

DEC 13 1994



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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

Barbara E. Duff
EXECUTIVE SECRETARY

8-7

November 29, 1994

To: Board of Directors (Engineering & Operations Committee--Action)
Board of Directors (Organization & 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 \$18,300,000 for the 1994/95 Fiscal Year

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.

On July 12, 1994, your Board 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 half of Fiscal Year (FY) 1994/95 with an overall limitation in amounts paid of \$9,150,000. The approved \$9,150,000 is one-half of the total of \$18,300,000 included in the approved 1994/95 FY Engineering Budget. Following a review

of amounts spent thus far in the first half of the FY, and a reevaluation of the Engineering Division's temporary and part-time employee requirements for the second half of the 1994/95 FY, it is now recommended that the General Manager be authorized to amend existing contracts and enter into new contracts with an overall limitation of \$18,300,000 for the 1994/95 FY.

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. 22 of the 53 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.

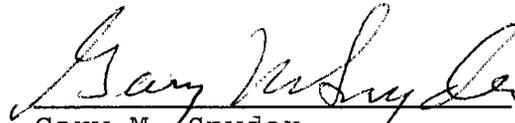
Recommendation

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 the 1994/95 FY, with an overall limitation in amounts paid of \$18,300,000 for the 1994/95 FY, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel.

J. R. Wodraska
General Manager

Submitted by:


Gary M. Snyder
Chief Engineer

Concur:

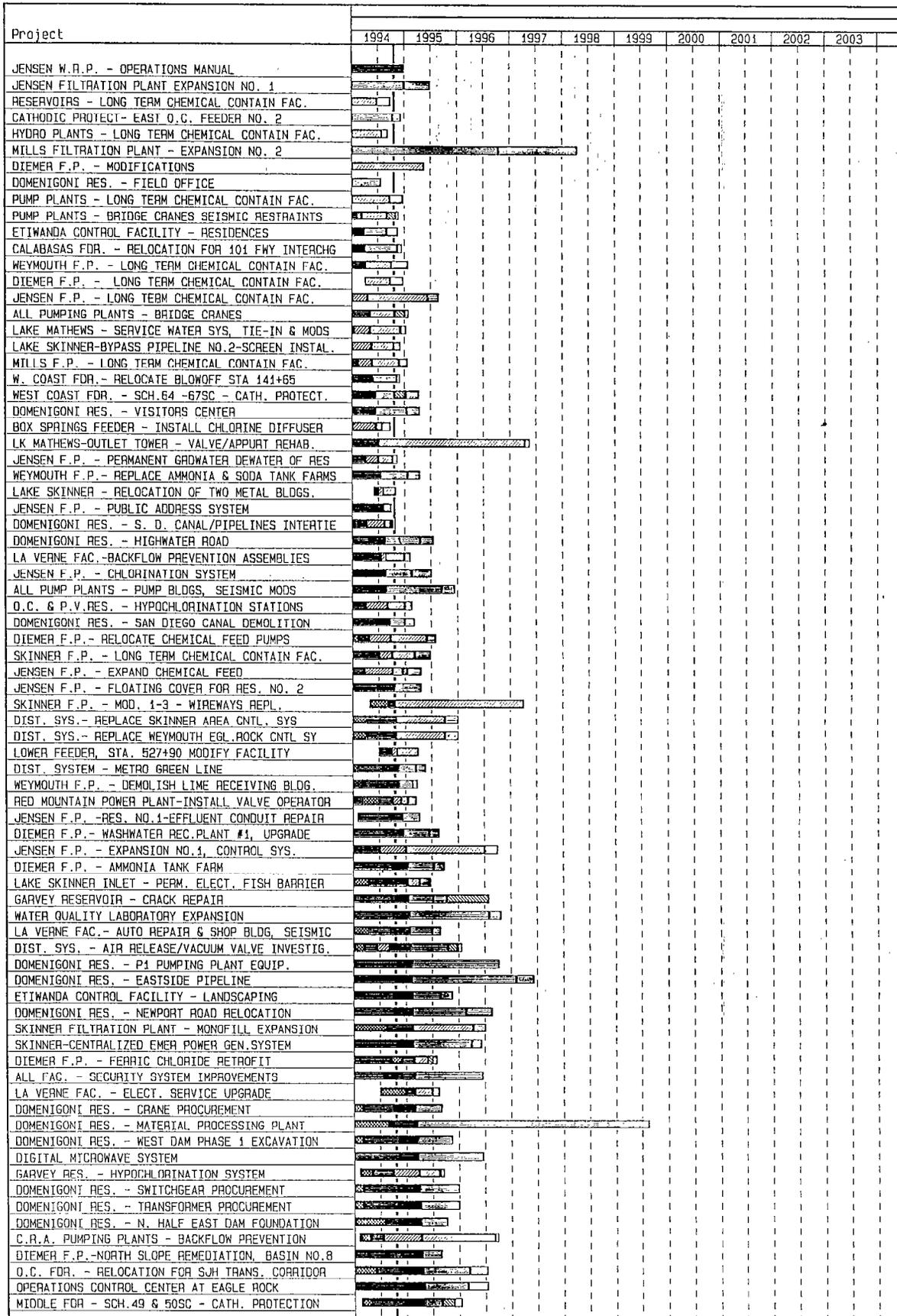

John R. Wodraska
General Manager

SLS:ly/hk
(bd:x-ctract/11214)

