

**ADDENDUM #2 – May 13, 2022  
REQUEST FOR PROPOSALS  
ORGANIZATIONAL DEVELOPMENT, SUCCESS PLANNING,  
WAGE AND BENEFIT STUDY**

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This Addendum is added to and shall become a part of the Request for Proposals (RFP) documents dated April 6, 2022. Proposers shall acknowledge receipt of this Addendum in the Signature Page. Failure to comply may result in rejection of the Proposal.

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Note:	The Response Due Date <u>has</u> been changed.	Due Date:	<b>May 30, 2022</b>
	The Response Time <u>has not</u> been changed.	Time Due:	2:00 PM (CDT)

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❖ **This Addendum consists of the following:**

**Questions and Answers:**

1. How many employees do you have in your organization? Could you provide an Org Chart?

Answer: **We currently have 43 full-time employees, and 25 part-time employees. Yes, organizational chart attached and contains 58.9 FTEs.**

2. How many separate classifications do you have?

Answer: **33 Job Classifications.**

3. How are your benefits administered now? Are you coupled with the City or County's system?

Answer: **The Airport benefits are administered by the City of Cedar Rapid under a service level agreement. Generally, Airport benefits mirror the City's offerings with a few variances.**

4. Is it possible to submit the proposal electronically? If not, would you consider extending the due date to Tuesday April 19<sup>th</sup> so that we can have more than one day to modify the RFP and get it sent to you FedEx since next day air is not possible if we ship on Saturday or Sunday.

Answer: **Proposal due date and time have been moved to Monday, May 30, 2022 by 2 PM (CDT)**

5. How many employees are covered under this study and how many different classifications?

Answer: **43 full-time employees and 25 part-time employees. We currently have 33 classifications (See Org Chart Attached).**

6. How many FT equivalent employees do you have?

Answer: **58.9 FTEs**

7. How many employees are represented?

Answer: **We have 12 Airport Safety Officers that are represented.**

8. If represented, how many union contracts in place?  
Answer: **There is currently one union contracts in place. International Association of Firefighters Local 2607.**
9. Do you have any job classifications now? If so, how many?  
Answer: **Yes, see attached Organizational Chart.**
10. How many staff vacancies do you currently have?  
Answer: **We currently have two Airport Repair Worker I, Airport Public Safety Officer I (EMT) and Administrative Assistant II.**
11. Can we get an organizational chart?  
Answer: **See attached.**
12. What is the desired completion date expected for this project?  
Answer: **The selected Consultant will provide a proposed work schedule to the Commission to be agreed upon by both parties.**
13. What shape do you think your job descriptions are in? 1. All up to date but should be reviewed by a 3<sup>rd</sup> party? 2. Haven't been updated in a while and may need some help/guidance? 3. Have not been updated in a long time. Some are incomplete and/or missing?  
Answer: **Certain job descriptions have been reviewed/updated prior to the hiring process. No incomplete or missing job descriptions.**
14. When was the last compensation study accomplished?  
Answer: **2020**
15. 4.2.4 c) says.....Review and make recommendations for adjustments to current benefit offerings to maintain market competitive offerings. Do you mean to include benefits like health, dental, etc., and other benefits such as leave time or other competitive offerings; or, do you mean to not include health, dental, etc.? It can easily be read two ways.  
Answer: **Review and make recommendations for adjustments to benefit offerings, not including health, dental, vision, disability and life insurance that is currently provided by the City of Cedar Rapids.**
16. How many Director positions do you have?  
Answer: **We currently have five director positions.**
17. Have you ever conducted a SWOT analysis with your organizations?  
Answer: **Recent internal review of organizational strengths, weaknesses, opportunities, and threats ongoing since the start of the pandemic.**

