



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

8-10

November 23, 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 \$12,000,000 for 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, consultant, and District temporary and part-time employees affords needed flexibility in obtaining extra engineering help and in matching job skills to diverse engineering work requirements. Also, the use of such personnel avoids 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 and a reevaluation of the

Engineering Division's future needs, the Engineering and Operations and Organization and Personnel committees approved a second request on September 21, 1993, for \$6,000,000 for the first half of FY 1993/94.

The Engineering Division's future needs have again 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 \$12,000,000 for FY 1993/94, a reduction of \$5,200,000 over the original budgeted amount. The need for this amount was determined through a review of the amounts spent thus far in the first half of FY 1993/94 and a careful reevaluation of temporary and part-time employee requirements for the second half 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. Fourteen of the 27 firms listed (52 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.

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

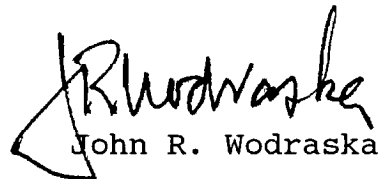
This letter is referred for action to:

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).

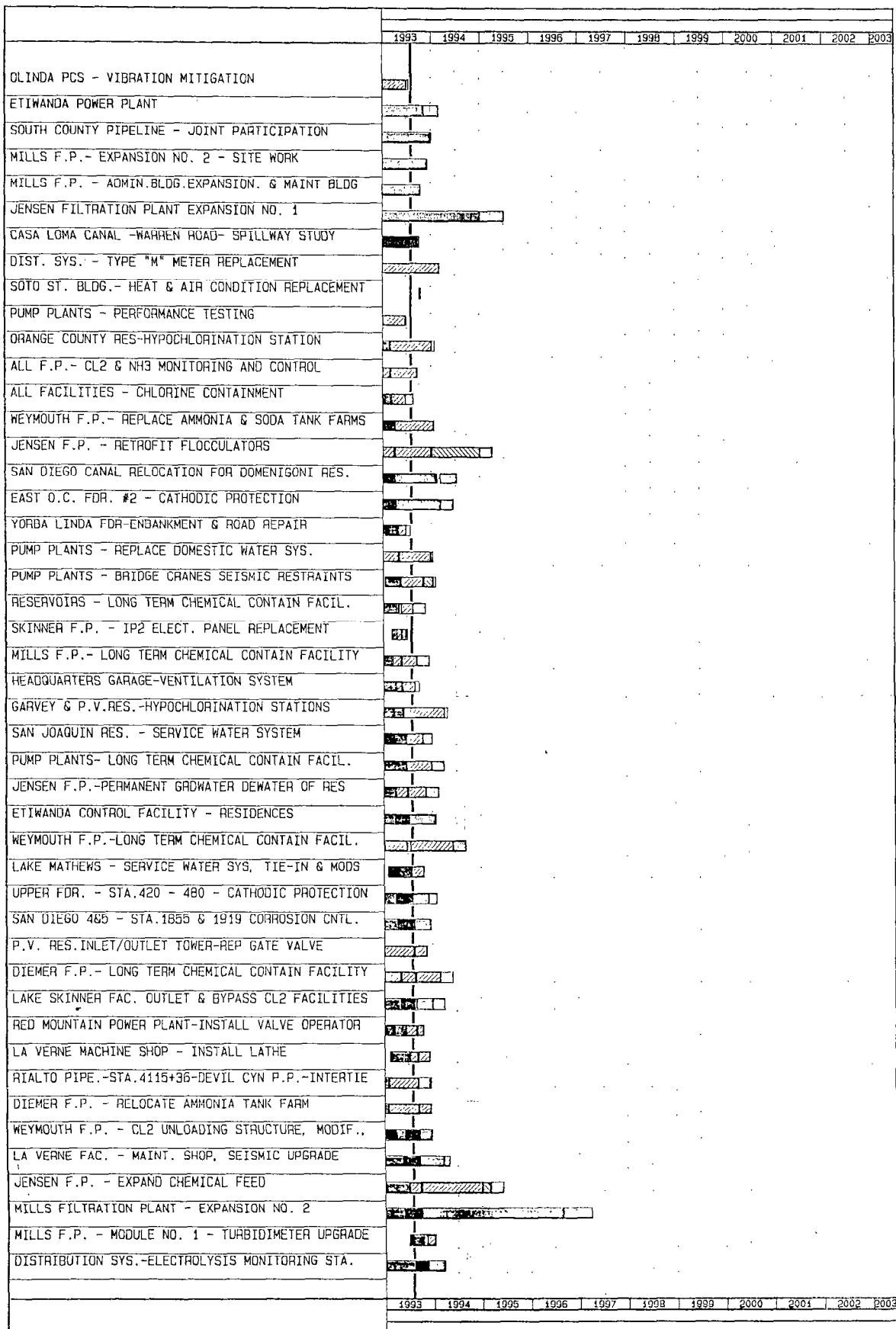
Recommendation**ENGINEERING AND OPERATIONS AND ORGANIZATION AND PERSONNEL COMMITTEES FOR ACTION.**

