

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

September 1, 1993

To: Board of Directors (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 \$6,000,000 for the First Half 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 indicated the need for significant increases in regular and temporary engineering staff for at least two more 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, consultants, 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 currently planned expansion program.

On July 12, 1993, the Engineering and Operations and Organization and Personnel committees 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 the first quarter of Fiscal Year 1993/94 with an overall limitation in amounts paid of \$4,300,000. The approved \$4,300,000 is one-quarter of the total of \$17,200,000 included in the approved FY 1993/94 Engineering Budget. Following a review of amounts spent thus far in the first quarter, it appears that amounts

paid will not reach \$4,300,000. The Engineering Division's future needs have also been reevaluated, and it is now recommended that the General Manager be authorized to amend existing contracts and enter into new contracts with an overall limitation of \$6,000,000 for the first half of FY 1993/94, a reduction of \$2,600,000 over the originally forecasted figures. The need for this amount was determined through a review of the amounts spent thus far in the first quarter of FY 1993/94 and a careful reevaluation of temporary and part-time employee requirements for the second quarter of 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, a more efficient use of Board and staff time could be utilized to ensure more timely completion of work by obtaining Board approval for the General Manager to approve each new and amended contract over \$250,000. The employment of temporary and part-time District personnel is in addition to the Board-approved, District-wide personnel limit for FY 1993/94.

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 the services they provide are listed on Attachment C. Ten of the 27 firms listed (37 percent) 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.

Billing rates for agency personnel include an average markup of 45 percent. This compares with the labor additive rate of 41 percent for regular District employees.

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.

The 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:

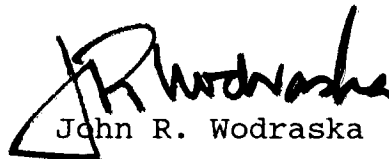
The Engineering and Operations Committee because of its jurisdiction over the initiation, scheduling, contracting, and performance of construction programs, pursuant to Administrative Code Section 2431(b); and

