



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

8-3

June 22, 1993

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

From: General Manager

Subject: Authority for 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 \$4,300,000 for the First Quarter of Fiscal Year 1993/94

Report

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 indicates the need for a significant increase in temporary engineering staff for Fiscal Year (FY) 1993/94, and to maintain this level through FY 1996/97. This increased work load is a result of the 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.)

Since 1989, your Board has authorized the General Manager to enter into contracts with employment service agencies to obtain temporary employees for the Engineering Division. In order to help meet the increasing engineering work load requirements for FY 1993/94, 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 amount paid of \$4,300,000 for the first quarter of FY 1993/94. The proposed \$4,300,000 is one-quarter of the total of \$17,200,000 included in the approved FY 1993/94 Engineering Budget. The necessity for this amount was determined through careful evaluation of temporary and part-time employee requirements for FY 1993/94. At the request of your Board, authority is requested for a three-month period of time instead

of one year. A second request for the second quarter of FY 1993/94 will be submitted in approximately two months, depending upon the reevaluated needs of the Engineering Division at that time. The employment of temporary and part-time District personnel is in addition to the Board-approved, District-wide personnel limit for FY 1993/94.

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.

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 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. Twelve of the 28 firms listed (43%) are either women- and/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 FY 1993/94, with an overall limitation in amounts paid of \$4,300,000 for the first quarter of FY 1993/94, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.

