

RFP ADDENDUM #2

Date of Addendum: 01/16/2025

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents will remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

1. PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline is delayed due to the tardiness of this final addendum. If submitted by email, proposals must be sent to the City Clerk by January 23, 2025 at 2:00 p.m. Confirmation of receipt of emailed proposals will be sent by January 24, 2025 at 11:00 a.m. If submitted by hardcopy, proposals must be submitted by January 24, 2025 at 2:00 p.m.

2. QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted in this Addendum.

Item	Questions and Answers
2.1	<p><u>Question:</u> Can you provide me a head count regarding total number of employees. This would include full-time, part-time, and also seasonal type help that only works a few hours a year.</p> <p><u>Answer:</u> In 2024, there were 31.14 Full Time Employee equivalents, which includes the seasonal, part-time, and full-time staff. See Exhibit A for more detail.</p>
2.2	<p><u>Question:</u> As we propose services and processes remotely, will there be a dedicated point of contact that we will work with that is on site?</p> <p><u>Answer:</u> Yes, the Assistant City Manager will be the liaison for human resources.</p>
2.3	<p><u>Question:</u> Are there existing programs/benefits/etc that are currently in place that will fall under our HR scope of work and is there the ability to understand what those are and if the desire is to change or replace or simply assume operational control.</p> <p><u>Answer:</u> Yes, there are existing programs and benefits currently in place that the successful proposer will assist with management of such programs. These include:</p> <ul style="list-style-type: none"> - Health Insurance, including Vision and Dental - Life Insurance - Disability Insurance

	<ul style="list-style-type: none">- Wellness Leave, Annual Leave- Emergency Medical Transportation and Care Service Membership- Supplemental Insurance- Optional 457(b) Deferred Compensation Plan <p>As noted in the original solicitation document, the successful proposer will advise on competitive benefits packages tailored to the City's size and needs.</p>
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END OF ADDENDUM

City of Whittier, Alaska

Full-Time Equivalent Employees (FTE)

	2024 Budget
General Fund:	
Administration:	
City Manager	1.00
Assistant City Manager	1.00
City Clerk	1.00
Executive Assistant	1.00
Finance Director	1.00
Office Assistant	2.00
	7.00
Parks and Recreation:	
Gym Attendant & ALPAR	0.27
Police:	
Police Chief	1.00
Police Lieutenant	1.00
Patrol Officer	5.00
Standby Patrol Officer	0.17
	7.17
Fire and Emergency Services:	
Fire/EMS Chief	1.00
Fire/EMS Captain	1.00
Fire/EMS Lieutenant	1.00
EMS EMTs/Paramedics	0.65
	3.65
Public Works and Water/Wastewater:	
Public Works Director	1.00
Water/Wastewater Operator	1.00
Mechanic	1.00
Laborer II	1.00
Seasonal Laborers	0.60
	4.60
Harbor:	
Harbormaster	1.00
Deputy Harbormaster	1.00
Harbor Finance	1.00
Harbor Officer	2.00
Harbor Assistant	2.00
Seasonal Harbor Technician	1.44
	8.44
Total All Funds	31.14