



The Sewerage & Water Board

OF NEW ORLEANS

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May 26, 2026

Addendum No. 1

Your reference is directed to the Request for Proposal for: **2026-SWB-01**
Classification and Compensation Study Services for the Sewerage and Water Board of New Orleans which proposals are due on **May 29, 2026**, at **11:00 a.m.** CST.

This addendum provides for the following:

- A. Proposal Submission Update
- B. Answers to Questions

A. Proposal Submission date has been changed to June 3, 2026, at 11:00 a.m.

B. Answers to Questions

1. When was the last compensation study completed?

Answer: 2017

2. Was the last compensation study completed in-house or by an outside consultant? If by a consultant, who was the firm?

Answer: Outside firm, Kairos

3. What's driving the need/reason for a compensation study at this time?

Answer: Competitive pay structure, succession planning, define competencies, specialize in recruitment, create distinct job descriptions

4. Can meetings and presentations with the organization be conducted virtually, i.e. Zoom/Teams? If not, which specific types of meetings must be conducted in-person?

Answer: Yes, workshop meetings via Teams/Zoom. Board presentation must be done in person.

5. When the organization creates new jobs or has a need to revise existing jobs, how does the organization determine what salary range to assign to the job? Please explain.

Answer: We must defer to the Civil Service Pay Plan

6. How many employees does the organization have within Classified jobs (include full-time, part-time and temporary)? How many of these employees are included in the project?

Answer: 1257 Total Number of Ees, 1217 Classified, 40 unclassified, FTE 1232, PT 25, 563 City-wide, 694 Utility SWBNO specific

7. How many discrete job classifications/position titles does the organization have and how many of those are included in the project?

Answer: 125 Utility Specific, 85 City-wide

8. Are the job classification/position descriptions in good shape, or is the consultant expected to create/revise most of the job classification/position descriptions?

Answer: Revise utility specific descriptions

9. How many discrete jobs/position titles does the organization have that are considered to be non-classified, and how many of those are included in the project?

Answer: 56 unclassified job positions/titles

10. Are the non-classified job descriptions in good shape, or is the consultant expected to create/revise most of the non-classified job descriptions?

Answer: Unclassified positions/ pay range are not controlled by Civil Service

11. How many employees does the organization have within the non-classified jobs (include full-time, part-time and temporary)? How many of these employees are included in the project?

Answer: 40 unclassified employees

12. Does the organization participate in any wage/salary surveys? If so, which ones?

Answer: No

13. Does the organization have a preference for any particular Industry, Trade or Professional Association wage/salary surveys that they want the consultant to use in the project? If so, which ones?

Answer: Water Utilities and other similar civil service governance

14. If the consultants identify a meaningful wage/salary survey that would be useful to the project that neither the consultant or the organization has access to, is the organization willing to participate in or purchase the survey for use in the project?

Answer: Depends on necessity

15. For the custom salary survey, does the organization have a list of comparator organizations that they want the consultant to consider, or is the organization looking for the consultant to identify all of the comparator organizations for inclusion in the survey?

Answer: Consultant to identify

16. Does the organization plan to implement the proposed pay ranges with an effective date of 1/1/27? If not, what is the planned effective date for the implementation?

Answer: Yes

17. Does the organization currently use the same pay grades as the outlined in the Department of Civil Service City of New Orleans Revised Pay Plan for The Classified Civil Service with an Effective Date of April 5, 2009, and updated through February 1, 2026?

Answer: Yes

18. Does the organization currently have one pay plan (pay structure/pay grid/wage scale) for the Classified Jobs and another pay plan (pay structure/pay grid/wage scale) for the Unclassified Jobs? If not, please explain.

Answer: Pay plan supports classified jobs, unclassified is not subject to pay plan

19. In addition to making comparisons to the external market (market-pricing), is the organization also expecting an internal equity job evaluation, such as point-factor or factor comparison to determine the relative worth of each job?

Answer: Yes

20. Does the organization provide pay increases on the employee's anniversary date, on a Common Date for all employees, or based on some other time? Please explain.

Answer: No. However, recently Civil Service approved performance review merit pays.