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 \$12,000,000 for FY 1993/94, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.



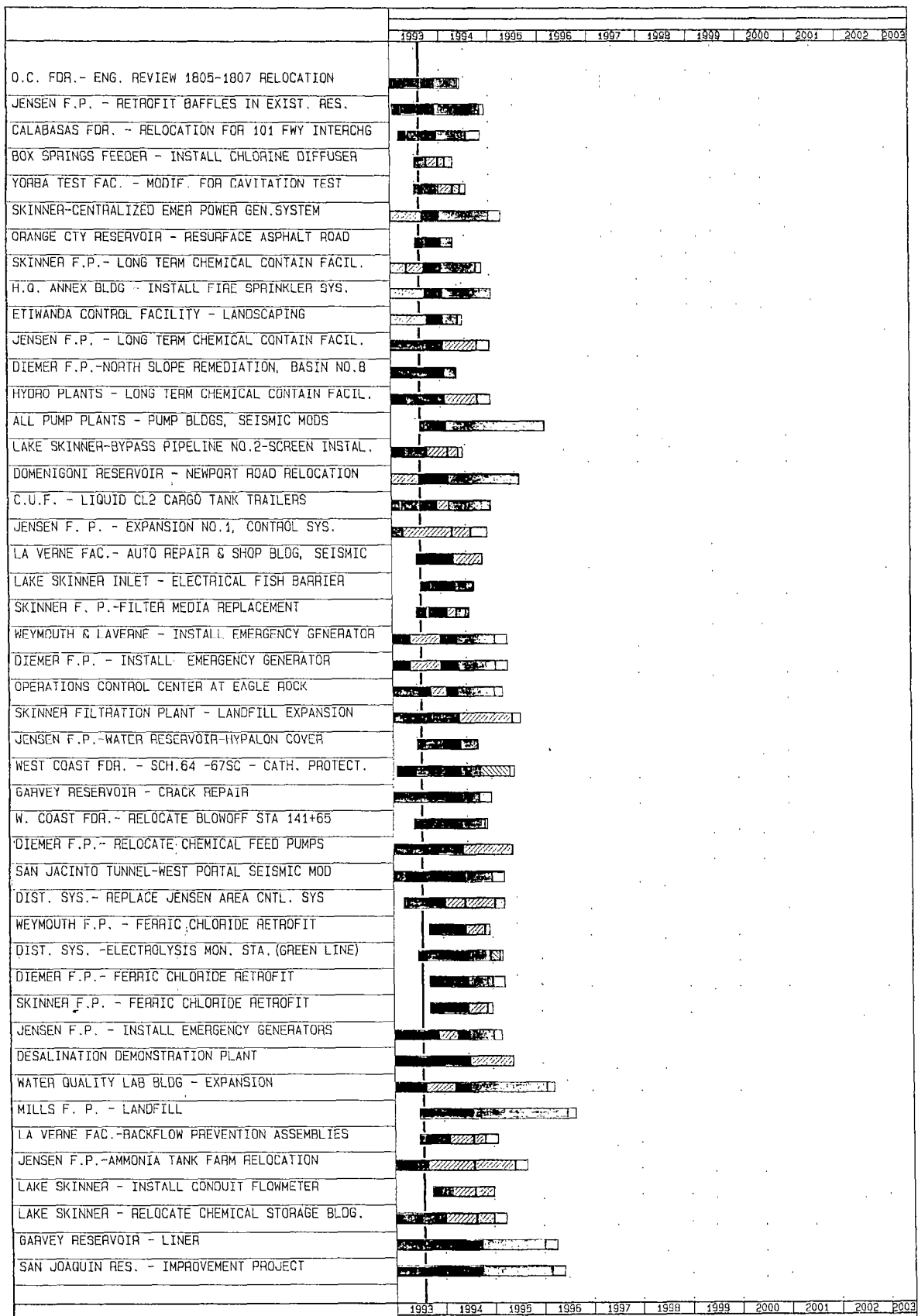
John R. Wodraska

SLS/rs/aj
(bd:temp-eng/11163)
Attachments (3)

