



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

8-7

September 1, 1992

To: Board of Directors (Engineering and Operations Committee--Action)
Board of Directors (Organization and Personnel Committee--Action)

From: General Manager

Subject: Revised Request to Authorize the General Manager to Enter into and Amend Existing Contracts with Employment Service Agencies and Consultants Supplying Temporary Personnel and to Employ Temporary and Part-time District Personnel for the Engineering Division with an Overall Limitation in Amounts Paid of \$4,600,000

Report

On July 13, 1992, the Engineering and Operations Committee approved a request recommending that the General Manager be authorized to amend existing contracts and enter into new contracts with employment service agencies and consultants supplying temporary personnel in excess of the \$250,000 limitation and to employ temporary and part-time personnel for the Engineering Division for Fiscal Year (FY) 1992/93, with an overall payment limitation of \$9,200,000. However, no action was taken in the Organization and Personnel Committee meeting and the item was withdrawn. After consultation with committee and Board members, the request has been revised to recommend authority for a six-month period of time instead of one year, with an overall limitation in amounts paid of \$4,600,000. A second request for the second half of FY 1992/93 will be submitted in approximately six months, depending upon the reevaluated needs of the Division at that time.

Each year the Engineering Division prepares a study to determine personnel requirements for accomplishing engineering work scheduled for the subsequent five years. The most recent study indicated the need for significant increases in regular and temporary engineering staff for at least two years in the future to handle an increasing work load resulting primarily from new capital projects under the District's Capital Improvement Program. (See Attachment A, "Master Schedule," for a list of scheduled projects; and Attachment B, "Engineering Division Personnel Requirements Study" graph, for projected personnel requirements.) The use of agency, consultant, and

District temporary and part-time employees will afford needed flexibility in obtaining extra engineering help and in matching job skills to diverse engineering work requirements. Also, the use of such personnel will avoid being overstaffed at the end of the current expansion program.

The Engineering Division proposes to amend existing contracts and enter into new contracts with various employment service agencies and consultants who supply personnel supervised and directed by District staff, and to employ additional temporary and part-time District personnel, with an overall limitation in amounts paid of \$4,600,000 for the first half of FY 1992/93. The need for this amount was determined through careful evaluation of temporary and part-time employee requirements for FY 1992/93. Recognizing Board concerns, the Engineering Division has modified its earlier request for authority to allow for reevaluation of our needs in six months. Some of the new or amended contracts will be payable in overall amounts exceeding the General Manager's \$250,000 limitation under Administrative Code Section 8117. However, seeking Board approval for each new or amended contract over \$250,000 would prove to be an inefficient use of both Board and staff time and could result in some delay of capital projects. The employment of temporary and part-time District personnel is in addition to the Board approved, District-wide personnel limit for FY 1992/93. The \$4,600,000 amount is included in the approved FY 1992/93 Engineering Budget.

Section 8103(i) of the Administrative Code eliminates the need to competitively bid professional services contracts such as those which have been or will be set up for the purposes explained in this letter. However, in cases where competitive bidding of these contracts is feasible and appears to be advantageous to the Engineering Division, this process will be used.

The employment service agencies and consultants providing temporary personnel currently being used and services they provide are listed on Attachment C. Eight of the 22 firms listed (37%) are either women- or minority-owned. Affirmative action plans are required of all agencies with which the District contracts for temporary and part-time engineering staff.

The activities for renewing or setting up new temporary and part-time employment contracts for the Engineering Division will continue to be reported to your Board quarterly.

This action is exempt from the provisions of the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the proposed action could have a significant effect on the environment.

Board Committee Assignments

This letter is referred for action to:

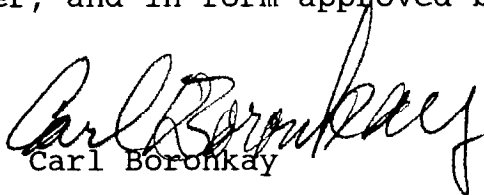
The Engineering and Operations Committee because of its jurisdiction over the initiation, scheduling, contracting, and performance of construction programs, pursuant to Administrative Code Section 2431(b); and

The Organization and Personnel Committee because of its jurisdiction over the terms and conditions of employment of all consultants, advisors, and special counsel, pursuant to Administrative Code Section 2471(g).