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

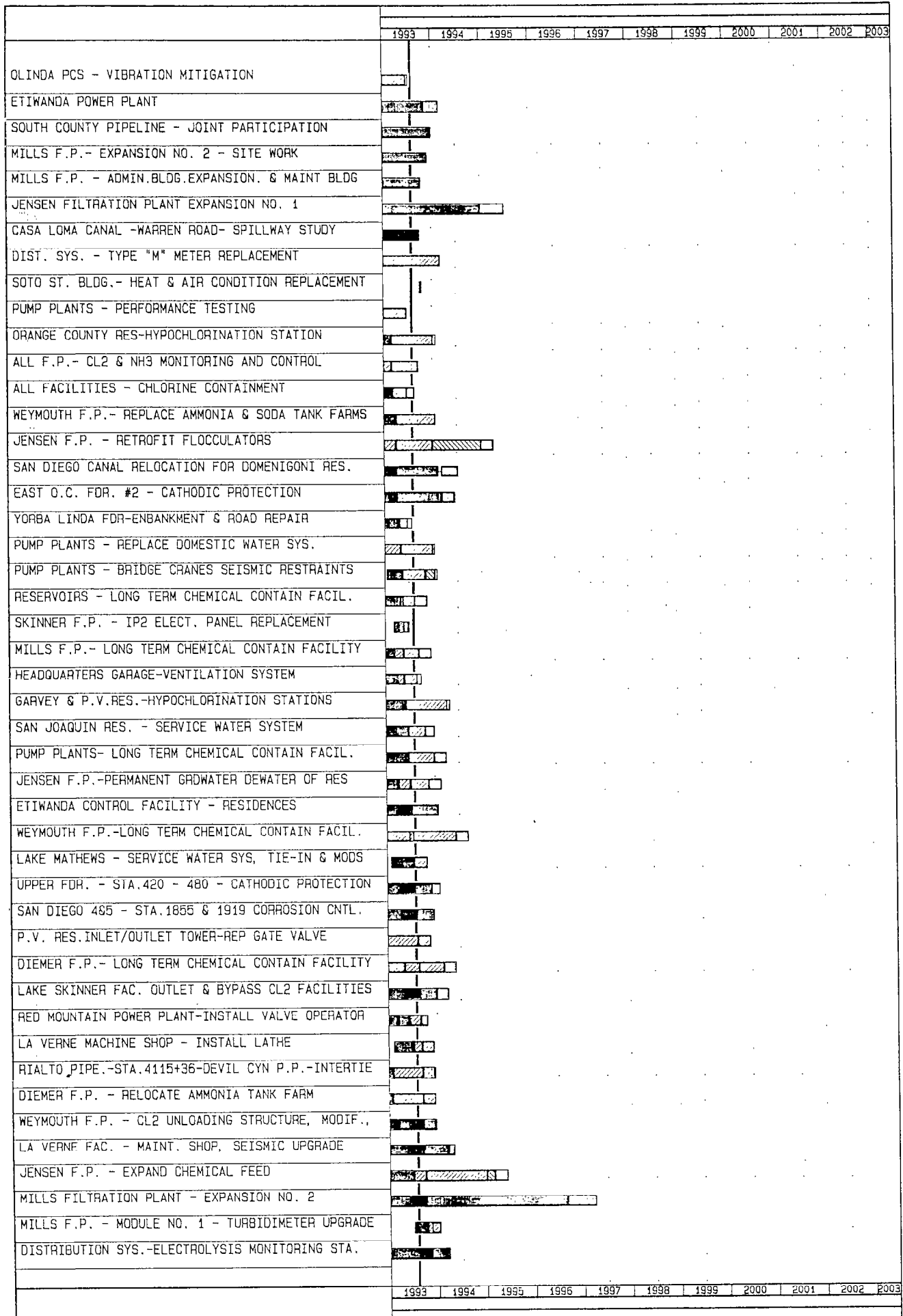
**ENGINEERING AND OPERATIONS AND ORGANIZATION AND PERSONNEL COMMITTEES FOR ACTION.**

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 \$6,000,000 for the first half of FY 1993/94, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.

