



## FAYETTEVILLE PUBLIC WORKS COMMISSION

### PROCUREMENT DEPARTMENT

<https://www.faypwc.com/bids/>

#### Bid Addendum

**PWC Number:** PWC2526055

**Bid Title:** RFP Job Analyses, Classification, and Compensation Study

**Bid Opening Date and Time:** January 8, 2026, at 4:00 PM

**Addendum Number:** 1

**Addendum Date:** December 19, 2025

**Procurement Manager:** *Nikole Bohannon*  
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1. Addenda acknowledgement is required within the RFP Bid Pricing Form.
2. Following are questions received about the solicitation and the SME's answers to the questions.
  - Q1.** We intend to perform 100% of the work for this project with our own staff and resources as the Prime Contractor. Could you please clarify the following regarding the SDBE/SLS Program and/or NC HUB/DBE/MWDBE?
    - Is there a mandatory subcontractor participation goal (e.g., SDBE, HUB, DBE, MWDBE) that the Prime Contractor must meet for this specific project?
    - If no subcontracting is planned, how should we complete the required forms and checklist items pertaining to minority and disadvantaged business participation (e.g., Attachment F Affidavits and Attachment B, Item 5 on the Bid Submittal Checklist)?
  - A1.** While subcontractor participation goals are not mandatory, Fayetteville Public Works Commission (FPWC) has established aspirational goals for General Services of 9% SDBE and 4% WBE participation.

The contractor shall review Affidavit A and Affidavit B. If Affidavit B is applicable, indicating self-performance with the contractor's own workforce and no subcontractors, the contractor shall complete Affidavit B and Affidavit E in accordance with the Bid instructions. All required affidavits must be fully completed, signed, and submitted with the bid, even if the contractor intends to self-perform.
  - Q2.** Is there an expected completion date for the project?
  - A2.** Reference Evaluation and Award (5) – page 9:

“The Service Agreement will be awarded for a period of six (6) months. PWC anticipates a project start date of March 2026. However, this timeline is contingent upon final budget approval. Should budget availability be delayed, the project start date may be adjusted to July 2026. Vendors should consider both potential timelines when developing their proposals and resource plans.”
  - Q3.** Is a list of currently used job titles / classifications available to reference?
  - A3.** A list of currently used job titles and nonexempt / exempt classifications are attached to this Addendum 1.

- Q4.** Is a current organizational chart available for reference?
- A4.** An organizational chart can be provided for the selected firm.
- Q5.** Is extended direct job observation expected for every position, or can a combination of interview and/or position description questionnaires be used for certain more common positions?
- A5.** Not every position will require direct job observation. A combination of interview and/or position description questionnaires can be used for certain common positions.
- Q6.** Which positions / titles currently use Functional Employment Testing? (FET)
- A6.** A list of positions/titles that currently use FET is attached to this Addendum 1.
- Q7.** Does PWC currently utilize a job evaluation system to maintain internal equity? If not, is PWC interested in implementing one?
- A7.** Yes, but it is outdated, which is the reason for this project. PWC is interested in implementing a job evaluation system.
- Q8.** Would PWC 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 (Vendor) typically uses reputable published sources to represent private sector data. Would that approach be acceptable?
- A8.** PWC requests both public and private sector data. Reputable published sources are acceptable.
- Q9.** Would PWC like the consultant to focus solely on base salary data, or should the analysis also include benefits information—such as paid leave, health, and retirement programs—offered by peer organizations? If benefits are to be included, should the consultant also provide recommendations for potential benefit adjustments based on the market study findings?
- A9.** The consultant should focus on base salary data.
- Q10.** Has the City established a budget for this project? If so, will that information be shared with prospective bidders?
- A10.** Please note PWC is not the City. The budget for this project will be disclosed to the selected firm.
- Q11.** Could you please clarify whether PWC would like the consultant to include a pay equity analysis—such as examining compensation by gender, race, ethnicity, or other protected categories—as part of the scope of this engagement?
- A11.** Yes, PWC would like the consultant to include a pay equity analysis.

