



**CHINO BASIN WATER CONSERVATION DISTRICT**  
**4594 SAN BERNARDINO ST**  
**MONTCLAIR, CA 91763**

**ADDENDUM NO. 1**  
**RFP NO. 2024-03 – CLASSIFICATION AND TOTAL COMPENSATION STUDY**  
**THURSDAY, SEPTEMBER 26, 2024**

**NOTE:** This Addendum forms a part of the Request for Proposals (RFP) Documents and/or supersedes or amends the corresponding information included in the original RFP documents. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. *Please acknowledge receipt of the Addendum by submitting Appendix H.*

All other terms and conditions remain unchanged.

**ADDENDUM NO. 1 CONTENTS**

- I. REQUEST FOR PROPOSALS**
- II. QUESTIONS AND ANSWERS**

**I. REQUEST FOR PROPOSALS**

- 1. **NOTICE REQUESTING PROPOSALS, PAGE 1 AND NOTICE TO RESPONDENTS, PAGE 2, revise the following:**
  - Proposal submittal date has been rescheduled to **Thursday, October 10, 2024, by 2:00 p.m.**

- 2. **SECTION 3, SCHEDULE OF RFP EVENTS, PAGE 4, revise the following:**

<u>Schedule Item</u>	<u>Date**</u>
Release of RFP	Thursday, September 12, 2024
Deadline for Written Questions	Thursday, September 19, 2024 at 2:00 p.m.
Responses to Questions	Monday, September 23, 2024 by 2:00 p.m.
Proposals are Due	Thursday, October 10, 2024 by 2:00 p.m.
Interviews (week of)	October 14 <sup>th</sup> or October 21 <sup>st</sup>
Approval of Contract	November 18, 2024
Midway Study to be presented to Personnel/Finance Committees	January/February 2025
Midway Study to be presented to Board	March/April 2025
Final Study to be presented to Board for approval	May/June 2025

3. **SECTION 5, STATEMENT OF QUALIFICATIONS**, revise the following:

- Proposals may be submitted electronically no later than **Thursday, October 10, 2026, by 2:00 p.m.** Submittals received after this time will not be accepted. Hard copies not required.

All submittals should be emailed to:

**Alicia Fernandez, Administrative Services Manager**  
Email: [afernandez@cbwcd.org](mailto:afernandez@cbwcd.org)

**RFP Submittal for:** Request for Proposals for **CLASSIFICATION AND TOTAL COMPENSATION STUDY** for the Chino Basin Water Conservation District

**II. QUESTIONS AND ANSWERS:**

1. **Q. May we submit a proposal that does not include Succession Planning, and may we submit our proposal via email?**
  - A. *Yes, Succession Planning is listed as an optional task. Please submit proposals even if you do not currently offer this service or any other optional task. Emailed proposals will be accepted. Please submit proposals to me at [afernandez@cbwcd.org](mailto:afernandez@cbwcd.org) on or before Thursday, 10/10/24 by 2:00 p.m.*

**\*\*\* END OF ADDENDUM NO. 1 \*\*\***