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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

Doreen E. Duff
EXECUTIVE SECRETARY 9, 1994

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 \$9,150,000 for the First Half of Fiscal Year 1994/95

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 increases in 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.

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 Fiscal Year (FY) 1994/95, 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 \$9,150,000 for the first half of FY 1994/95. The proposed \$9,150,000 is one-half of the total of \$18,300,000 included in the approved FY 1994/95 Engineering Budget. The

necessity for this amount was determined through careful evaluation of temporary and part-time employee requirements for the fiscal year. A second request for the second half of FY 1994/95 will be submitted in approximately six 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 1994/95.

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.

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. 16 of the 38 firms listed (42 percent) are either women- or minority-owned. A work force analysis or affirmative action plan is 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

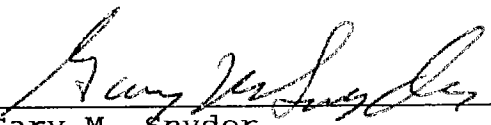
The Organization and Personnel Committee because of its jurisdiction over the terms and conditions of employment of all consultants, advisors, and special counsel, pursuant to Administrative Code Section 2471(g).

Recommendation

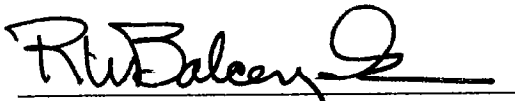
ENGINEERING AND OPERATIONS AND ORGANIZATION AND PERSONNEL COMMITTEES FOR ACTION.

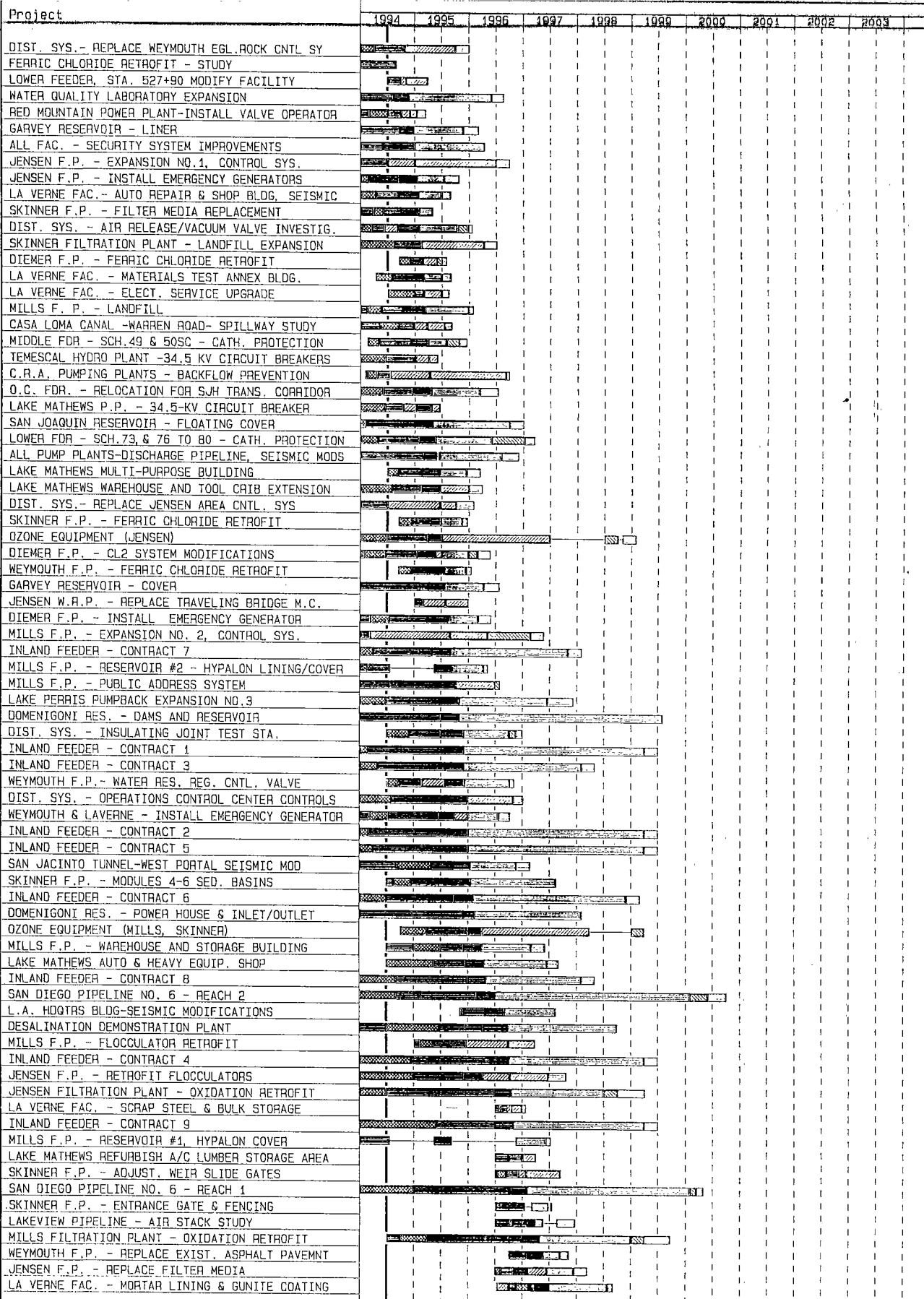
It is recommended that the General Manager be authorized to amend existing contracts and enter into new contracts with employment service agencies and consultants supplying temporary personnel in excess of the \$250,000 limitation and to employ temporary and part-time personnel for the Engineering Division in addition to the Board-approved, District-wide personnel limit for FY 1994/95, with an overall limitation in amounts paid of \$9,150,000 for the first half of FY 1994/95, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.