**Attachments:**

**Job titles and nonexempt / exempt classifications**

**FET positions/titles**

Job	Non Exempt/Exempt
ACCOUNTANT	Exempt
ACCOUNTING ADMINISTRATOR	Non Exempt
ACCOUNTING ANALYST	Non Exempt
ACCOUNTING MANAGER	Exempt
ACCOUNTING TECH	Non Exempt
ACCT PROJ ANALYST	Exempt
ADMIN ASST II	Non Exempt
AP/AR SUPERVISOR	Exempt
APPARATUS REPR SHOP SUPV	Exempt
APPARATUS REPR TECH	Non Exempt
APPARATUS TEST SPEC	Non Exempt
ASSESSMENT RECOVERY ANALYST	Non Exempt
ASSOCIATE GENERAL COUNSEL	Exempt
ASSOCIATE PROJECT MANAGER	Exempt
BI & ANALYTICS ENGINEER	Exempt
BI & ANALYTICS ENGINEER II	Exempt
BILLING ANALYST	Non Exempt
BUDGET MANAGER	Exempt
BUSINESS ANALYST - IT FINANCE	Exempt
BUSINESS PROCESS ARCHITECT	Exempt
CEO/GENERAL MANAGER	Exempt
CHIEF COMMUNICATIONS & COMMUNITY	Exempt
CHIEF CUSTOMER OFFICER	Exempt
CHIEF FIN OFFICER	Exempt
CHIEF HR OFFICER	Exempt
CHIEF LEGAL OFFICER & GENERAL	Exempt
CHIEF OPER OFFICER-E/S	Exempt
CHIEF OPER OFFICER-W/R	Exempt
CIO	Exempt
COMM VEH & HEAVY EQUIP TRNG INSTR	Non Exempt
COMMUNICATIONS COORDINATOR I	Non Exempt
COMMUNICATIONS SPECIALIST I	Exempt
COMMUNITY RELATIONS MANAGER	Exempt
COMMUNITY RELATIONS SPECIALIST I	Exempt
CONSERV SPEC	Non Exempt
CONTINUOUS IMPROVEMENT MGR	Exempt
CONTRACT COMPLIANCE ADMIN	Exempt
CONTROLLER	Exempt
CORPORATE PARALEGAL	Non Exempt
CUS SVC REP	Non Exempt
CUS SVC SUPV	Exempt
CUST ACCTS BILLING SUPVR	Exempt
CUST ACCTS MANAGER	Exempt
CUST COLLECTIONS SPEC	Non Exempt
CUST COLLECTIONS SUPVR	Exempt
CUST PROGRAMS ANALYST	Non Exempt

CUST PROGRAMS CALL CENTER SUPVR	Exempt
CUST PROGRAMS SPECIALIST	Non Exempt
CUST SERVICE MANAGER	Exempt
CUSTOMER ACCOUNT ANALYST	Non Exempt
CUSTOMER PROGRAMS COORD	Non Exempt
CYBER SECURITY MANAGER	Exempt
DATA & ANALYTICS MGR	Exempt
DEPUTY GENERAL COUNSEL	Exempt
Development & Marketing Analyst	Exempt
DIR FIN PLNG & CAP PROJ	Exempt
DIRECTOR ELEC ENGINEERING	Exempt
DIRECTOR ELEC OPERATIONS	Exempt
DIRECTOR ELEC SUPPORT SERVICES	Exempt
DIRECTOR ENTERPRISE APPLICATIONS	Exempt
DIRECTOR INTERNAL AUDIT	Exempt
DIRECTOR OF BUSINESS SERVICES	Exempt
DIRECTOR OF SUPPLY CHAIN	Exempt
DIR-LEGAL/RISK & PROC SVCS	Exempt
DRAFTING TECH	Non Exempt
E/S BUSINESS SERVICES SUPERVISOR	Exempt
E/S ENGINEER	Exempt
E/S ENGINEERING TECH	Non Exempt
E/S H/D DRILL OPERATOR	Non Exempt
E/S H/D LOCATOR	Non Exempt
E/S LINE CLR CREWLEADER	Non Exempt
E/S LINE CLR TREETRMR	Non Exempt
E/S PROJECT MANAGER	Exempt
E/S SR ENGINEERING TECH	Non Exempt
E/S SR HORIZONTAL DRILL OPERATOR	Non Exempt
E/S SR PROJECT COORD	Exempt
ECON INCLUSION PROGRAM MGR	Exempt
ELEC METER SVC TECH	Non Exempt
ELECTRIC SUB RELAY TEST TECH	Non Exempt
ELECTRIC SUBSTATION CREWLEADER	Non Exempt
ELECTRIC SUBSTATION TECH	Non Exempt
ELECTRIC SYSTEMS ANALYST	Non Exempt
ENGINEER MANAGER-WR	Exempt
ENGINEERING TECH	Non Exempt
EQUIPMENT ANALYST	Non Exempt
EXECUTIVE ASSISTANT	Exempt
FAC CONSTR COORD	Non Exempt
FACILITIES MAINTENANCE MECHANIC	Non Exempt
FACILITIES MANAGER	Exempt
FACILITIES MGMT ADMIN	Non Exempt
FIBER OPTICS TECH	Non Exempt
FIN PLAN & ANALYSIS MGR	Exempt
FINANCE & ACCT ANALYST	Exempt