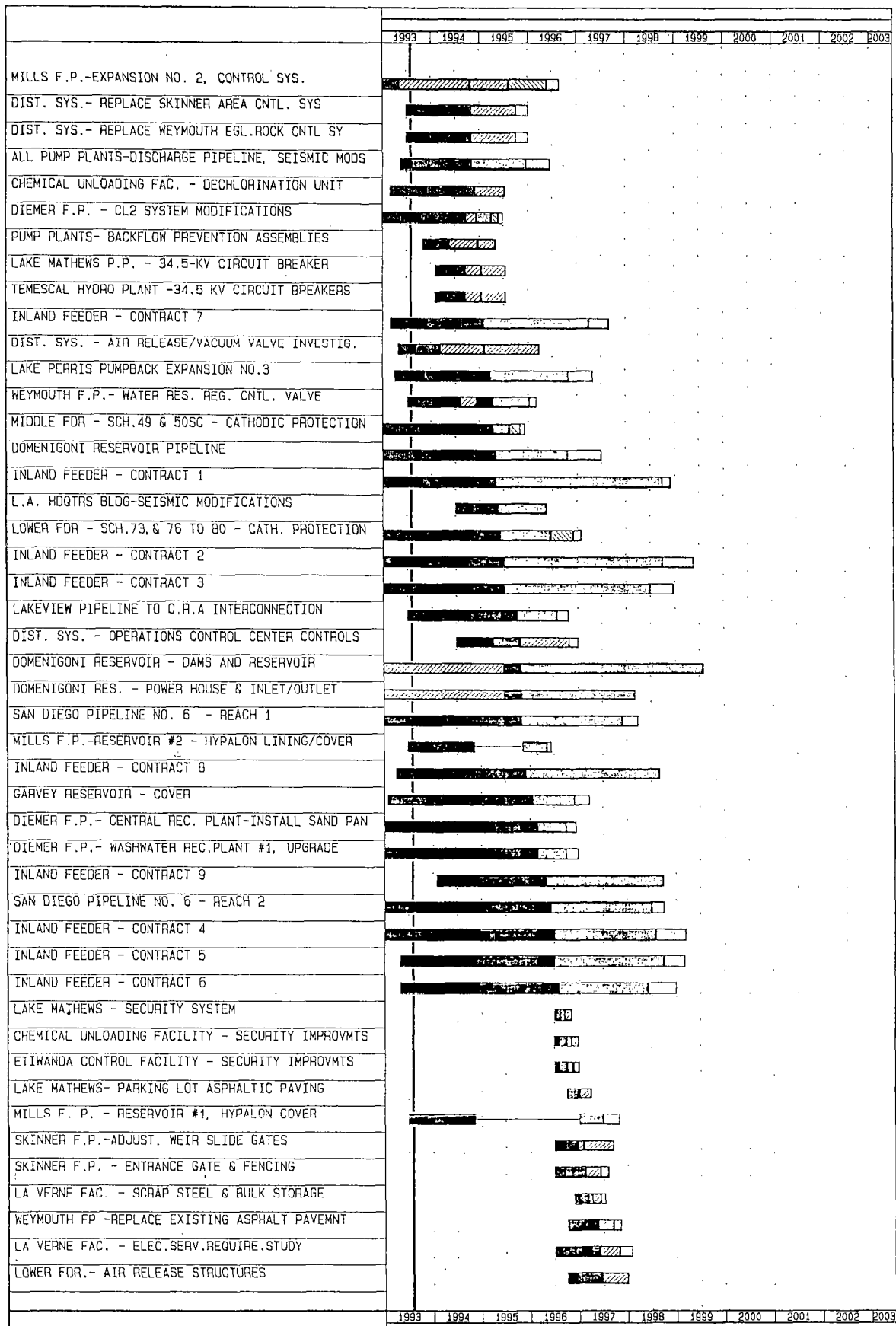


Activity Classification: Phase	<input type="checkbox"/> Study <input type="checkbox"/> Advertise thru RFP <input type="checkbox"/> Testing/Start-up	<input type="checkbox"/> Preliminary Design <input type="checkbox"/> Construction/Post design <input type="checkbox"/> Design By Others	<input type="checkbox"/> Final Design <input type="checkbox"/> Construction by M.W.D.	<input type="checkbox"/> Procurement of Material <input type="checkbox"/> As-built																