18. Do you have a current Strategic Plan?

Answer: **Yes.**

19. Size of Organization?

Answer: **Please see question no. 1.**

20. Headquarter location?

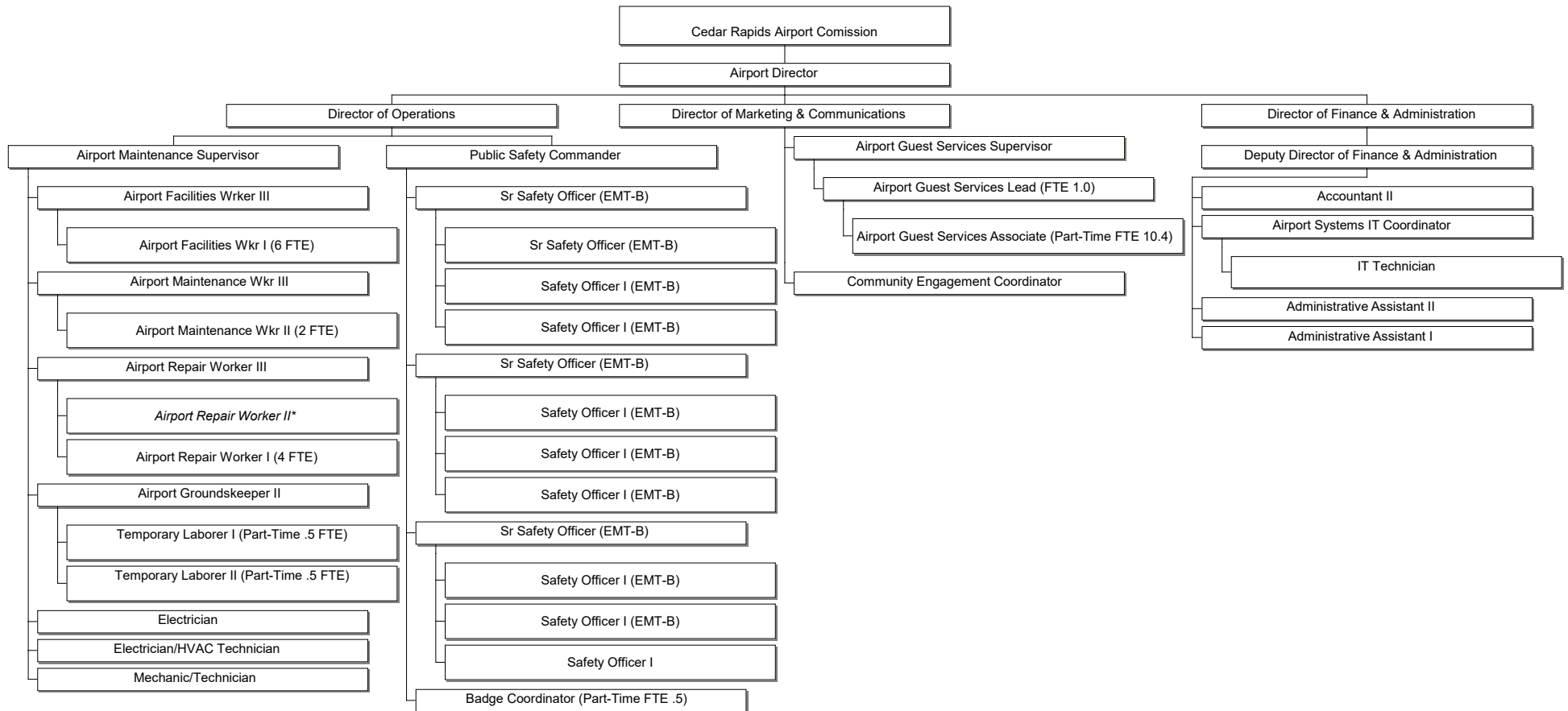
Answer: **Airport Administration Building is located at 2515 Arthur Collins Parkway SW, Cedar Rapids, IA 52404**

21. General Scope of Work?

Answer: **The Cedar Rapids Airport Commission (also referred to as Commission), is soliciting proposals from a qualified company (also referred to as Company or Companies, Proposer, herein), to provide an Organizational Development, Succession Planning, Wage and Benefit Study to the Eastern Iowa Airport.**

**Acknowledge receipt of this Addendum in the Letter of Transmittal.**

The Eastern Iowa Airport  
 Organization Chart  
 Res. 06-01-22



Title Revisions  
 Salary Plan and/or Grade Revisions  
**Total FTE 58.9 / Budget FTE 57.9**  
 \*Position Vacant - Not Budgeted

Title revisions and salary plan/pay grade designations to be determined by the Cedar Rapids Airport Commission Labor and Personnel Committee.