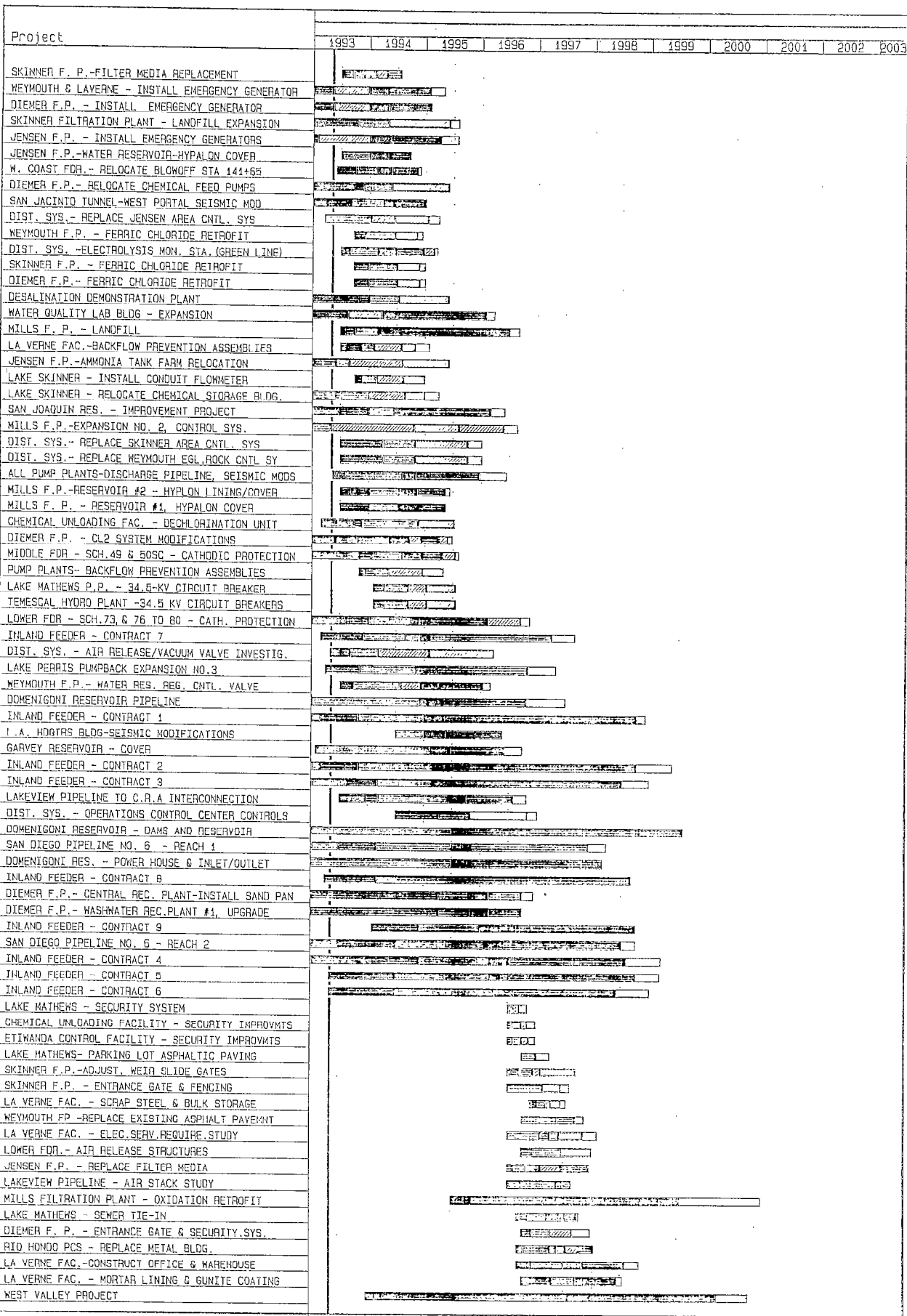

for General Manager

SLS:ks/atr
(bd:temp.per/6143)

Attachments (3)

