

ADDENDUM NO. ONE
REQUEST FOR PROPOSAL
COMPENSATION STUDY CONSULTANT
PROJECT NO. 237-26
CITY OF THORNTON, CO

TO: Prospective Proposing Firms and all others concerned

DATE: July 13, 2026

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following questions and answers are provided for additional clarification to the RFP. All answers from the City of Thornton (Thornton) in response to Vendor submitted questions have been provided below.

Question No. 1: Is there any certain format that Thornton will need a final report in?

Answer No. 1: Adobe PDF is the preferred type of report. Proposing Vendors are to note that all reports submitted to Thornton must be accessible for those persons with disabilities under Colorado ADA laws on electronic document accessibility requirements. For any questions regarding these requirements or the Colorado law, please visit the State of Colorado Office of Information Technology's website at: <https://oit.colorado.gov/hb21-1110-faq>.

Question No. 2: We've noticed that the City wishes to have meetings with city employees and focus groups. What does the City wish to receive from these meetings, and will everyone be invited to attend a focus group?

Answer No. 2: The purpose of employee engagement is to solicit feedback on proposals or considerations as the consultant develops recommendations. It is anticipated that a small working group would be formed to participate in this engagement.

Question No. 3: How many non-union employees are included in the study?

Answer No. 3: Thornton currently has seven hundred and fifty-five (755) non-union regular employees.

Question No. 4: What is the City's timeline for completing this project?

Answer No. 4: Thornton desires to have the study completed prior to the planning phases for the 2028 Budget, ideally in the fourth quarter of 2026 or first quarter of 2027.

Question No. 5: Is the City interested in conducting a pay equity analysis (e.g., by gender, race, ethnicity, etc.) as part of this engagement?

Answer No. 5: No.

Question No. 6: Would the City like the consultant to include both public and private sector data in the market survey? Please note that private sector organizations rarely respond to custom surveys, so we as a Vendor, typically uses reputable published sources to represent private sector data. Would that approach be acceptable to the City?

Answer No. 6: Thornton would like to focus the research on public sector and primarily municipal sources. However, Thornton would be interested in novel approaches or considerations utilized by the private sector if applicable to municipalities.

Question No. 7: Would the City like the consultant to provide recommendations regarding pay policies?

Answer No. 7: Thornton is interested in recommendations on an overall compensation philosophy, so to the extent pay policies influence that recommendation, yes. (I don't really understand the question).

Question No. 8: Is the City seeking training for its Human Resources staff to support the successful transition to, and ongoing maintenance of, the proposed classification system following completion of the study?

Answer No. 8: No.

Question No. 9: Has the City established a budget for this project? If so, would the City be willing to share that information with bidders?

Answer No. 9: Thornton's expectation is for proposing vendors to provide a cost proposal of between \$25,000.00 and \$75,000.00.

2. All other terms and conditions shall remain unchanged except as provided by this Addendum. Proposing firms must acknowledge receipt of this Addendum in their Proposal.

END OF ADDENDUM NO. ONE

Andrew Miskell, CPPB
Purchasing Manager

Date