AMPO Research Foundation

National Compensation Study Request for Proposals

October 18, 2024

Proposals Due: Friday, November 15, 2024, at 4:00 PM ET

By email: ccook@ampo.org

Association of Metropolitan Planning Organizations

Research Foundation (AMPORF)

4300 Wilson Blvd., Suite 220

Arlington, VA 22203802-846-4490

Background

The Association of Metropolitan Planning Organizations Research Foundation (AMPO Research Foundation) is a nonprofit federal 501(c)(3) organization established in 2013 with a mission to serve the transportation planning community to improve livability and quality of life in metropolitan regions through the metropolitan planning process. The AMPO Research Foundation is the educational foundation of the Association of Metropolitan Planning Organizations. AMPORF is interested in conducting a national compensation survey to better understand hiring and retention practices in the MPO industry.

Scope and Deliverables

The objectives of this project are to develop and implement a comprehensive national compensation survey for benchmarking compensation across various job classifications to:

- Ensure competitiveness in the national job market,
- Establish industry standards, and
- Promote equity and transparency in compensation.

The consultant will:

1. **Conduct National Compensation Survey**
    a. Survey Design
        i. Develop a comprehensive survey instrument to collect compensation data from relevant organizations across the nation. Compensation data to include, but not limited to, salary, retirement programs, insurance, flexible/remote work, and other employee benefits influencing hiring and retention.
    b. Data Collection
        i. Identify and select a diverse range of MPOs for benchmarking that are representative of the national composition.
        ii. Collect data on base salary, benefits, incentives, retention rates, succession planning, credentials (AICP, PTP, etc.), and other compensation components as well as MPO administrative structure, number of staff, use of consultants for core products, housing market/cost of living, and salary fund sources.
    c. Data Analysis
        i. Analyze collected data to determine national compensation trends and benchmarks.

ii. Break down data by state, multi-state region, Small/Medium/Large MPO by population, job classification, MPO administrative structure, years of experience, educational level, gender, and race/ethnicity.

d. Compensation Strategy and Benchmarking
    i. Evaluate and Compare Compensation: Analyze compensation for managerial and non-managerial non-represented positions, comparing them with similar positions at regional organizations. This includes assessing salary levels, benefits, and related compensation issues to ensure competitiveness.

e. Final Report
    i. Deliver detailed national report including:
        1. Methodologies used in the study
        2. Results of data analysis
        3. Compensation benchmarking
        4. Sample pay transparency and standardization policies (scales/ranges)
        5. Searchable database
        6. Additional insights for understanding methodologies, results, and maintenance of the study

2. Metropolitan Regional Deep Dives

a. Provide up to twelve Regional Deep Dives: Conduct a regional compensation survey including:
    i. Market Surveys: Conduct comprehensive wage and salary survey:
        1. Survey regional private and public sector organizations of similar size, economic climate, and proximity.
        2. Analyze compensation data broken down by gender and race/ethnicity to assess compensation equity.
        3. Use appropriate survey data for local and regional labor markets.
    ii. Comprehensive Reports: Deliver detailed regional reports including:
        1. Methodologies used in the study
        2. Results of market surveys
        3. Recommended pay ranges (minimum, mid-point, maximum) for each position classification
        4. Additional insights for understanding methodologies, results, and maintenance of the study

iii. Template Creation: Develop a standardized job description template. The template should include:
    1. Job code
    2. FLSA designation
    3. Pay grade
    4. Job title
    5. Department/division
    6. Supervisory responsibilities
    7. General statement of job
    8. Essential and non-essential duties
    9. Essential safety functions
    10. Designation of safety/non-safety sensitive roles
    11. Minimum training/experience requirements
    12. Minimum physical requirements
    13. Pay range (minimum, mid-point, maximum) for each position classification

Budget

We require a detailed and transparent budget for the proposed services. Please structure your quote to include the following components:

