TO: CHAIRMAN SMEDBURG AND THE VRE OPERATIONS BOARD

FROM: DOUG ALLEN

DATE: FEBRUARY 15, 2013

RE: AUTHORIZATION TO AWARD A CONTRACT FOR AN EMPLOYEE COMPENSATION STUDY

____________________________________________________________________

RECOMMENDATION:

The VRE Operations Board is recommending that the Potomac and Rappahannock Transportation Commission enter into a contract with The Segal Company of Washington, DC for an employee compensation study. The contract will be in the amount not to exceed $107,500.

BACKGROUND:

In October 2012, the Operations Board authorized a solicitation for an employee compensation study addressing Potomac and Rappahannock Transportation Commission (PRTC) employees, including those staff employed through PRTC as Virginia Railway Express (VRE) employees. A request for proposals (RFP) was advertised on December 20, 2012, with proposals due on January 28, 2013. Proposals were evaluated on February 1, 2013, and a selection made prior to the February 15, 2013, Operations Board meeting.

The scope of services for this contract includes updating the existing classification and compensation plan such that it provides a justifiable pay differential between individual classes and allows for growth; ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together; and ensures that individual levels of compensation are commensurate with assigned duties, levels of experience, and educational requirements and also are in line with relevant labor markets.
FISCAL IMPACT:

Funding will be provided through the FY 2013 operating budgets of both PRTC and VRE.
RESOLUTION
8D–2–2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, in October 2012, the Operations Board authorized a solicitation for an employee compensation study addressing Potomac and Rappahannock Transportation Commission (PRTC) employees, including those staff members employed through PRTC as Virginia Railway Express (VRE) employees; and,

WHEREAS, the Request for Proposals (RFP) was issued on December 20, 2012;

WHEREAS, three proposals were received on January 28, 2013 and reviewed, with the most responsive being The Segal Company of Washington, DC.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board requests the Potomac and Rappahannock Transportation Commission enter into a contract with The Segal Company of Washington, DC for the employee compensation study in an amount not to exceed $107,500.

Approved this 15th day of February, 2013.

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Paul Smedberg
Chairman

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John Cook
Secretary