John R. Wodraska
General Manager

By 
Gary M. Snyder
Chief Engineer

Concur:


for John R. Wodraska
General Manager



1994 1995 1996 1997 1998 1999 2000 2001 2002 2003

Activity Classification: Phase
 Study
 Advertise thru BIP
 Investigation Phase
 Plot Date 21MAR94
 Data Date 1JUL94
 Project Start 1JAN95
 Project Finish 1JUL94

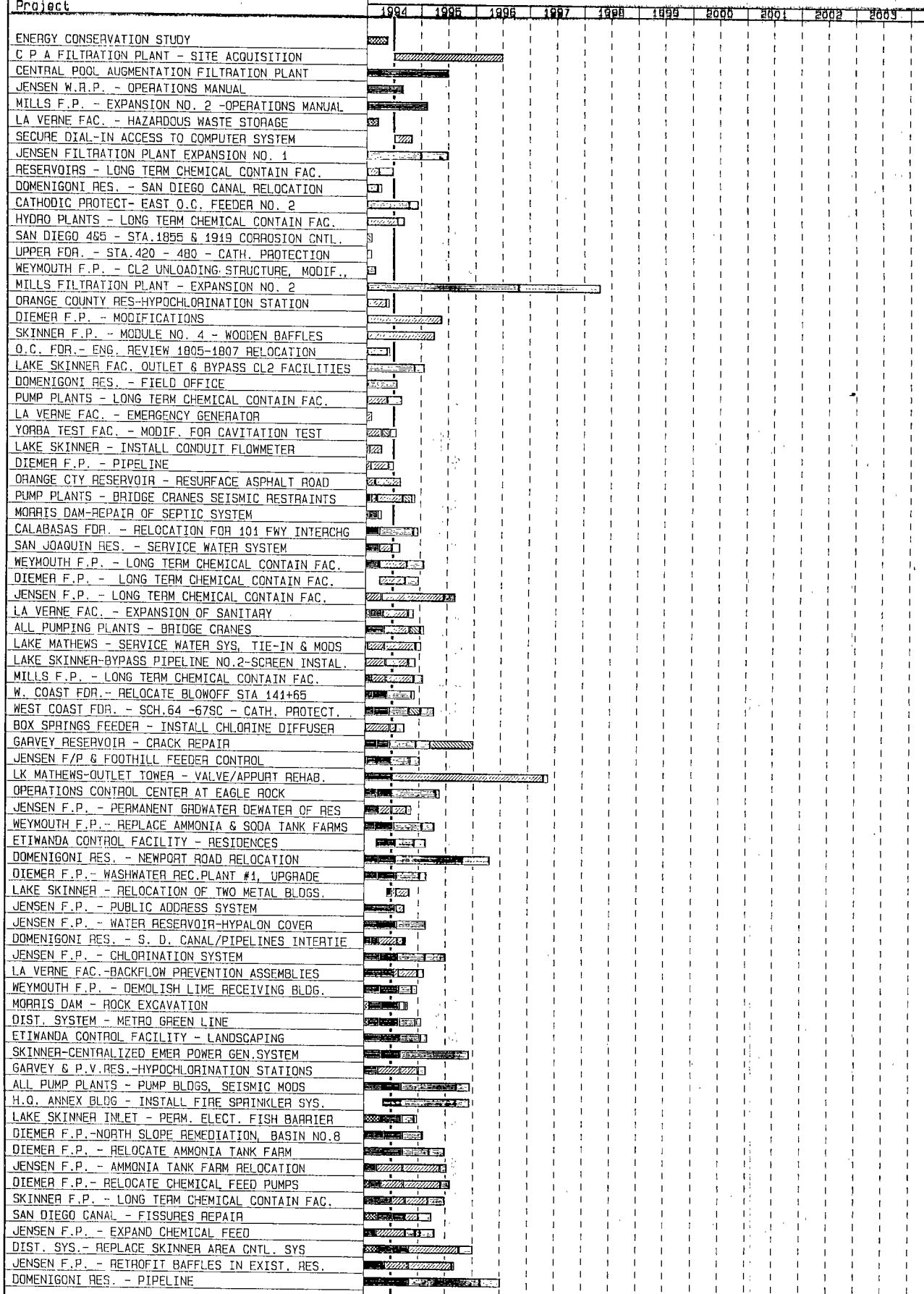
Preliminary Design
 Construction/Post Design
 Testing/Start-up
 Activity Bar/Early Dates
 Critical Designation
 Milestone/Flag Activity