Plot Date: 2AUG93	Date Date: 2AUG93	Project Start: 10C191	Project Finish: 5AUG93	Activity Bar/Early Dates Critical Design/er Milestone/Flag Activity																
METROPOLITAN WATER DISTRICT MASTER SCHEDULE BY START OF CONSTRUCTION				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												
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(c) Primavera Systems, Inc.				Sheet 1 of 4																

Attachment A



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 10CT93 Project Finish 5AUG93	<input type="checkbox"/> Activity Bar/Early Dates <input type="checkbox"/> Critical Design/No <input type="checkbox"/> Milestone/Find Activity	METROPOLITAN WATER DISTRICT MASTER SCHEDULE BY START OF CONSTRUCTION				PREPARED BY: JIM MARTIN X6445 Date Revision Checked Approver	
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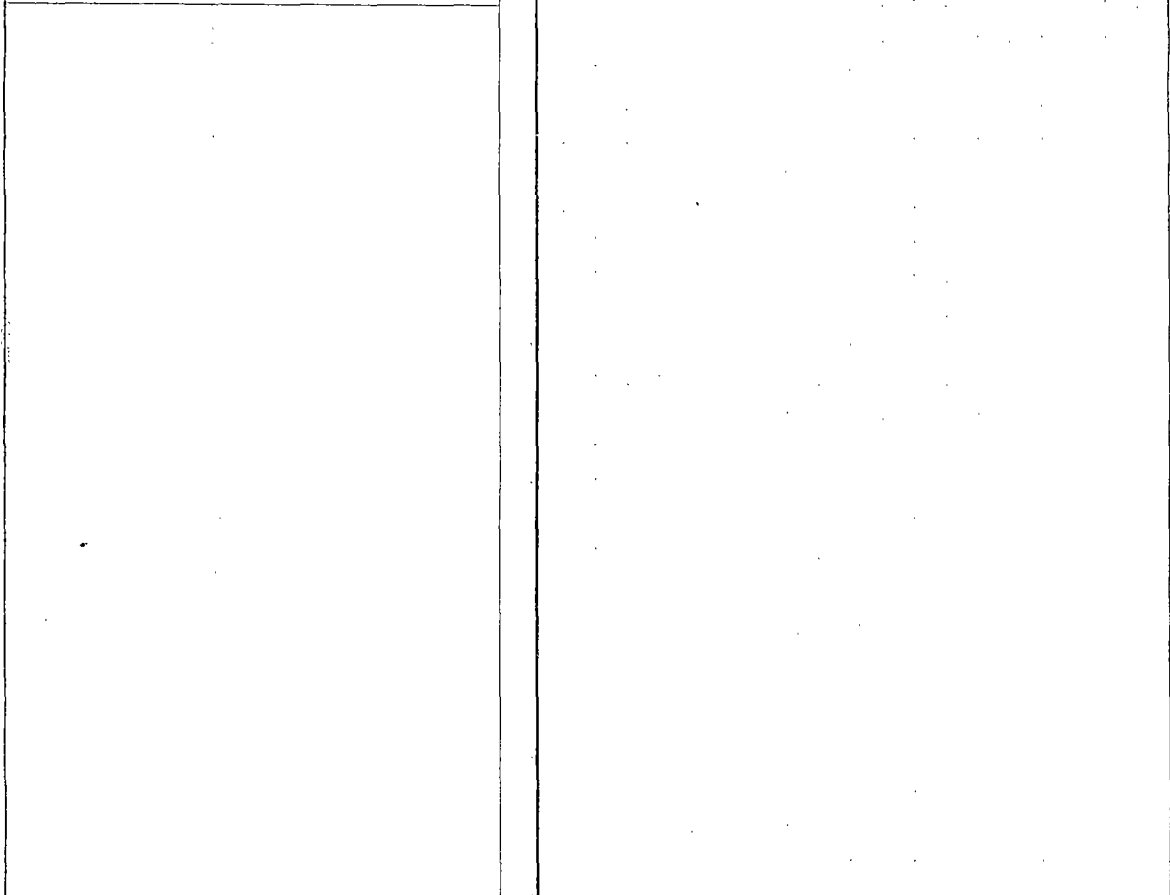
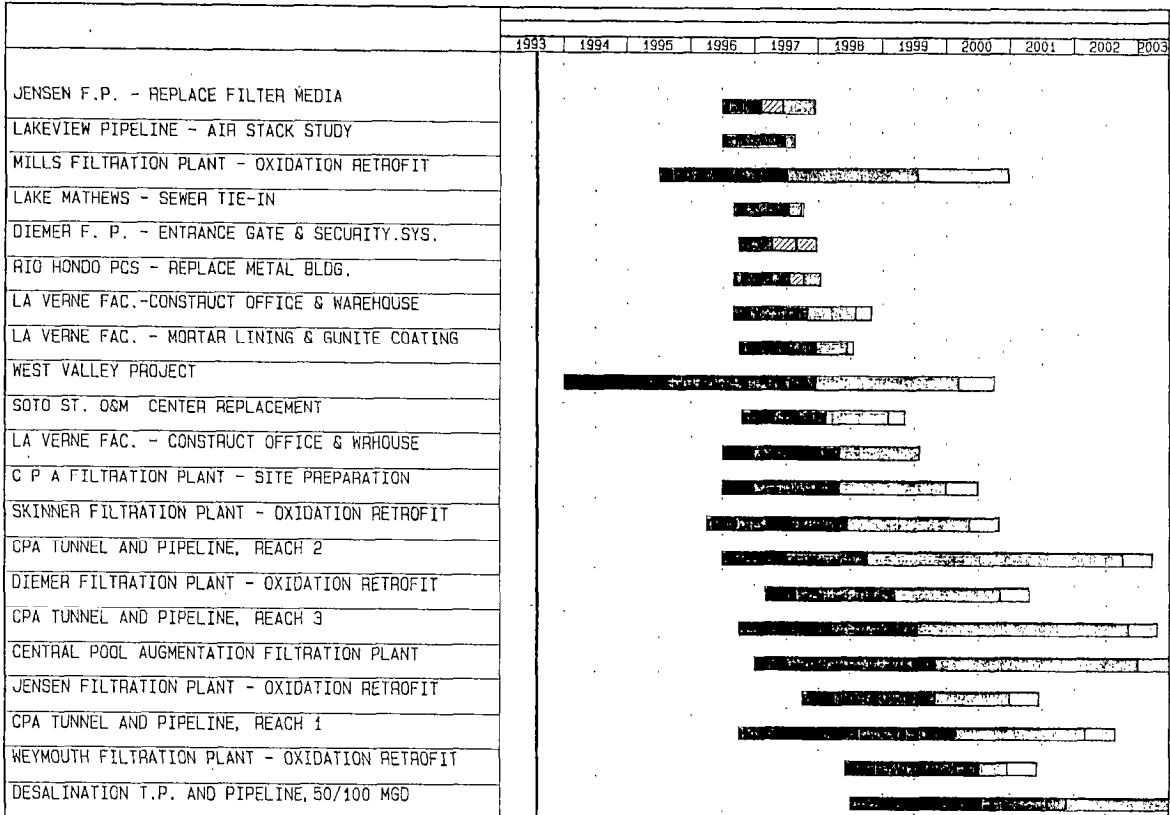
Activity Classification Phase
 Study
 Advertise thru MIP
 Testing/Start-up
 Proc. Date 2AUG93
 Date Date 2AUG93
 Project Start 10CT91
 Project Finish 5AUG92