Recommendation

ENGINEERING AND OPERATIONS AND ORGANIZATION AND PERSONNEL COMMITTEES FOR ACTION.

It is recommended that the General Manager be authorized to amend existing contracts and enter into new contracts with employment service agencies and consultants supplying temporary personnel in excess of the \$250,000 limitation and to employ temporary and part-time personnel for the Engineering Division in addition to the Board-approved, District-wide personnel limit for Fiscal Year 1992/93, with an overall limitation in amounts paid of \$4,600,000 for the first half of Fiscal Year 1992/93, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.


Carl Boronkay

SLS:atr
(brd:dstper.sep-8262)
Attachments

MASTER SCHEDULE

NO.	PROJECT	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	
1	OXIDATION DEMONSTRATION PROJECT	[Gantt bar: 1991-1993]										
2	ETIWANDA CONTROL FACILITY	[Gantt bar: 1991-1993]										
3	JENSEN F.P. SITE PREPARATION	[Gantt bar: 1991-1993]										
4	HYDRO PLANTS - VIBRATION MONITORS	[Gantt bar: 1991-1993]										
5	SERVICE CONNECTION LA-95	[Gantt bar: 1991-1993]										
6	JENSEN F.P. - EXPANSION NO. 1	[Gantt bar: 1991-1993]										
7	WTR QUALTY LAB - VENT HOOD MODIF.	[Gantt bar: 1991-1993]										
8	MILLS F.P. - ADMIN. BLDG. EXP.	[Gantt bar: 1991-1993]										
9	LA VERNE FACIL. - SEISMIC UPGRADE	[Gantt bar: 1991-1993]										
10	SKINNER F.P. - EMERG. GENERATOR	[Gantt bar: 1991-1993]										
11	LAKE MATHEWS - SECURITY SYSTEM	[Gantt bar: 1991-1993]										
12	REPLACE AREA CONTROL SYSTEMS	[Gantt bar: 1991-1993]										
13	L. A. HQ - FIRE PROTECTION SYSTEM	[Gantt bar: 1991-1993]										
14	L. A. HQ - REPLACE SUN SCREENS	[Gantt bar: 1991-1993]										
15	GARVEY RESERVOIR MODIFICATIONS	[Gantt bar: 1991-1993]										
16	ALL FACIL. - DISCHARGE PERMITTING	[Gantt bar: 1991-1993]										
17	ALL P.P. - PUMP BLDG. SEISMIC MOD	[Gantt bar: 1991-1993]										
18	RIO HONDO P.C.S. - REPLACE BLDG	[Gantt bar: 1991-1993]										
19	E.O.C.F. NO. 2 - CATHODIC PROTECT.	[Gantt bar: 1991-1993]										
20	ETIWANDA POWER PLANT	[Gantt bar: 1991-1993]										
21	MILLS F.P. - SITE PREPARATION	[Gantt bar: 1991-1993]										
22	ALL P.P. - WTR SYS. IMPROVEMNT	[Gantt bar: 1991-1993]										
23	SKINNER F.P. LANDFILL	[Gantt bar: 1991-1993]										
24	WATER QUALITY LAB EXPANSION	[Gantt bar: 1991-1993]										
25	CHLORINE RELEASE CONTAINMENT	[Gantt bar: 1991-1993]										