Final Design
 Construction By H.W.D.
 Design By Others
 Procurement of Material
 As-built
 METROPOLITAN WATER DISTRICT
 MASTER SCHEDULE
 BY START OF CONSTRUCTION
 Sheet 2 of 3

PREPARED BY: JIM MARTIN X6445			
Date	Revision	Checked	Approved

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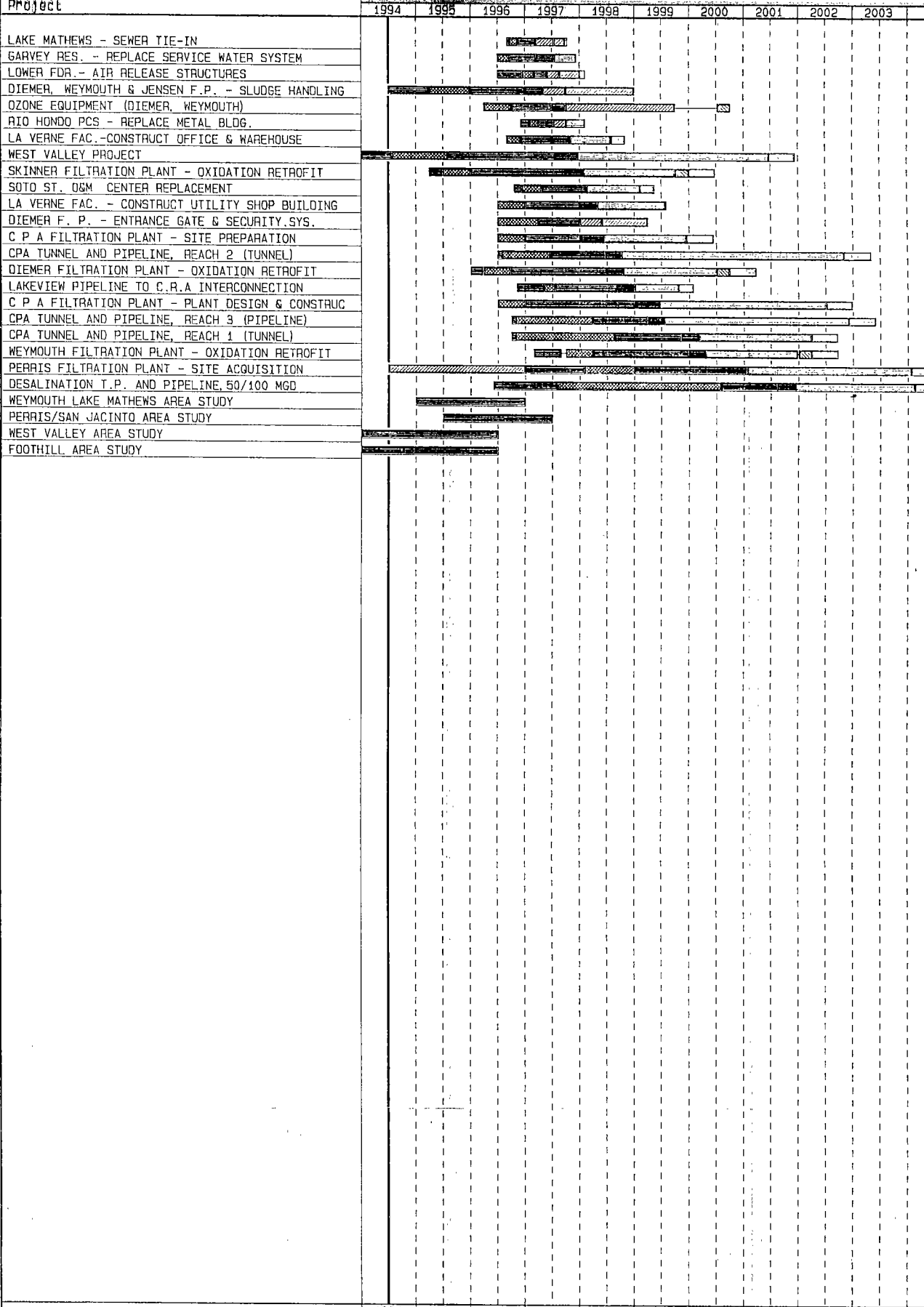
1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
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Activity Classification These Study Advertise thru MIP Investigation Phase		Preliminary Design Construction/Post Design Testing/Start-up		Final Design Construction By M.W.D. Design By Others		Procurement of Material As-built																	
Plot Date 21MAR94 Data Date 1JUL94 Project Start 1JAN95 Project Finish 1JUL94	Activity Bar/Early Dates Critical Designator Milestone/Flag Activity			Sheet 1 of 3		PREPARED BY: JIM MARTIN X645																	
METROPOLITAN WATER DISTRICT MASTER SCHEDULE BY START OF CONSTRUCTION				<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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Attachment A