Project	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
DISTRICT FAC. - WATER DISCHARGE ELIMINATION											
LAYERNE FACILITIES - HAZARDOUS WASTE STORAGE											
DIEMER F.P. - MODIFICATIONS											
OLINDA PCS - VIBRATION MITIGATION											
SERVICE CONNECTION I.A. -95											
ETIWANDA POWER PLANT											
SOUTH COUNTY PIPELINE - JOINT PARTICIPATION											
MILLS F.P. - EXPANSION NO. 2 - SITE WORK											
FOOTHILL FEEDER PCS - INSTALL VALVES											
MILLS F.P. - ADMIN. BLDG. EXPANSION & MAINT BLDG											
CASA LOMA CANAL - WARREN ROAD - SPILLWAY STUDY											
SOTO ST. BLDG. - HEAT & AIR CONDITION REPLACEMENT											
JENSEN FILTRATION PLANT EXPANSION NO. 1											
DIST. SYS. - TYPE "M" METER REPLACEMENT											
PUMP PLANTS - PERFORMANCE TESTING											
DIEMER F.P. - RELOCATE AMMONIA TANK FARM											
MILLS F.P. - TEMPORARY FERRIC CHLORIDE FEED SYS.											
ORANGE COUNTY RES-HYPOCHLORINATION STATION											
ALL F.P. - CL2 & NH3 MONITORING AND CONTROL											
ALL FACILITIES - CHLORINE CONTAINMENT											
WEYMOUTH F.P. - REPLACE AMMONIA & SODA TANK FARMS											
JENSEN F.P. - RETROFIT FLOCCULATORS											
SAN DIEGO CANAL RELOCATION FOR DOMENIGONI RES.											
EAST O.C. FDR. #2 - CATHODIC PROTECTION											
YORBA LINDA FDR-EMBANKMENT & ROAD REPAIR											
PUMP PLANTS - REPLACE DOMESTIC WATER SYS.											
PUMP PLANTS - BRIDGE CRANES SEISMIC RESTRAINTS											
RESERVOIRS - LONG TERM CHEMICAL CONTAIN FACIL.											
SKINNER F.P. - IP2 ELECT. PANEL REPLACEMENT											
MILLS F.P. - LONG TERM CHEMICAL CONTAIN FACILITY											
HEADQUARTERS GARAGE-VENTILATION SYSTEM											
GARVEY & P.V. RES.-HYPOCHLORINATION STATIONS											
ETIWANDA CONTROL FACILITY - LANDSCAPING											
SAN JOAQUIN RES. - SERVICE WATER SYSTEM											
PUMP PLANTS- LONG TERM CHEMICAL CONTAIN FACIL.											
JENSEN F.P.-PERMANENT GROUNDWATER Dewater OF RES											
ETIWANDA CONTROL FACILITY - RESIDENCES											
WEYMOUTH F.P.-LONG TERM CHEMICAL CONTAIN FACIL.											
LAKE MATHEWS - SERVICE WATER SYS. TIE-IN & MOOS											
UPPER FDR. - STA. 420 - 480 - CATHODIC PROTECTION											
SAN DIEGO 465 - STA. 1055 & 1919 CORROSION CNTL.											
P.V. RES. INLET/OUTLET TOWER-REP GATE VALVE											
DIEMER F.P. - LONG TERM CHEMICAL CONTAIN FACILITY											
LAKE SKINNER FAC. OUTLET & BYPASS CL2 FACILITIES											
RED MOUNTAIN POWER PLANT-INSTALL VALVE OPERATOR											
LA VERNE MACHINE SHOP - INSTALL LATHE											
DIAL TO PIPE.-STA. 4110+36-DEVIL CYN P.P.-INTERITIE											
WEYMOUTH F.P. - CL2 UNLOADING STRUCTURE, MODIF..											
LA VERNE FAC. - MAINT. SHOP SEISMIC UPGRADE											
GARVEY RESERVOIR - CRACK REPAIR											
SKINNER-CENTRALIZED EMER POWER GEN. SYSTEM											
JENSEN F.P. - EXPAND CHEMICAL FEED											
DISTRIBUTION SYS.-ELECTROLYSIS MONITORING STA.											
MILLS FILTRATION PLANT - EXPANSION NO. 2											
MILLS F.P. - MODULE NO. 1 - TURBIDIMETER UPGRADE											
O.C. FDR. - ENG. REVIEW 1805-1807, RELOCATION											
JENSEN F.P. - RETROFIT BAFFLES IN EXIST. RES.											
WEST COAST FDR. - SCH. 64 - 675C - CATH. PROTECT.											
BOX SPRINGS FEEDER - INSTALL CHLORINE DIFFUSER											
YORBA TEST FAC. - MODIF. FOR CAVITATION TEST											
ORANGE CTY RESERVOIR - RESURFACE ASPHALT ROAD											
SKINNER F.P. - LONG TERM CHEMICAL CONTAIN FACIL.											
H.O. ANNEX BLDG - INSTALL FIRE SPRINKLER SYS.											
JENSEN F.P. - LONG TERM CHEMICAL CONTAIN FACIL.											
GARVEY RESERVOIR - LINER											
DIEMER F.P.-NORTH SLOPE REMEDIATION, BASIN NO. 6											
HYDRO PLANTS - LONG TERM CHEMICAL CONTAIN FACIL.											
ALL PUMP PLANTS - PUMP BLDGS, SEISMIC MOOS											
OPERATIONS CONTROL CENTER AT EAGLE ROCK											
DOMENIGONI RESERVOIR - NEWPORT ROAD RELOCATION											
DIEMER F.P.-SLUDGE DISPOSAL, STUDY											
C.U.F. - LIQUID CL2 CARGO TANK TRAILERS											
JENSEN F.P. - EXPANSION NO. 1, CONTROL SYS.											
LA VERNE FAC. - AUTO REPAIR & SHOP BLDG, SEISMIC											
CALABASAS FDR. - RELOCATION FOR 101 FWY INTERCHG											
LAKE SKINNER-BYPASS PIPELINE NO.2-SCREEN INSTAL.											
LAKE SKINNER INLET - ELECTRICAL FISH BARRIER											