26	SAN JACINTO TUNNEL - SEISMIC MOD.	[Gantt bar: 1991-1993]										
27	WEYMOUTH & DIEMER EMERG. GEN.	[Gantt bar: 1991-1993]										
28	ALL P.P. - DISCHARGE PIPES SEISMIC	[Gantt bar: 1991-1993]										
29	JENSEN F.P. - REPLACE FILTER MEDIA	[Gantt bar: 1991-1993]										
30	MILLS F.P. - EXP. NO. 2	[Gantt bar: 1991-1993]										
31	OPERATIONS CONTROL CENTER	[Gantt bar: 1991-1993]										
32	LA VERNE - MORTAR LINING FACILITY	[Gantt bar: 1991-1993]										
33	MILLS F.P. - LANDFILL	[Gantt bar: 1991-1993]										
34	LA VERNE - OFFICE AND WAREHOUSE	[Gantt bar: 1991-1993]										
35	WEYMOUTH F.P. - REPLACE PAVING	[Gantt bar: 1991-1993]										
36	LA VERNE - UTILITY SHOP BLDG.	[Gantt bar: 1991-1993]										
37	SAN JOAQUIN RES. IMPROVEMENTS	[Gantt bar: 1991-1993]										
38	INTERCONNECTION LAKEVIEW PIPELINE	[Gantt bar: 1991-1993]										
39	INLAND FEEDER REACH 1	[Gantt bar: 1991-1993]										
40	LAKE MATHEWS BYPASS	[Gantt bar: 1991-1993]										
41	ALL F.P. - OZONE EQUIPMENT	[Gantt bar: 1991-1993]										
42	DESALINATION PILOT PLANT	[Gantt bar: 1991-1993]										
43	INLAND FEEDER - REACH 2	[Gantt bar: 1991-1993]										
44	LAKE PERRIS PUMPBACK EXP. NO. 3	[Gantt bar: 1991-1993]										
45	S. D. CANAL RELOC. - EASTSIDE RES.	[Gantt bar: 1991-1993]										
46	C.P.A. TUNNEL & PIPELINE - REACH 2	[Gantt bar: 1991-1993]										
47	INLAND FEEDER - REACH 3	[Gantt bar: 1991-1993]										
48	SAN DIEGO PIPELINE NO. 6 - REACH 1	[Gantt bar: 1991-1993]										
49	EASTSIDE RESERVOIR	[Gantt bar: 1991-1993]										
50	EASTSIDE RESERVOIR PIPELINE	[Gantt bar: 1991-1993]										
51	INLAND FEEDER - REACH 4	[Gantt bar: 1991-1993]										
52	C.P.A. TUNNEL & PIPELINE - REACH 3	[Gantt bar: 1991-1993]										
53	SAN DIEGO PIPELINE NO. 6 - REACH 2	[Gantt bar: 1991-1993]										
54	MILLS F.P. - OZONATION RETROFIT	[Gantt bar: 1991-1993]										
55	SKINNER F.P. - OZONATION RETROFIT	[Gantt bar: 1991-1993]										
56	CENTRAL POOL AUGMENTATION F.P.	[Gantt bar: 1991-1993]										
57	DIEMER F.P. - OZONATION RETROFIT	[Gantt bar: 1991-1993]										
58	C.P.A. TUNNEL & PIPELINE - REACH 1	[Gantt bar: 1991-1993]										
59	JENSEN F.P. - OZONATION RETROFIT	[Gantt bar: 1991-1993]										
60	WEYMOUTH F.P. - OZONATION RETRO.	[Gantt bar: 1991-1993]										
61	PERRIS FILTRATION PLANT	[Gantt bar: 1991-1993]										
NO.	PROJECT	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	