  
John R. Wodraska

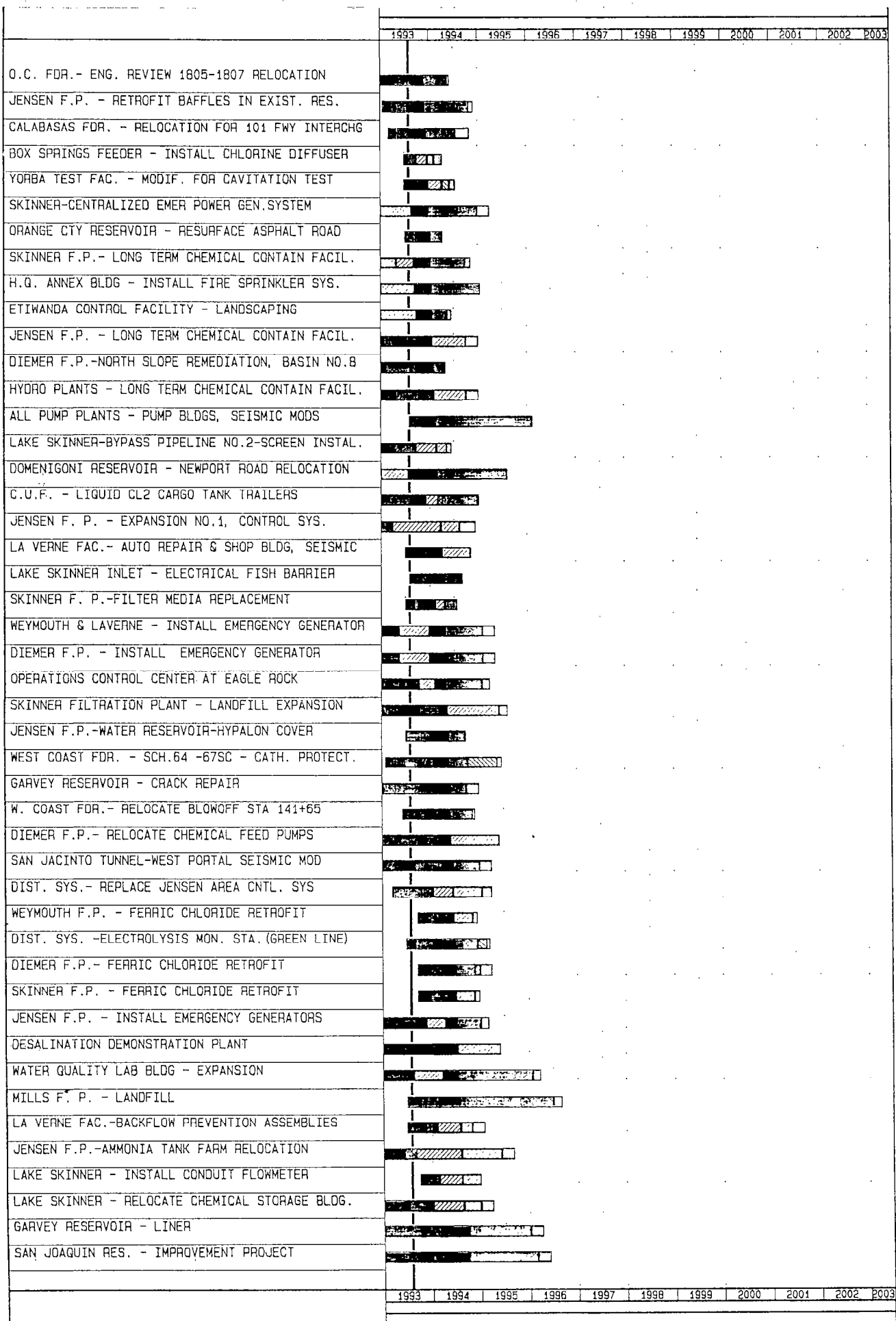
SLS/rs  
(bd:temp-eng/08263)

Attachments (3)



<b>Activity Classification/Phase</b> Study Advertise thru NTP Testing/Start-up	Preliminary Design Construction/Post Design Design By Others	Final Design Construction By M.W.D.	Procurement of Material As-Built																				
Plot Date 2AUG93 Data Date 2AUG93 Project Start 10CT91 Project Finish 5AUG93	Activity Bar/Early Dates Critical Designator Milestone/Flag Activity	METROPOLITAN WATER DISTRICT MASTER SCHEDULE BY START OF CONSTRUCTION																					
(c) Primavera Systems, Inc.		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> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Date	Revision	Checked	Approved																
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Attachment 2

