dated, July 10, 2019.

Questions posed during initial Q&A Period and CAT's Responses:

Question 1: Is there a goal set for the Disadvantaged Business Enterprise (DBE) participation as a subcontractor?

Response: This project does not have a specific DBE goal. However, 10 points will be allocated to a DBE proposer and a graduated scale of up to 5 points will be allocated to proposers that utilizes DBE subcontractors.

Question 2: Can you please confirm that with regard to the staffing analysis, CAT is requesting recommendations on the headcounts associated with each job title? Will CAT be able to provide the associated FTA language guiding such an analysis if we are engaged?

Response: Recommendations for proper staffing levels could include input on sufficient headcounts associated with each job title. FTA does not provide guidelines that specifically provide these benchmarks. CAT expects the selected firm to have familiarity with regulated public transit operations sufficient to complete required tasks.

Question 3: Does CAT currently maintain separate performance management and incentive compensation systems?

Response: CAT currently awards annual merit increases based on performance only.

Question 4: Does CAT seek to "blend" the performance management system (compliance to the job description) with a new incentive compensation system (above and beyond performance) as a solution or is CAT open to the idea of maintaining the systems separately (i.e., performance management, incentives, cost of living)?

Response: CAT seeks a model that provides incentive compensation based on performance while allowing for a discretionary increase associated with inflation. The incentive compensation component should replace the current merit system and not be applied in addition to the current system. CAT prefers one integrated system that addresses all components of annual compensation increase but remains open to alternative solutions.

Question 5: What are the current percentage of salary budgets for merit increases, cost of living increases and incentives?

Response: CAT budgets for annual staff increases up to a maximum percentage of current salary. Historically, this percentage has fallen within the 1% to 3% range. The annual compensation increase has been merit only with no cost of living or incentive component.

Question 6: Does CAT have a budget for this project and if so, can you provide the budget amount?

Response: CAT does not provide any internal budget information during the RFP process.

END OF ADDENDUM NO. 1