FINANCIAL PLANNING ADMINISTRATOR	Non Exempt
FINANCIAL RATES ANALYST	Exempt
FINANCIAL RATES MGR	Exempt
FINANCIAL REPORTING MGR	Exempt
FLEET ADMINISTRATOR	Non Exempt
FLEET MAINT TECH I	Non Exempt
FLEET MAINT TECH II	Non Exempt
FLEET MAINT TECH III	Non Exempt
FLEET MANAGER	Exempt
FLEET OPERATIONS ANALYST	Exempt
FLEET SERVICE WRITER	Non Exempt
FLEET SHOP SUPVR	Exempt
GIS ADMINISTRATOR	Exempt
GIS TECH	Non Exempt
GRANTS ANALYST	Non Exempt
GROUNDWORKER	Non Exempt
HR ADMINISTRATOR	Non Exempt
HR BUSINESS PARTNER	Exempt
HR MANAGER	Exempt
HR PROGRAMS SPECIALIST	Exempt
INTERNAL AUDITOR	Exempt
INVENTORY CONTROL SPECIALIST	Non Exempt
INVENTORY STOREKEEPER	Non Exempt
IT APPLICATIONS ANALYST	Exempt
IT BUSINESS APPLICATIONS MGR	Exempt
IT DEV OPS CLOUD ENGINEER	Exempt
IT NETWORK ENGINEER	Exempt
IT SECURITY ANALYST	Exempt
IT SECURITY ANALYST II	Exempt
IT SHAREPOINT ADMINISTRATOR	Exempt
IT SR BUSINESS ANALYST	Exempt
IT SUPPORT SPECIALIST	Exempt
IT SUPPORT SPECIALIST III	Exempt
IT SUPPORT SUPVR	Exempt
IT SYSTEMS ADMIN	Exempt
IT SYSTEMS MANAGER	Exempt
KEY ACCOUNTS AGENT	Exempt
LARGE WATER METER TECH	Non Exempt
LEAD ACCOUNTING TECH	Non Exempt
LEAD INVENTORY CONTROL SPEC	Non Exempt
LINEWKR-1ST CLASS (UG)	Non Exempt
LINEWKR-1STCLASS (OH)	Non Exempt
LINEWORKER-2ND CLASS	Non Exempt
LINEWORKER-3RD CLASS	Non Exempt
LINUX SYSTEMS ADMIN	Exempt
LOSS CONTROL SPECIALIST	Non Exempt
MARKETING MGR	Exempt

METER SERVICES MANAGER	Exempt
OD TALENT SPECIALIST	Exempt
OD/TRAINING MGR	Exempt
OFFICE SUPV	Exempt
ORGANIZATIONAL DEVELOPMENT COORD	Non Exempt
P/P CHIEF OPER	Non Exempt
P/P CONTROL OPER	Non Exempt
P/P CONTROL SYSTEMS ENGINEER	Non Exempt
P/P I & C COORD	Non Exempt
P/P I & C TECH	Non Exempt
P/P INVENTORY TECH	Non Exempt
P/P MECHANIC	Non Exempt
P/P MNT SUPV	Exempt
P/P OPER SUPV	Exempt
P/P OPERATIONS COORD	Non Exempt
PAYROLL ADMINISTRATOR	Non Exempt
PLANNER/SCHEDULER	Non Exempt
PMO MANAGER	Exempt
POWER CONTRACTS & COMP MGR	Exempt
POWERLINE CREWLEADER	Non Exempt
POWERLINE FIELD SUPV	Exempt
PRINCIPAL ENGINEER - MATERIAL	Exempt
PRINCIPAL ENGINEER - REPS &	Exempt
PRINCIPAL ENGR - FIELD ENGR	Exempt
PRINCIPAL ENGR - PLAN & REL	Exempt
PROCESS IMP ANALYST	Exempt
PROCUREMENT ADVISOR	Non Exempt
PROCUREMENT ADVISOR II	Non Exempt
PROCUREMENT MGR	Exempt
PROJECT COORD	Non Exempt
PROJECT MANAGER	Exempt
QA ENGINEER	Exempt
REAL ESTATE & RIGHT-OF-WAY MANAGER	Exempt
REVENUE ACCOUNTING ANALYST	Non Exempt
RIGHT-OF-WAY AGENT	Non Exempt
RISK & COMPLIANCE ANALYST	Exempt
RISK MGMT ADMINISTRATOR	Non Exempt
RNI/MDM OPERATIONS SUPVR	Exempt
SAFETY HEALTH & ENVIRONMENTAL MGR	Exempt
SAFETY SPEC	Non Exempt
SR AI & DATA ENGINEER	Exempt
SR APPARATUS REPR TECH	Non Exempt
SR BILLING ANALYST	Non Exempt
SR CLOUD DEVELOPER	Exempt
SR CUST SVC REP	Non Exempt
SR DRAFTING TECH	Non Exempt
SR E/S ANALYST	Non Exempt