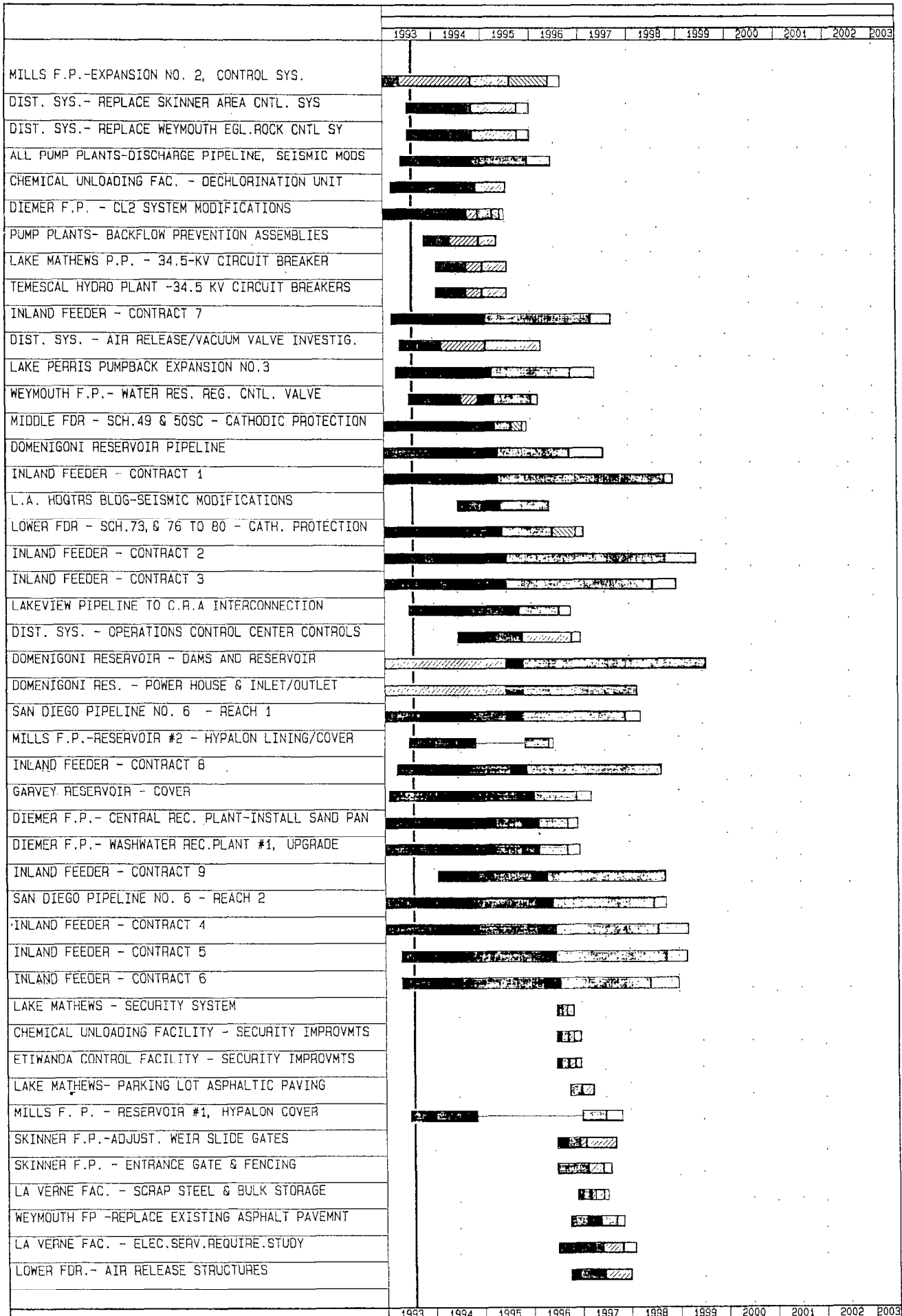


Activity Classification/Phase  
 Study  
 Advertise thru NTP  
 Testing/Start-up  
 Plot Date 2AU693  
 Date Date 2AU693  
 Project Start 10/1/94  
 Project Finish 5AU693  
 (c) Primavera Systems, Inc.

Activity Bar/Early Dates  
 Critical Designation  
 Milestone/Flag Activity  
 Preliminary Design  
 Construction/Post Design  
 Design By Others  
 Final Design  
 Construction By M.W.D.  
 Procurement of Material  
 As-built  
 METROPOLITAN WATER DISTRICT  
 MASTER SCHEDULE  
 BY START OF CONSTRUCTION

Sheet 2 of 4  
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Date	Revision	Checked	Approved



Activity Classification Phase

█ Study  
 █ Advertise thru NIP  
 █ Testing/Start-up

█ Preliminary Design  
 █ Construction/Post Design  
 █ Design By Others

█ Final Design  
 █ Construction By M.W.D.

