



**MWD**

*METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA*

8-4

February 19, 1993

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

From: General Manager

Subject: 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 \$8,400,000

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 However, no action was taken in the Organization and Personnel Committee meeting and the item was withdrawn. The request was 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, and a commitment to submit a second request for the second half of FY 1992/93 following a reevaluation of the Division's needs at that time if the need was still there. That request was approved and, following a reevaluation, it is now recommended that the General Manager be authorized to amend existing contracts and enter into new contracts for an additional \$3,800,000 with an overall limitation of \$8,400,000 million for FY 1992/93.

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 \$8,400,000 for the entire FY 1992/93. The need for this amount was determined through a careful reevaluation of temporary and part-time employee requirements for FY 1992/93. The reevaluation determined that the original authorized amount of \$4,600,000 was sufficient in meeting the Division's requirements through mid-February 1993. However, an additional \$3,800,000, for a total of \$8,400,000, is requested to meet the Division's needs for the remainder of FY 1992/93.

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 original \$9,200,000 amount is included in the approved FY 1992/93 Engineering Budget.

Section 8103(i) of the Administrative Code eliminates the need to 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 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. Nine of the 26 firms listed (35%) 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:

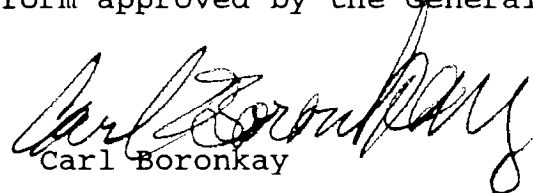
The Engineering and Operations Committee because of its jurisdiction over the initiation, scheduling, contracting, and performance of construction programs, pursuant to Administrative Code Section 2431(b); and

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 \$8,400,000 for the entire Fiscal Year 1992/93, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.



Carl Boronkay

SPM/SLS:rdl

(bo:contemp-02183)

Attachments (3)

bcc: C. Boronkay  
M. W. Hondorp  
R. W. Balcerzak  
D. L. Georgeson  
F. W. Horne  
A. E. Baker  
K. L. Tachiki  
G. M. Snyder  
D. L. Adams (3)  
G. D. Leddy (2)  
N. G. Taylor  
D. C. Man (3)  
J. W. Malinowski (7)  
E. G. Means  
M. D. Beuhler  
R. E. Kennedy (3)  
T. H. Quinn  
E. J. Alva  
T. A. Drescher  
G. F. Ivey  
R. L. Soltz  
K. E. Dorff  
L. W. Lindhout  
G. J. Hazel  
L. L. Treadway  
L. H. Becker  
R. W. Schempp  
S. C. Green  
D. I. Furukawa (4)  
L. P. Gallagher  
K. M. Kunysz  
R. E. Corley, Jr.  
R. P. Will  
General Records  
R. W. Hurd  
M. L. Sien  
K. L. Wattier  
J. P. Kelley  
A. Hassani  
L. T. Fillenwarth  
S. M. DuBois  
S. L. Shaffer

# MASTER SCHEDULE

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

**LEGEND**

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

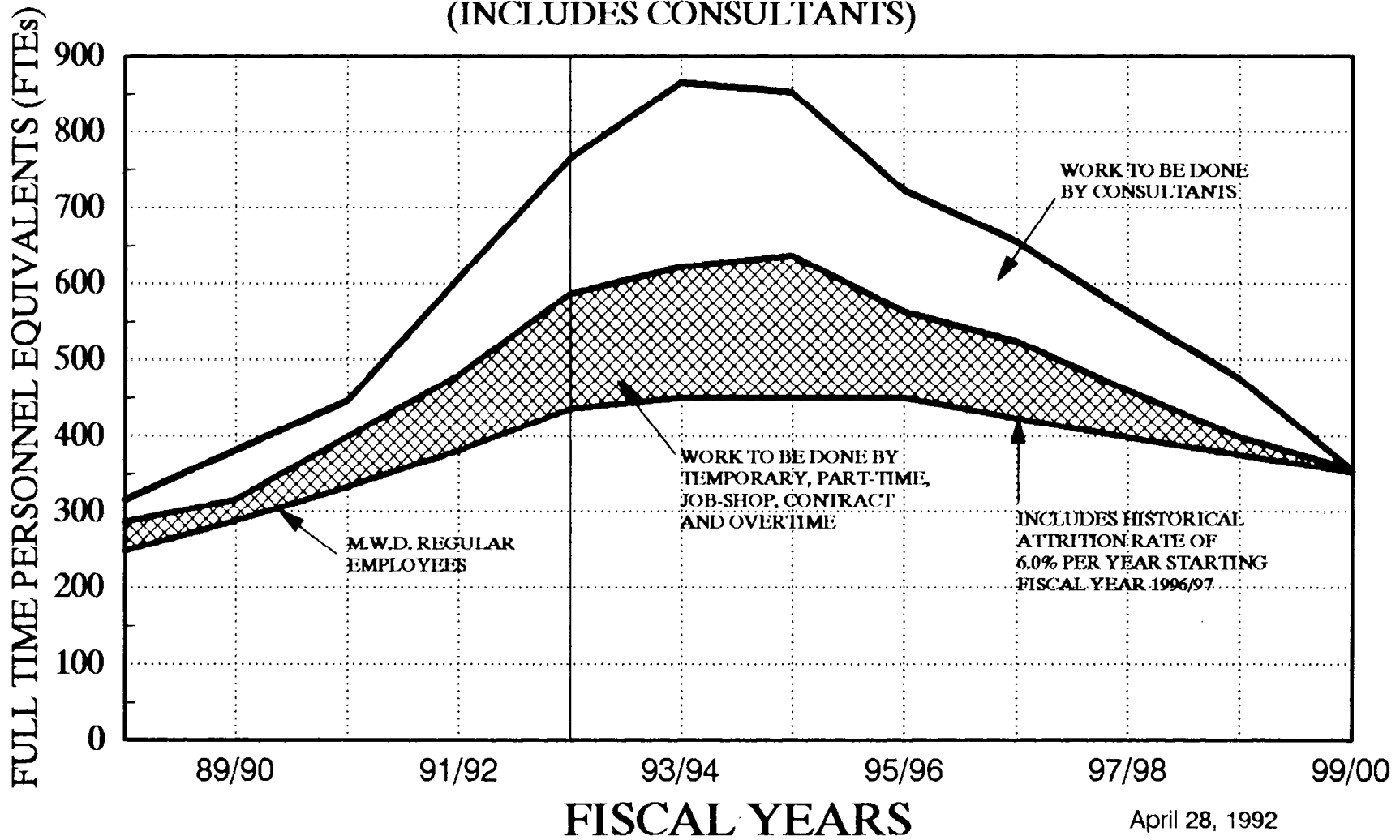
# MASTER SCHEDULE

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 80-MGD PLANT, PIPE										
93	LAKE MATHEWS EMERG. DEWATERING										
94	LAKE MATHEWS BYPASS										
95	C.R.A. - BLOWOFF STRUCT. MOOIF.										
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 34.6 KV BREAKERS										
105	LAVERNE FAC. - AUTO & UTILITY SHOP BUILDINGS - SEISMIC UPGRADE										
106	LOS ANGELES HQ - SEISMIC UPGRADE										
107	90TH 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										

**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

# 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  
Fastek Technical Services  
Fay Tech Services  
Harte Enterprises  
Hunt, Robert W., Company  
MGav Engineering Company  
Midcom Corporation  
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  
Yoh, H.L., 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.