LEGEND

- ADVERTISE THROUGH N.T.P.
- CONSTRUCTION CONTRACT
- CONSTRUCTION BY M.W.D.
- DESIGN BY OTHERS
- FINAL DESIGN BY M.W.D.
- PRELIMINARY DESIGN
- PROCURE MATERIALS
- STUDY BY M.W.D.
- STUDY BY OTHERS
- TESTING
- ELAPSED TIME

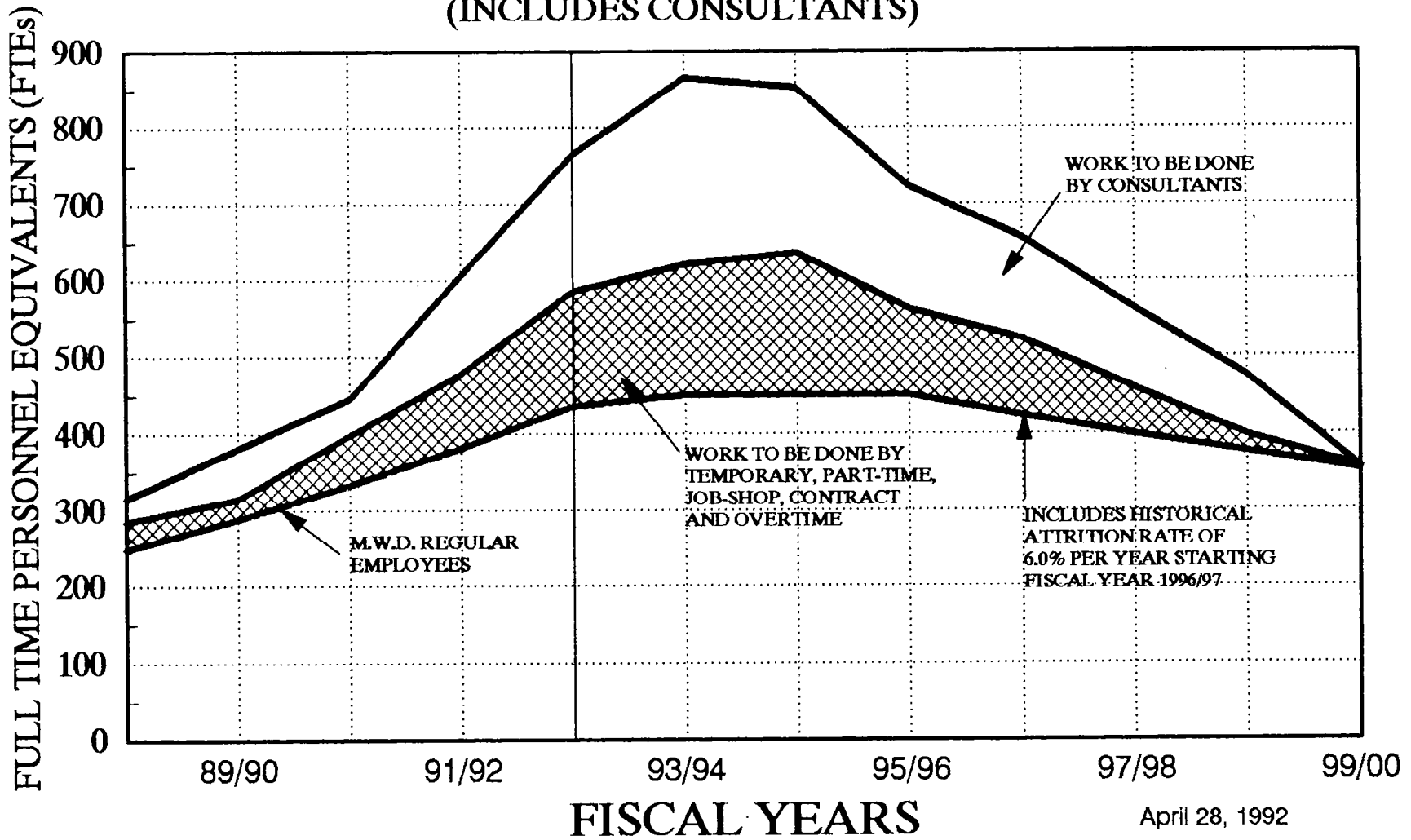
MASTER SCHEDULE

NO.	PROJECT	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000
62	LAKE MATHEWS - SEWER CONNECTION		■								
63	ALL P.P. - HYPOCHLORINATION SYS.	■	■	■	■						
64	ALL P.P. - REPLACE TEMP. SENSORS	■	■	■	■						
65	W. COAST FDR - CATH. PROTECT.		■	■	■						
66	LOWER FDR - CATHODIC PROTECT.		■	■	■						
67	MIDDLE FDR - CATHODIC PROTECTION		■	■	■						
68	SEPULVEDA CYN. C.S. - CHLORINE SYS.		■	■	■						
69	P.V. FDR - P.R.S. - VALVE REHAB.		■	■	■						
70	LAKE SKINNER BYPASS PIPE - SCREEN		■	■	■						
71	SAN JOAQUIN RES. - SERVICE WATER		■	■	■						
72	RIALTO PIPELINE - DWR CONNECT		■	■	■						
73	DISTR. SYS. - METER REPLACEMENT		■	■	■						
74	LAKE SKINNER - OUTLET CHLORINATION		■	■	■						
75	P.V. RES. - REPLACE GATE VALVE		■	■	■						
76	DISTR. SYS. - ELECTROLYSIS MON.		■	■	■						
77	DIEMER F.P. - MODIFICATIONS	■	■	■	■						
78	OLINDA P.C.S. - MODIFICATIONS	■	■	■	■						
79	RIALTO PIPELINE - CATHODIC PROTECT.		■	■	■						
80	WEYMOUTH, DIEMER, AND SKINNER F.P. - FERRIC CHLORIDE RETROFIT		■	■	■						
81	DIEMER F.P. - CHEMICAL FEED RELOC.		■	■	■						
82	WEYMOUTH F.P. - W.W.R.P. ENLARGE.		■	■	■						
83	WEYMOUTH F.P. - MODIFICATIONS		■	■	■						
84	DIEMER F.P. - W.W.R.P. ENLARGE.		■	■	■						
85	ALL F.P. - CHEMICAL SPILL CONTAIN.	■	■	■	■						
86	ALL F.P. - CHLORINE/AMMONIA	■	■	■	■						
87	F.P. & DISTR. SYS. - BACKFLOW PREVENTION ASSEMBLIES	■	■	■	■						
88	CHLORINE UNLOADING FACILITY - DECHLORINATION UNIT STUDY		■	■	■						
89	JENSEN F.P. - EFFLUENT FLOW CONTROL		■	■	■						
90	JENSEN F.P. - RETROFIT EXISTING RES.		■	■	■						
91	JENSEN F.P. - RES. NO. 2 BAFFLES/COVER		■	■	■						
92	DESALINATION 60-MGD PLANT/PIPE		■	■	■						
93	LAKE MATHEWS EMERG. DEWATERING		■	■	■						
94	LAKE MATHEWS BYPASS	■	■	■	■						
95	C.R.A. - BLOWOFF STRUCT. MODIF.		■	■	■						
96	LAKE MATHEWS - EXPAND WAREHSE		■	■	■						
97	LAKEVIEW PIPELINE - AIR STACK		■	■	■						