1994 1995 1996 1997 1998 1999 2000 2001 2002 2003

Activity Classification Phase Study Advertise/Prop W/P Investigation Phase Preliminary Design Construction/Post Design Testing/Start-up Final Design Construction By H.M.D. Design By Others Procurement of Material As-built	Plot Date 21MAR94 Data Date 1JUL94 Project Start 1JAN95 Project Finish 1JUL94 Activity Bar/Early Dates Critical Response Milestone/Flag Activity	METROPOLITAN WATER DISTRICT MASTER SCHEDULE BY START OF CONSTRUCTION Sheet 3 of 3 PREPARED BY: JIM MARTIN X6445 Date Revision Checked Approved
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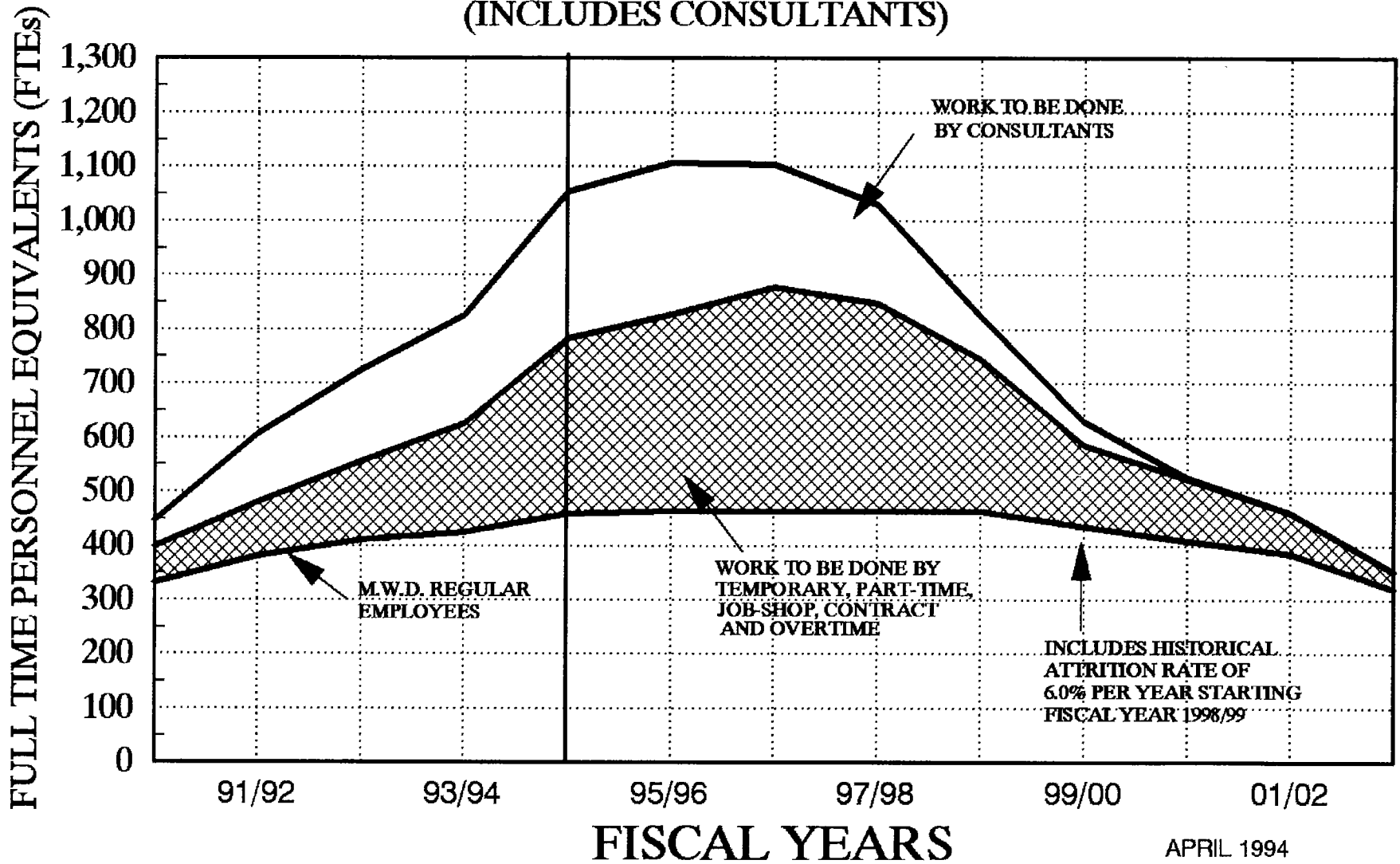
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ENGINEERING DIVISION

PERSONNEL REQUIREMENTS STUDY

(INCLUDES CONSULTANTS)



APRIL 1994

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Attachment B

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

Abacus Technical
Amvigor Engineering Services
Butler Engineering, Inc.
CDI Corporation-West
Cochran Financial Services
CorDax
Delima Professional Services
Fastek Technical Services
Fay Tech Services
Harte Enterprises
Hunsaker & Associates Irvine, Inc.
Hunt, Robert W., Co.
Inconen
Kirk-Mayer, Inc.
MGav Engineering Co.
MTB Quality Consultants, Inc.
Mainstream Engineering Company, Inc.
McDonnell Douglas Technical Services Co.
Midcom Corporation
Mini-Systems Associates
Moody-Tottrup International, Inc.
Murphy, P., & Associates
O'Brien-Kreitzberg & Associates, Inc.
ORSA Consulting Engineers, Inc.
Peak Technical Services, Inc.
Pro Resources, Inc.
Professional Services Industries, Inc.
Psomas and Associates
Quantum Technical Solutions
Rho Company, Inc.
Superior Temporary Services, Inc.
Tech/Aid
Trend Western Technical Corporation
Triad Personnel Services, Inc.
Walls Inspection Company
Western Temporary Services
Volt Technical Services
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.