Preliminary Design
 M.C. Construction/Post Design
 and Design By Others
 Activity Start/Early Dates
 Activity Completion
 Milestone/Flag Activity

Final Design
 Construction By M.W.D.
 Procurement of Material
 As-Built
 METROPOLITAN WATER DISTRICT
 MASTER SCHEDULE
 BY START OF CONSTRUCTION

Sheet 3 of 7
 PREPARED BY: JIM MARTIN X6445

Date	Revision	Checked	Approved

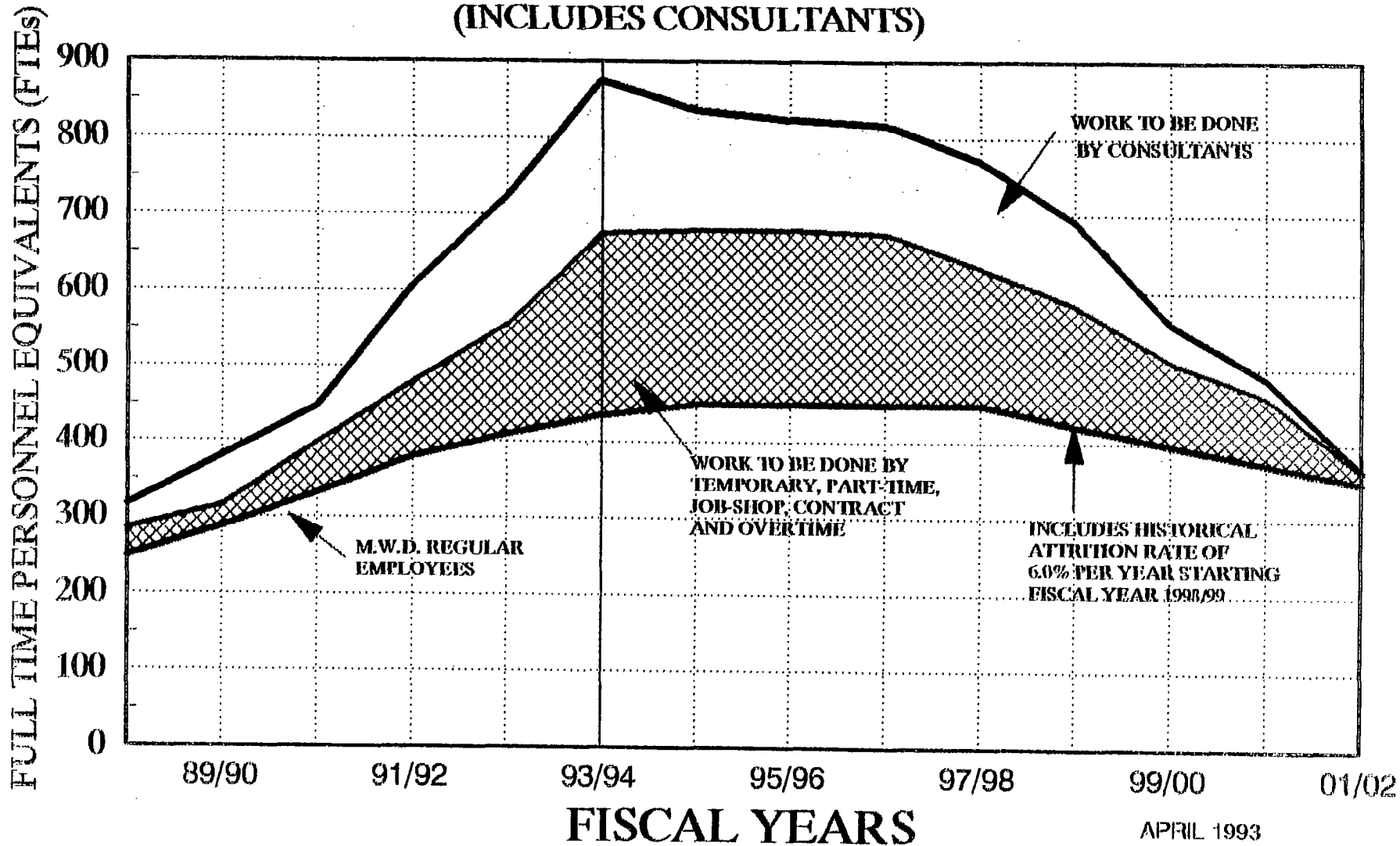


	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003																
<p>Activity Classification: Phase</p> <ul style="list-style-type: none"> ■ Study ■ Preliminary Design ■ Final Design ■ Procurement of Material ■ Advertisement thru RFP ■ Construction/Post Design ■ Construction by M.W.D. ■ Testing/Start-up ■ Design by Others 																											
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(c) Primavera Systems, Inc.																											

ENGINEERING DIVISION

PERSONNEL REQUIREMENTS STUDY

(INCLUDES CONSULTANTS)



APRIL 1993

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

Abacus Technical
Amvigor Engineering Services
Butler Engineering, Inc.
CDI Corporation-West
CorDax
Delima Professional Services
Fastek Technical Services
Fay Tech Services
Harte Enterprises
Hunt, Robert W., Company
MGav Engineering Company
Midcom Corporation
Minisystems Associates
Moody-Tottrup International, Inc.
MTB Quality Consultants, Inc.
Murphy, P., & Associates, 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
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.