21. Does the organization generally provide either a COLA or similar type of across-the-board-increase? If so, what specific metric is the increase tied to, if any? An example would be the CPI-U or CPI-W.

Answer: Civil Service determines when COLAs are administered.

22. While the RFP didn't address it, does the organization want the consultant to include an analysis of the FLSA classifications of each discrete job/classification?

Answer: Yes, if possible

23. Does the organization desire that all employees receive a job analysis questionnaire during the job analysis stage of the project? If not, what level of employee involvement does the organization expect?

Answer: Not all employees but a representative sample

24. Given that the organization's classified jobs are covered by the Civil Service, what level of involvement should the consultant expect to have with the Department of City Civil Service?

Answer: Very little

25. If the consultant feels that jobs should be reclassified from one class to another, will the consultant be expected to work with the Department of City Civil Service to execute those changes, or will the organization handle that separately?

Answer: The Organization will execute

26. How many classified employees and classifications are included in the study?

Answer: 563 City-wide positions, 694 Utility SWBNO specific positions, 1217 classified employees

27. How many unclassified employees and classifications are included in the study?

Answer: 40 unclassified employees, 57 unclassified positions

28. Does the Board wish to have job descriptions updated for any of the groups of employees?

Answer: Yes

29. Is the SWBNO requesting a custom compensation survey of specific peer organizations? This would include the selected consultants reaching out to these peer organizations individually to gather their compensation data versus comparing the positions at SWBNO to published survey sources.

Answer: Yes, if possible

30. The RFP states that the selected consultant will, "Determine whether the classification is current, accurate, and necessary to SWBNO's mission" and create a career progression framework that will support workforce planning. Is SWBNO requesting a staffing/workforce of SWBNO's current talent against its future business goals? This would include identifying gaps between the skills and number of employees you have and those you need.

Answer: Yes

31. Is there a desired start and due date for the project?

Answer: Must be completed within 3 months once approved.

32. The RFP lists the SLDBE goal at 5%. In the preproposal meeting it sounded like the goal was 25%. What is the correct goal? 5%

Answer: 25%

33. Does SWBNO anticipate employee participation in the study process, including interviews, focus groups, and/or completion of job questionnaires?

Answer: Yes, a sample of employees if possible

34. What is the current status and condition of existing classification specifications/descriptions, and will electronic copies be available to the selected consultant?

Answer: Update and are available electronically

35. Does SWBNO anticipate updates to existing job descriptions only, or the development of fully revised/new descriptions as part of the scope of work?

Answer: Both – we anticipate updates to existing descriptions and new revisions

36. Who completed the Authority's most recent classification and compensation study in 2019?

Answer: Kairos

37. Is there an estimated budget or funding range established for this project and will that information be shared with proposers?

Answer: Yes, this will be shared

38. Does SWBNO anticipate a comprehensive external market salary survey for all classifications, or benchmarking of selected benchmark positions only?

Answer: Yes

39. Regarding the DBE participation goal referenced in the RFP, does SWBNO intend the 25% goal to apply as a mandatory subcontracting percentage for proposers, or as an aspirational/project-wide participation goal where proposers document good-faith participation efforts and proposed subcontract participation levels?

Answer: The DBE goal is 25%.

40. How many classified positions are included in the scope of work?

Answer: 57 positions

41. Can SWBNO confirm the required format for the Cost Proposal submission? Specifically, should proposers submit the Cost Proposal as a separate searchable PDF, a separate Excel file, or both? The RFP instructions refer to a digitally signed Cost Proposal in searchable PDF format, while the submittal checklist identifies the Cost Proposal as a separate file in Excel format.

Answer: Separate excel file as stated on page 20

42. If a reference does not return the completed Reference Check Request Form by the proposal deadline, will the proposer be deemed non-responsive, or will reference scoring be based on available information?

Answer: Non-responsive

The changes, additions, and/or deletions included herein are hereby made part of the solicitation documents for 2026-SWB-01 Classification and Compensation Study Services, as fully and completely as if the same were set forth therein. The bidder shall be responsible for having knowledge of all addenda issued for this RFP.

***** END OF ADDENDUM *****