1. Itemized Pricing
    a. Provide a detailed breakdown of costs associated with each task, service, or deliverable. Include costs for:
        i. Labor (e.g., hourly or daily rates for key personnel)
        ii. Materials, equipment, and supplies
        iii. Travel or other related expenses
        iv. Licensing, software, or tools (if applicable)
        v. Overall cost
2. Summarize the total cost for the entire project or scope of services.
3. Optional Costs
    a. Identify and price any optional services, upgrades, or add-ons that are not included in the base quote but may provide additional value.
4. Payment Schedule
    a. Specify your proposed payment terms.
5. Assumptions and Contingencies
    a. Include any assumptions that affect your pricing.

    b. List any contingencies or potential cost adjustments, such as unexpected changes in project scope or additional client-requested services.
6. Additional Notes:
    a. Currency: All prices must be quoted in USD.
    b. Indicate Validity of Pricing: Proposal must indicate that the period for validity matches at a minimum the proposal length of ninety (90) days from receipt.

Anticipated Procurement Schedule

RFP Available:	Friday, October 18, 2024, at 1:00 PM ET
Questions Deadline:	Friday, November 1, 2024, at 4:00 PM ET
Proposals Due:	Friday, November 15, 2024, at 4:00 PM ET
Anticipated Award:	Wednesday, November 27, 2024

To be considered for selection, proposals must be received **no later than 4:00 PM ET on Friday, November 15, 2024,** via email: ccook@ampo.org.

Instruction for Submittal

All interested parties may submit a proposal that meets the general request for services outlined in this RFP. Bidders must be eligible to work in the United States and have a valid business license and proper insurance. The quote for services shall be based on a lump sum and include all overhead charges (including any travel that may be incurred). Interested bidders are encouraged to familiarize themselves with the activities and operations of the AMPO Research Foundation by visiting their website at: https://research.ampo.org/.

Required Components of Proposals

1. Executive Summary
    a. A concise overview of the proposal, summarizing the solution, its benefits, and why the vendor is the best fit for the project.
2. Company Information
    a. Overview of the company, including history, mission, size, and location.
    b. Key personnel or team members who will be involved in the project and their qualifications.
    c. References from past clients or partners.
3. Technical Approach
    a. Description of how the vendor plans to approach the project.

    b. Explanation of methodologies, tools, and techniques that will be used.
    c. A clear work plan, including key steps, deliverables, and timelines.
    d. Risk management strategy to mitigate potential project risks.
4. Project Schedule
    a. Detailed timeline or Gantt chart showing phases, milestones, and delivery dates.
    b. Proposed start and end dates.
    c. Key dependencies or factors that could impact the schedule.
5. Cost Breakdown
    a. Detailed cost proposal.
    b. Any optional or additional costs for extra services.
    c. Payment schedule or terms.
6. Qualifications and Experience
    a. Credentials, certifications, or relevant industry qualifications.
    b. Case studies or project examples that highlight the vendor's expertise.
    c. Specific qualifications of the proposed team members (e.g., resumes or bios).
7. Understanding of the Project
    a. Vendor's understanding of the project's goals and objectives.
    b. Insights into the challenges or opportunities related to the project.
    c. Explanation of how the proposed solution aligns with the project's purpose.
8. Innovative Solutions
    a. Any unique or creative approaches that differentiate the proposal from others.
    b. Value-added services or innovative technologies that will benefit the project.
9. Compliance with RFP Requirements
    a. Confirmation that the proposal meets all stated requirements in the RFP.
    b. Clarification of any deviations from the RFP requirements, if applicable.
10. Legal/Contractual Terms
    a. Agreement to comply with the terms and conditions outlined in the RFP.
    b. Any requested modifications to standard contract terms.
11. Appendices and Supporting Documents
    a. Additional materials that support the proposal, such as diagrams, flowcharts, white papers, or certifications.
    b. Documentation on licenses, insurances, or legal standings.
12. Proposal Validity

a. Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt. All proposals shall become the property of AMPORF and will not be returned.

13. Proposal Length
    a. Proposals must be less than 20 pages, not including cover pages, executive summaries, and appendices and supporting documents.

