



Brazos River Authority

July 24, 2017

Addendum No. 3 REQUEST FOR PROPOSALS COMPENSATION AND CLASSIFICATION STUDY RFB No. 17-07-1039

It is the responsibility of the Bidder to assure and guarantee by acknowledging the receipt of this Addendum in the Bid that the Bidder has received the Addendum in its entirety, and that the Bidder accepts all conditions contained herein.

Addition to Scope of Work – RSMU Project:

The Brazos River Authority (BRA) owns and operates Morris Sheppard Dam, a water supply dam, which forms Possum Kingdom Lake that is located in Palo Pinto County near Graham, Texas. The 75 year old structure is equipped with nine (9) “bear trap” type flood gates that are normally raised and lowered using water from the lake. High concentrations of naturally occurring chlorides in the water require significant maintenance. The BRA’s Reservoir System Maintenance Unit (RSMU) department was approved by its Board of Directors in June 1992. RSMU was initiated to address recurring maintenance and repair of the spillway gates and ultimately replacement of the spillway gates in 1995 at Morris Sheppard Dam.

RSMU employees have the knowledge and skill set to repair and replace the nine massive spillway gates at Morris Sheppard Dam in addition to accomplishing other critical maintenance projects associated with the dam infrastructure. Maintenance of this structure is essential to meet the water supply demands of the organization. Currently, the RSMU department is comprised of sixteen (16) individuals with varied skill sets including welding, fabricating, blasting, coatings application, crane operation, metalizing, concrete worker/finisher, diving, and heavy equipment mechanic. Eleven (11) of the sixteen (16) man crew have over ten years of service with the BRA, of which, five (5) have over 24 years of service.

The RSMU department’s primary responsibility is spillway gate maintenance/replacement. However, in addition to the spillway gates, RSMU maintains twenty-one sluice gates and two head gates, bulkheads, bulkhead beams, thousands of feet of metal railings, metal walkway platforms, large and small diameter piping, outlet conduit (piping), concrete components which comprise the dam infrastructure, as well as actuators, motors, pumps, valving, etc.

In addition to RSMU construction activities, due to workload demands and staffing, the BRA executes agreements with general contractors and sub-contractors to perform construction at the dam. However, the BRA is considering performance of more projects in-house as opposed to utilizing a general contractor to complete anticipated construction projects for various reasons. RSMU staff has proven that it can repair, replace, construct, install, and maintain challenging engineering projects.

The BRA requests proposals from qualified and independent firms to assist the BRA in its assessment of the RSMU department in the following areas:

1. Current and anticipated staffing levels
2. Skill-level requirements
3. Associated compensation

RSMU Project Tasks:

Selected FIRM shall provide the professional services set forth in the following Tasks, as authorized in writing by the BRA for each independent Task:

TASK 1. Shall consist of the following services:

- a. FIRM shall participate in a Kick-Off meeting with BRA to obtain an overview of the project, receive documents deemed appropriate for review, and coordinate prospective actions necessary to perform TASK(s).
- b. FIRM shall review the RSMU Staffing and Organizational Processes Report prepared by Upper Basin staff.
- c. FIRM shall conduct a site visit and meeting with BRA staff to include Possum Kingdom Lake, Technical Services, and Upper Basin staff. The purpose of the site visit includes, but is not be limited to, the following:
 1. Visually observe and assess the RSMU working environment;
 2. Coordinate/Interview Possum Kingdom and Upper Basin staff
 3. Coordinate/Interview Technical Service staff (Engineers)
 4. Identify the various skill-sets of the RSMU staff;

TASK 2. Shall consist of the following SERVICES:

- a. The FIRM shall review and make recommendations to current RSMU job descriptions and classifications.
- b. The FIRM shall examine, assess, and compare to similar applications the current salaries of the RSMU department and provide its opinion and salary range recommendations to retain current staffing while considering current employees skill-set, longevity, and BRA's consideration of hiring additional staff with a skill-set that is above entry level, but may have limited experience in the performance of duties that current staff is undertaking. The FIRM shall also consider, compare, and express its opinion of salary and benefit considerations as compared to the oil and gas industry and any recommendations that should be considered by the BRA to retain and attract employees that might contemplate the oil and gas industry for employment.
- c. The FIRM shall provide its opinion and recommendation of the most advantageous skill set level and salary range to attract and retain additional staff including, but not limited to, the following positions; Welder/Crane Operator, Concrete Worker/Finisher, Abrasive Blaster/Metalizer/Painter, Heavy Equipment Mechanic, Apprentice Mechanic, and General Laborer.

- d. The FIRM shall participate in conference calls as necessary for coordination of its findings and development of its draft report prior to providing the BRA with a Final Report. The FIRM shall provide its findings, recommendations, and opinions to the BRA of all the TASKS identified herein in a written Final Report.

Although some of the information contemplated in the RSMU Project may be obtained during the process of gathering information for the Compensation Study, the BRA is requesting that firms propose services and fees for each study independently.

The BRA reserves the right to determine the most highly qualified firm to complete the Compensation Study and RSMU Project. Additionally, the BRA reserves the right to contract with multiple firms, if it is deemed to be in the best interest of the BRA, to complete the Compensation Study and RSMU Project independent of each other.

Sincerely,

Clarissa Cabrera, CTPM, CTCM

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Purchasing Manager

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