█ Procurement of Material  
 █ As-Built

Plot Date 2AUG93  
 Data Date 2AUG93  
 Project Start 10C194  
 Project Finish 5AUG93

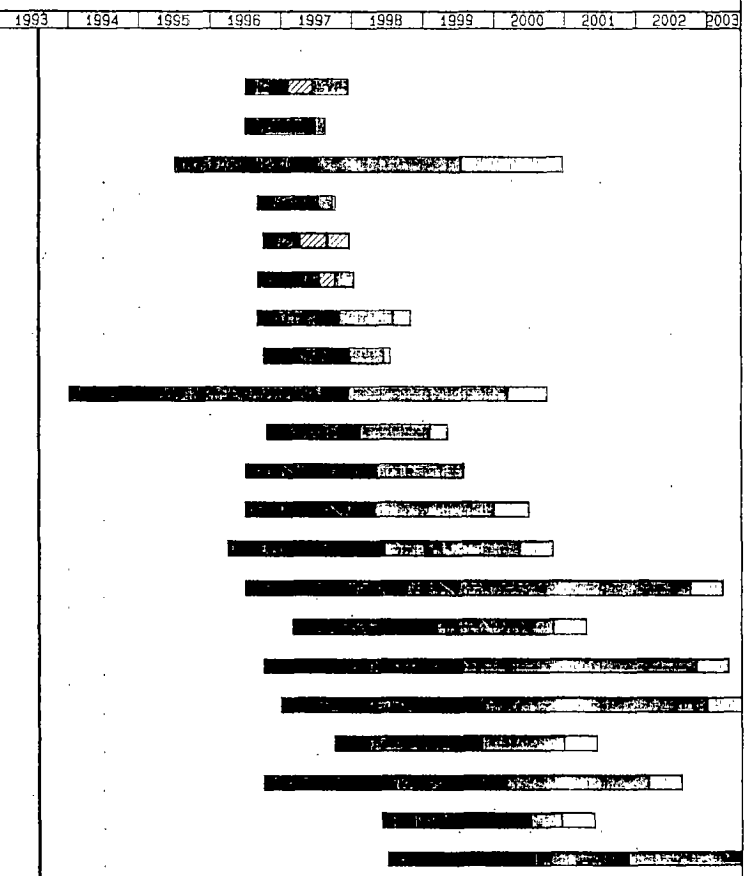
Activity Bar/Early Dates  
 Critical Designator  
 Milestone/Flag Activity

METROPOLITAN WATER DISTRICT  
 MASTER SCHEDULE  
 BY START OF CONSTRUCTION

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Date	Revision	Checked	Approved

JENSEN F.P. - REPLACE FILTER MEDIA  
 LAKEVIEW PIPELINE - AIR STACK STUDY  
 MILLS FILTRATION PLANT - OXIDATION RETROFIT  
 LAKE MATHEWS - SEWER TIE-IN  
 DIEMER F. P. - ENTRANCE GATE & SECURITY.SYS.  
 RIO HONDO PCS - REPLACE METAL BLDG.  
 LA VERNE FAC.-CONSTRUCT OFFICE & WAREHOUSE  
 LA VERNE FAC. - MORTAR LINING & GUNITE COATING  
 WEST VALLEY PROJECT  
 SOTO ST. O&M CENTER REPLACEMENT  
 LA VERNE FAC. - CONSTRUCT OFFICE & WRHOUSE  
 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  
 WEYMOUTH FILTRATION PLANT - OXIDATION RETROFIT  
 DESALINATION T.P. AND PIPELINE, 50/100 MGD



1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003

Activity Classification: Phase  
 Study  
 Advertise thru RFP  
 Testing/Start-up

Preliminary Design  
 Construction/Post Design  
 Design By Others

Final Design  
 Construction By M.W.D.