SR ELEC METER SVC TECH	Non Exempt
SR ELECTRIC SUB RELAY TEST TECH	Non Exempt
SR ELECTRIC SUBSTATION TECH	Non Exempt
SR ENGINEER	Exempt
SR EXECUTIVE ASSISTANT	Exempt
SR FAC ELEC MAINT MECH	Non Exempt
SR FLEET MAINT TECH	Non Exempt
SR GIS TECH	Non Exempt
SR HR BUSINESS PARTNER	Exempt
SR IT APPLICATIONS ANALYST	Exempt
SR IT NETWORK ENGINEER	Exempt
SR IT SYSTEMS ADMINISTRATOR	Exempt
SR MACHINIST	Non Exempt
SR MANAGER IT INFRASTRUCTURE	Exempt
SR METER REPAIR TECH	Non Exempt
SR ORACLE APP DEVELOPER	Exempt
SR ORACLE APPLICATIONS ENGR (ERP)	Exempt
SR ORACLE DBA ADMIN	Exempt
SR P/P MANAGER	Exempt
SR PAYROLL ADMINISTRATOR	Exempt
SR PROCESS IMPROVE ANALYST	Exempt
SR PROJECT COORD	Exempt
SR QA ENGINEER	Exempt
SR RIGHT-OF-WAY AGENT	Non Exempt
SR SAFETY HEALTH & ENV PROJECT COORD	Exempt
SR UTILITY LOCATOR	Non Exempt
SUBSTATION FIELD SUPV	Exempt
SUPPLIER ACCOUNTING ANALYST	Non Exempt
SUPPLIER DIVERSITY ANALYST	Non Exempt
SUPPLY CHAIN ADMINISTRATOR	Non Exempt
SUPPLY CHAIN ANALYST	Exempt
T/D SCADA SYSTEMS SUPVR	Exempt
T/D SMART GRID CONTROLS TECH	Non Exempt
TD OPERATIONS CENTER SUPVR	Exempt
TD SCADA SYSTEMS TECH	Exempt
TD SYSTEM OPERATOR	Non Exempt
TD SYSTEM OPERATOR TRAINEE	Non Exempt
TECHNICAL RESOURCES SUPERVISOR	Exempt
TECHNICAL WRITER	Exempt
UFS COORD	Non Exempt
UFS/LOSS CONTROL SUPVR	Exempt
URBAN LINE CLR COORD	Non Exempt
URBAN LINE/CLR PROG SUPV	Exempt
UTIL FIELD SVC TECH	Non Exempt
UTILITY APPLICATIONS MANAGER	Exempt
UTILITY LOCATOR	Non Exempt
W/R ASSET MGMT COORD	Exempt