98	WESTSIDE CONVEYANCE		■	■	■						
99	LOWER FDR - AIR RELEASE STRUCT.		■	■	■						
100	LAKE SKINNER - OUTLET METER		■	■	■						
101	LAKE SKINNER - CHEM. STRG BLDG.		■	■	■						
102	DIEMER F.P. - RELOCATE FRONT GATE, LIGHTING, & SECURITY		■	■	■						
103	SKINNER F.P. - RELOCATE FRONT GATE, LIGHTING & SECURITY		■	■	■						
104	LAKE MATHEWS & TEMESCAL P.P. - INSTALL 34.5 KV BREAKERS		■	■	■						
105	LAVERNE FAC. - AUTO & UTILITY SHOP BUILDINGS - SEISMIC UPGRADE		■	■	■						
106	LOS ANGELES HQ - SEISMIC UPGRADE	■	■	■	■						
107	SOTO STREET OPERATIONS AND MAINTENANCE CENTER REPLACEMENT		■	■	■						
108	INLAND FEEDER AREA STUDY	■	■	■	■						
109	WEYMOUTH/LAKE MATHEWS AREA STDY	■	■	■	■						
110	C.P.A. & W.Q. PROJ. STUDY	■	■	■	■						
111	FOOTHILL AREA STUDY	■	■	■	■						
112	S. RIVERSIDE/SAN DIEGO AREA STUDY	■	■	■	■						
113	WEST VALLEY AREA STUDY	■	■	■	■						
114	PERRIS/SAN JACINTO AREA STUDY	■	■	■	■						
NO.	PROJECT	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000

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- TESTING
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ENGINEERING DIVISION PERSONNEL REQUIREMENTS STUDY (INCLUDES CONSULTANTS)



April 28, 1992

**Employment Service Agencies and Consultants
Currently Being Used by the Engineering Division**

Amvigor Engineering Services
Butier Engineering, Inc.
Butler Service Group, Inc.
CDI Corporation-West
Fay Tech Services
Hunt, Robert W., Company
MGav Engineering Company
Minisystems Associates
Moody-Tottrup International, Inc.
Moon, E. W., Inc.
MTB Quality Consultants
O'Brien-Krietzberg & Associates, Inc.
National Technical Systems
Orsa Consulting Engineers, Inc.
Peak Technical Services
Professional Services Industries, Inc.
Quantum Technical Solutions
Rho Company, Inc.
Superior Design Company, Inc.
Tech/Aid
Triple T, Inc.
Walls Inspection Company

Services provided:

Engineering design
Preparation of specifications
Drafting
Technical writing
Administrative work
Data entry
Proofreading
Inspection and construction management
Materials testing

Note: These lists may not be all-inclusive and may be changed or supplemented as Engineering project requirements become better defined.