Procurement of Material  
 As-Built

Plot Date 2AUG93  
 Data Date 2AUG93  
 Project Start 1OCT91  
 Project Finish 5AUG93

Activity Bar/Early Dates  
 Critical Designator  
 Milestones/Flag Activity

METROPOLITAN WATER DISTRICT  
 MASTER SCHEDULE  
 BY START OF CONSTRUCTION

Sheet 4 of 4

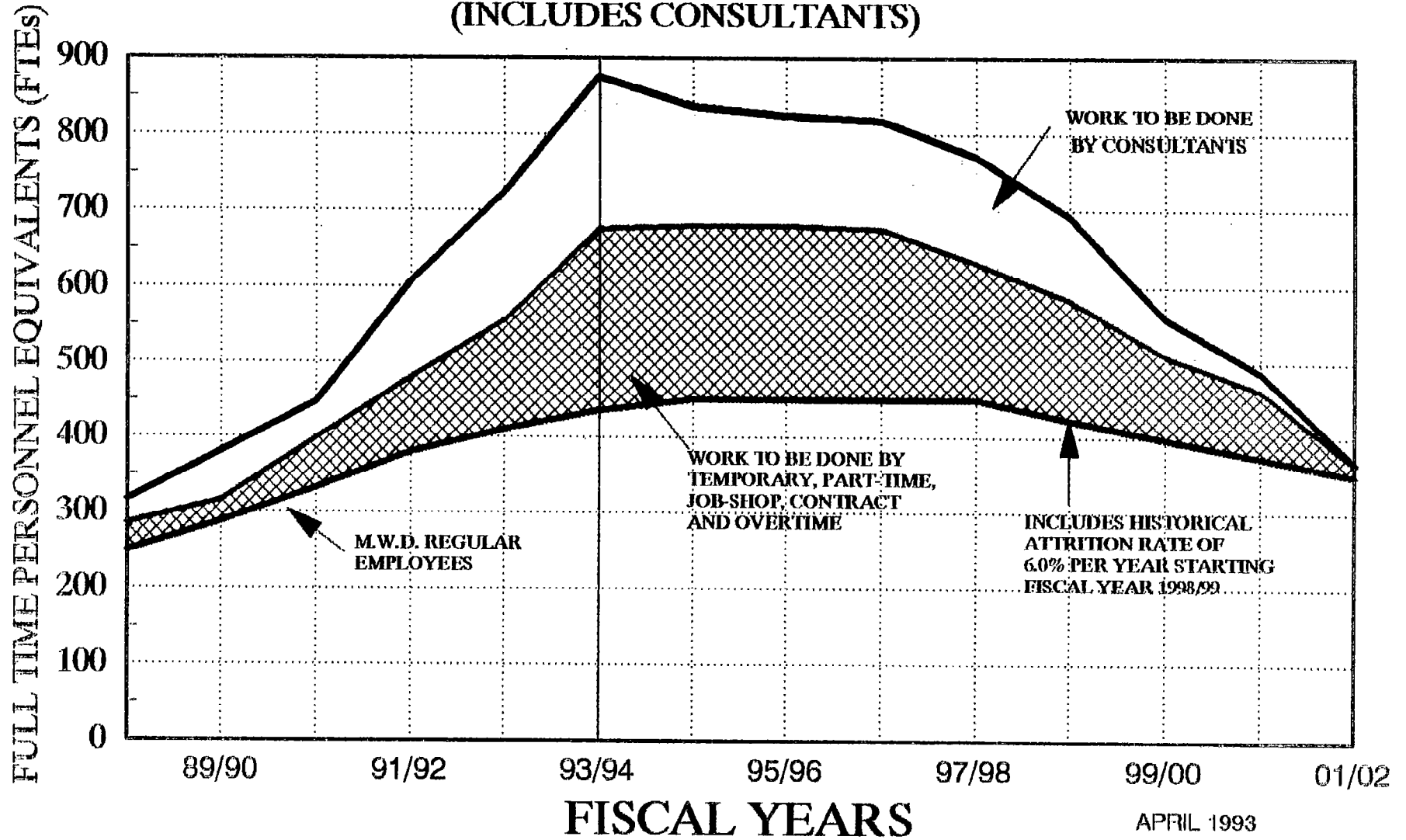
PREPARED BY: JIM MARTIN X6445

Date	Revision	Checked	Approved

# 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.  
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.