Activity Classification Phase	<input type="checkbox"/> Preliminary Design <input type="checkbox"/> Construction/Post Design <input type="checkbox"/> Final Design <input type="checkbox"/> Procurement of Material <input type="checkbox"/> As-built
Plot Date 14MAY93 Data Date 10MAY93 Project Start 10CT91 Project Finish 9MAY93	Activity Bar/Early Dates Critical Designation Milestone/Flag Activity
METROPOLITAN WATER DISTRICT MASTER SCHEDULE BY START OF CONSTRUCTION	
PREPARED BY: JIM MARTIN X6445 Date Revision Checked Approved	



Activity Classification	Phase	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
PS Study												
MS Advertising thru RFP												
TS Testing/Start-up												
PD Preliminary Design												
CD Construction/Post Design												
Design By Others												
FD Final Design												
Construction by M&D												
PM Procurement of Material												
As-built												

Pilot Date	14MAY93	Activity Bar/Early Dates	Sheet 2 of 3	PREPARED BY:	JIM MARTIN	X645
Date Date	10MAY93	Activity Bar/Early Dates		Date	Revision	Checked
Project Start	10CT93	Activity Bar/Early Dates				Approved
Project Finish	9MAY93	Activity Bar/Early Dates				

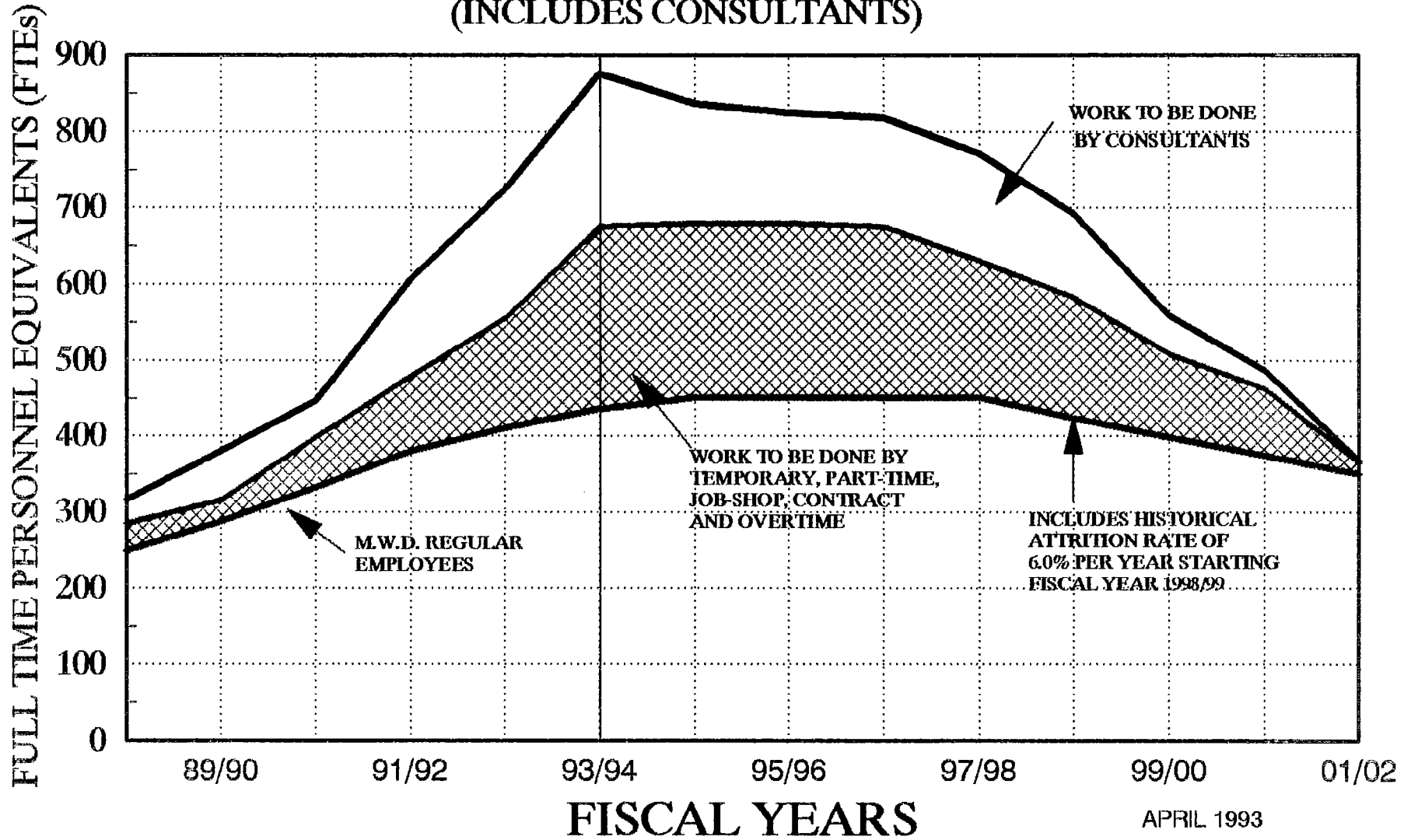
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METROPOLITAN WATER DISTRICT
MASTER SCHEDULE
BY START OF CONSTRUCTION