W/R CHEMIST	Exempt
W/R COLLECTIONS SYST INSPECTOR	Non Exempt
W/R CREWLEADER	Non Exempt
W/R DISTRIBUTION SYSTEM TECH	Non Exempt
W/R ENGINEER I	Exempt
W/R ENGINEER II	Exempt
W/R ENGINEER III	Exempt
W/R ENGINEERING TECH	Non Exempt
W/R ENGR SPECIALIST	Non Exempt
W/R ENVIR PROG MANAGER	Exempt
W/R ENVIR SYSTEM PROT SPEC	Non Exempt
W/R ENVIR SYSTEM PROTECTION SUPV	Exempt
W/R EQUIP OPER	Non Exempt
W/R FAC IE & C TECH	Non Exempt
W/R FAC MECH TECH	Non Exempt
W/R FAC OPER SUPV	Exempt
W/R FACILITY MAINT COORD	Non Exempt
W/R FIELD SUPV	Exempt
W/R IE&C COORDINATOR	Non Exempt
W/R LAB ANALYST	Non Exempt
W/R LAB SUPV	Exempt
W/R LAB TECH	Non Exempt
W/R LAND APPLICATION SUPERVISOR	Exempt
W/R OPER MANAGER	Exempt
W/R SCADA SYST SPEC	Non Exempt
W/R SR FAC IE & C TECH	Non Exempt
W/R SR FAC MECH TECH	Non Exempt
W/R SR TREAT PLT OPER	Non Exempt
W/R SR UTIL WORKER	Non Exempt
W/R SURVEY PARTY CREWLEADER	Non Exempt
W/R SURVEY TECH	Non Exempt
W/R SYSTEM MODELING TECH	Non Exempt
W/R TREAT FAC MANAGER	Exempt
W/R TREAT PLT OPER	Non Exempt
W/R TREATMENT PLANT COORD	Non Exempt
W/R UTIL WORKER I	Non Exempt
W/R UTIL WORKER II	Non Exempt
W/R WATERSHED ENVIR TECH	Non Exempt
W/R WTRSHED ENVIR SPEC	Non Exempt
WAREHOUSE MGR	Exempt
WATER RESOURCES ANALYST	Non Exempt
WELDER	Non Exempt
WORK MGMT & APPLICATIONS SUPVR	Exempt
WORK ORDER CLERK	Non Exempt
WRE BUS SERVICES SUPVR	Exempt

## Job Titles Requiring an FET

### W/R Construction

W/R Utility Worker  
W/R Senior Utility Worker  
W/R Equipment Worker  
W/R Crew leader  
W/R Distribution System Tech  
W/R Collections System Inspector

### Electric Construction

Groundworker  
E/S Powerline Tech-3<sup>rd</sup> Class  
E/S Powerline Tech-2<sup>nd</sup> Class  
E/S Powerline Tech-1<sup>st</sup> Class  
E/S Powerline Crew leader  
E/S Line Clearance Tree Trimmer  
E/S Line Clearance Tree Trimmer Crew leader

### Fleet Maintenance

Auto Tech  
Senior Auto Tech  
Paint and Body Tech  
EV Tech  
Fleet Service Tech  
Fleet Field Tech  
Machinist  
Senior Machinist  
Welder

### Residuals Management

Land Application Supervisor  
Farm Assistant

### CT Metering

Electric Meter Service Tech  
Senior Electric Meter Service Tech

### W/W Facilities Maintenance

W/R Facility Worker  
WIR Senior Facility Worker  
WIR Facility Mechanical Tech  
WIR Senior Facility Mechanical Tech  
WIR Facility IE&C Tech  
WIR Senior Facility Mechanical Tech  
WIR SCADA System Specialist  
WIR Facilities Maintenance Coordinator

### Generation Plant

PIP Control Operator  
PIP Auxiliary Operator  
PIP Control Systems Analyst  
PIP Chief Operator  
PIP Operations Supervisor  
P/P Mechanic  
PIP I&C Tech  
P/P I&C Coordinator  
P/P Maintenance Supervisor  
P/P Inventory Tech  
Stock Clerk  
Facility Maintenance Worker  
EIS Engineer Tech

### Warehouse

Stock Clerk  
Material Reclaim Handler  
Inventory Storekeeper ( *WIR((..1""I□V"-f Control Specialist)*)  
Materials Coordinator

### Substations

Electric Substation Tech  
Senior Electric Substation Tech  
Electric Substation Crew leader  
Electric Substation Relay Test Tech  
Senior Electric Substation Relay Test Tech  
E/S Senior Technical Resources Tech

### Facilities Maintenance

Facilities Maintenance Worker  
Senior Facilities Maintenance Worker  
Facilities Management Coordinator

### Watersheds

W/R Watershed Environmental Specialist

### Water & Wastewater Plants

W/R Treatment Plant Operator  
W/R Senior Treatment Plant Operator

### W/R Engineering

Survey Tech  
Survey Party Crew leader  
Project Coordinator  
Senior Project Coordinator  
Engineering Tech  
Senior Engineering Tech