Question for Requests or Clarification

All questions about the meaning or intent of the RFP documents, including these instructions or the specifications, shall be submitted in writing to Caitlin Cook, Transportation Planning Director via email at ccook@ampo.org.
When submitting a question or request for clarification, the subject line of the email MUST contain the word "Question" followed by the title of the RFP.

Questions must be received no later than Friday, November 1, 2024, at 4:00 PM ET. Questions received after this date and time may not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Responses to all questions of substantive nature will be answered in the form of an addendum. AMPORF shall be the sole judge of the question viability. Any informal explanation, clarification, or interpretation will not bind AMPORF, oral or written, by whoever made, that is not incorporated into an addendum.

Notice of Addenda will be issued through the AMPORF website. It is the sole responsibility of the bidder/proposer to be knowledgeable of all addenda related to this procurement. A bidder's failure to request a clarification, interpretation, correction or amendment will preclude such bidder/proposer from, thereafter, claiming any ambiguity, inconsistency or error.

Incurring Costs

AMPORF shall not be liable for any costs incurred by any proposers in the preparation of its proposal for the services requested by this RFP. AMPORF shall not be held liable for any activity or costs associated with the preparation or submission of the proposal, proposal conference, oral presentation(s) or any other activity of any kind in regard to this RFP.

Evaluation and Selection Process

AMPORF reserves the right to reject any and all proposals received in response to this RFP, when determined to be in the AMPORF's best interest, and to waive minor noncompliance in a proposal. AMPORF further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all proposers submitting proposals in response to this RFP. In the event that all proposals are rejected or if AMPORF, at any time, deems the number of qualified proposers receiving designations as the result of this RFP to be insufficient to meet the potential needs of AMPORF, or for any other reason, AMPORF reserves the right to re-solicit proposals. AMPORF shall not be deemed obligated at any time to award any contract to any proposer.

All proposals will be reviewed to determine responsiveness. AMPORF may reject non-responsive proposals without evaluation but may waive minor non-compliance. The following evaluation criteria categories, separate or combined in some manner, and not necessarily listed in order of significance, will be used to evaluate and rank proposals received in response to this RFP. Respondents will be evaluated on the following:

1. Approach to the Services – Evaluation will include quality and soundness of plan, general comprehension of the requirements to provide the specified services and general competence. Proposals should demonstrate a clear understanding of AMPORF's needs and how to address them.
2. Experience of the Firm on Similar Projects – Evaluation will include the firm's history, structure, and experience providing similar services to other entities, especially governmental or other public agencies. Evaluation will also include review of references.
3. Experience and Credentials of Project Team – Evaluation will include qualifications and relevant experience of key personnel and the firm's demonstrated ability to deliver the services required under the RFP. This evaluation will consider whether the team members have relevant experience with similar entities and whether proposed staffing can complete specific assignments in a timely fashion given its existing projects and similar past projects. (Please note that the firm will be evaluated based on the experience and qualifications of the entire team. No changes in team composition will be allowed without prior approval of AMPORF.)
4. Project Management – Clearly articulated project schedule, major milestones, and approach to management of the project along with a demonstrated ability to meet schedules and budgets without compromising final products of the project.

5. Fees for the Services Provided – Fee proposals for services within this RFP shall be evaluated and compared to fees proposed by other firms to determine which bidder provides the greatest benefit to the Institute for the stated cost.

In addition to a review of the written proposals, bidders may be requested to meet with AMPORF staff to provide an oral presentation of their proposal and respond to questions for clarification from staff. From the evaluation process, AMPORF will make a final ranking of the consultant team(s). AMPORF will negotiate with the most highly qualified firms in rank order until successful execution of a contract for the project is completed.

Addenda and Supplements to RFP

If it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the proposer to make adequate interpretation of the provisions of this Request for Proposal, a supplement to the RFP will be posted on the AMPORF website.

Staff Contact

The principal contact with the AMPO Research Foundation for questions regarding this RFQ is:

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