Project	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
SOTO ST. OSM CENTER REPLACEMENT											
LA VERNE FAC. - CONSTRUCT OFFICE & W/HOUSE											
C.P.A. FILTRATION PLANT - SITE PREPARATION											
SKINNER FILTRATION PLANT - OXIDATION RETROFIT											
CPA TUNNEL AND PIPELINE, REACH 2											
DIEMER FILTRATION PLANT - OXIDATION RETROFIT											
CPA TUNNEL AND PIPELINE, REACH 3											
CENTRAL POOL AUGMENTATION FILTRATION PLANT											
JENSEN FILTRATION PLANT - OXIDATION RETROFIT											
CPA TUNNEL AND PIPELINE, REACH 1											
KEYMOUTH FILTRATION PLANT - OXIDATION RETROFIT											
DESALINATION T.P. AND PIPELINE, 50/100 MGD											
ALL F.P. - OXIDATION RETROFIT PROJECT											

Activity Classification: Phase P/S Study P/R Advertising thru NTP P/T1 Initial/Start-up																											
P/S Preliminary Design P/R Construction/Post Design P/T2 Design By Others																											
P/S Final Design P/R Construction By M.M.O.																											
P/S Procurement of Material P/R As-built																											
Plot Date 14MAY93 Date Date 10MAY93 Project Start 1OCT91 Project Finish 9MAY93	Activity Bar/Early Dates Critical Designator Milestone/Log Activity										Sheet 3 of 3 PREPARED BY: JIM MARTIN X6445 <table border="1"> <thead> <tr> <th>Date</th> <th>Revision</th> <th>Checked</th> <th>Approved</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Revision	Checked	Approved												
Date	Revision	Checked	Approved																								
METROPOLITAN WATER DISTRICT MASTER SCHEDULE BY START OF CONSTRUCTION																											
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ENGINEERING DIVISION PERSONNEL REQUIREMENTS STUDY (INCLUDES CONSULTANTS)



APRIL 1993

**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
Delima Professional Services
Fastek Technical Services
Fay Tech Services
Harte Enterprises
Hunt, Robert W., Company
Keenan Enterprises
MGav Engineering Company
Midcom Corporation
Minisystems Associates
Moody-Tottrup International, Inc.
Moon, E. W., Inc.
MTB Quality Consultants, Inc.
O'Brien-Krietzberg & Associates, Inc.
Orsa Consulting Engineers, Inc.
Peak Technical Services, Inc.
Professional Services Industries, Inc.
Quantum Technical Solutions
Rho Company, Inc.
Superior Temporary Services, Inc.
Tech/Aid
Trend Western Technical Corporation
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.