Attachments (3)

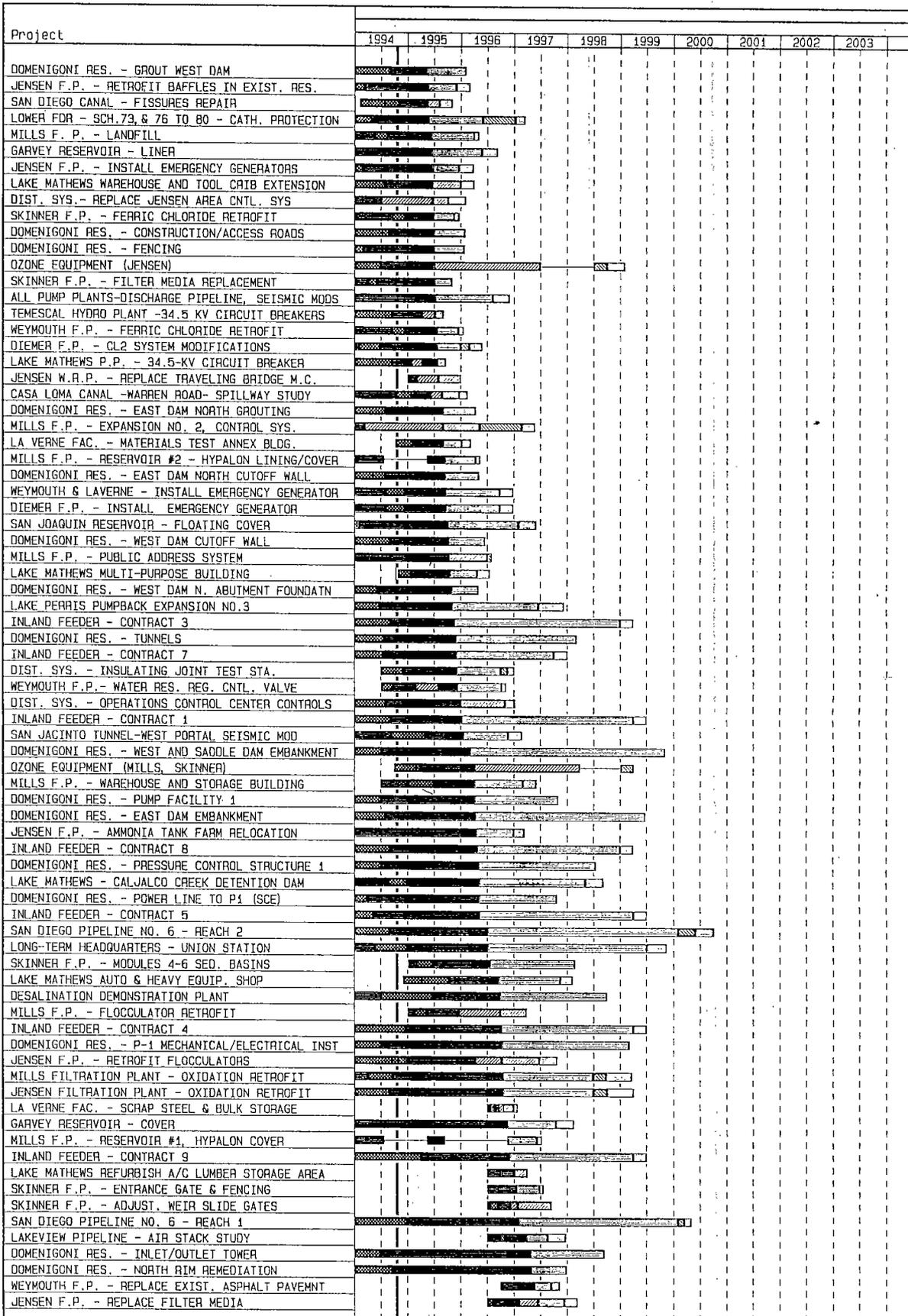
ATTACHMENT A

MASTER SCHEDULE

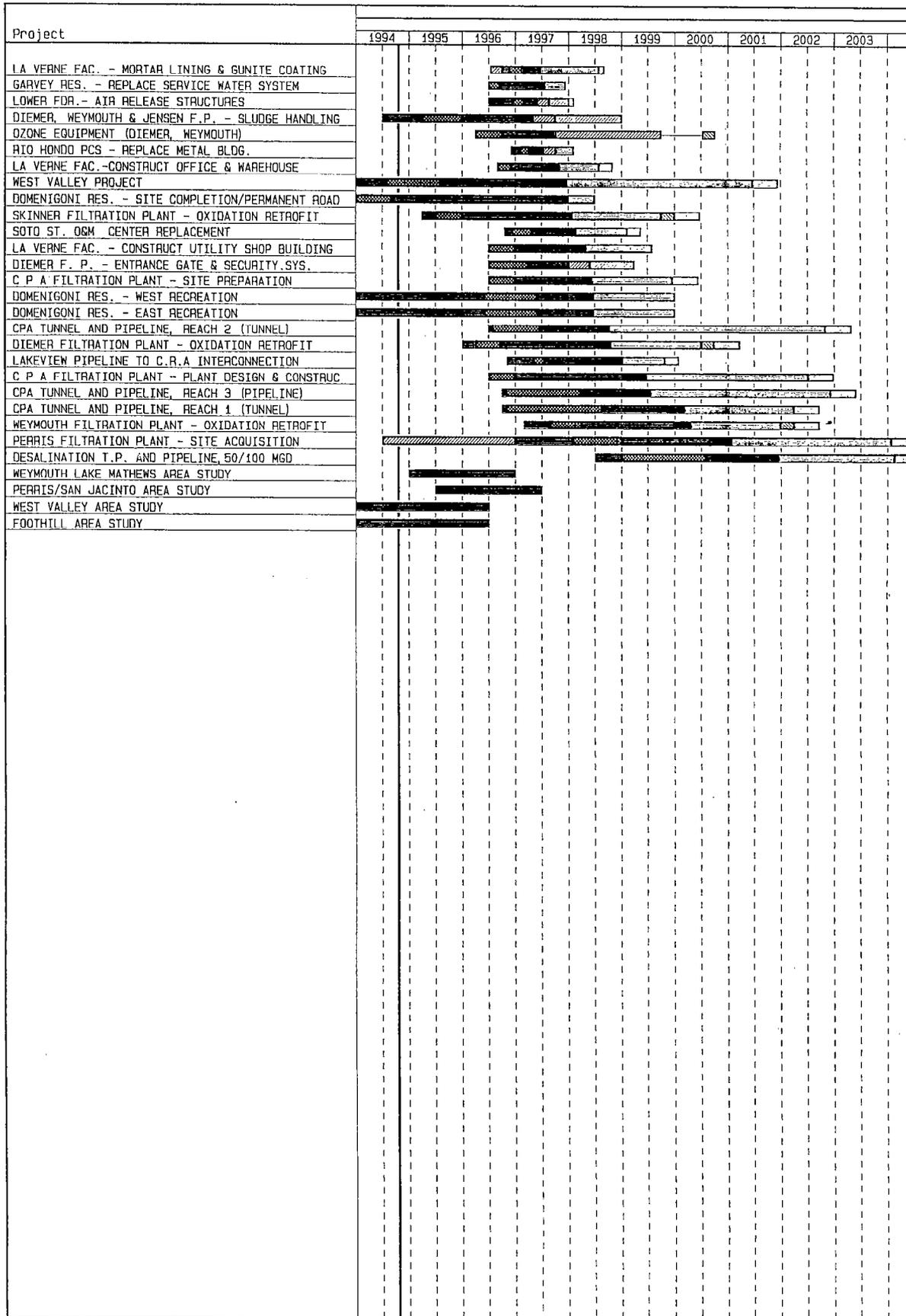


Activity Classification: Phase		Activity Bar/Early Dates		Sheet 1 of 3		PREPARED BY: JIM MARTIN X6445	
█ Study	█ Preliminary Design	█ Final Design	█ Construction/Pool Design	█ Construction By M.W.D.	█ Procurement of Material	Date:	Revision:
█ Advertise thru NIP	█ Construction/Pool Design	█ Design By Others	█ Test/In/Start-up	█ As-Built	Checked:	Approved:	
█ Investigation Phase	█ Test/In/Start-up						
Plot Date 1NOV94	Activity Bar/Early Dates	METROPOLITAN WATER DISTRICT		MASTER SCHEDULE			
Date Date 200C194	Critical Position	BY START OF CONSTRUCTION					
Project Start 1JAN95	Release/Flag Activity						
Project Finish 200C194							
(c) Primavera Systems, Inc.							

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Activity Classification Phases	<ul style="list-style-type: none"> ██████████ Study ██████████ Advertising thru RFP ██████████ 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 1NOV94 Data Date 200C194 Project Start 1JAN95 Project Finish 200C194	Activity Bar/Early Dates Critical Designator Milestone/Flag Activity
METROPOLITAN WATER DISTRICT MASTER SCHEDULE BY START OF CONSTRUCTION	
PREPARED BY: JIM MARTIN X5445 Date _____ Revision _____ Checked _____ Approved _____	



Activity Classification: Phase Study Advertise thru RFP 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 1NOV94 Data Date 20OCT94 Project Start 1JAN95 Project Finish 20OCT94		METROPOLITAN WATER DISTRICT MASTER SCHEDULE BY START OF CONSTRUCTION				PREPARED BY: JIM MARTIN X6445 Date _____ Revision _____ Checked _____ Approved _____	
(c) Primavera Systems, Inc.		Sheet 3 of 3					

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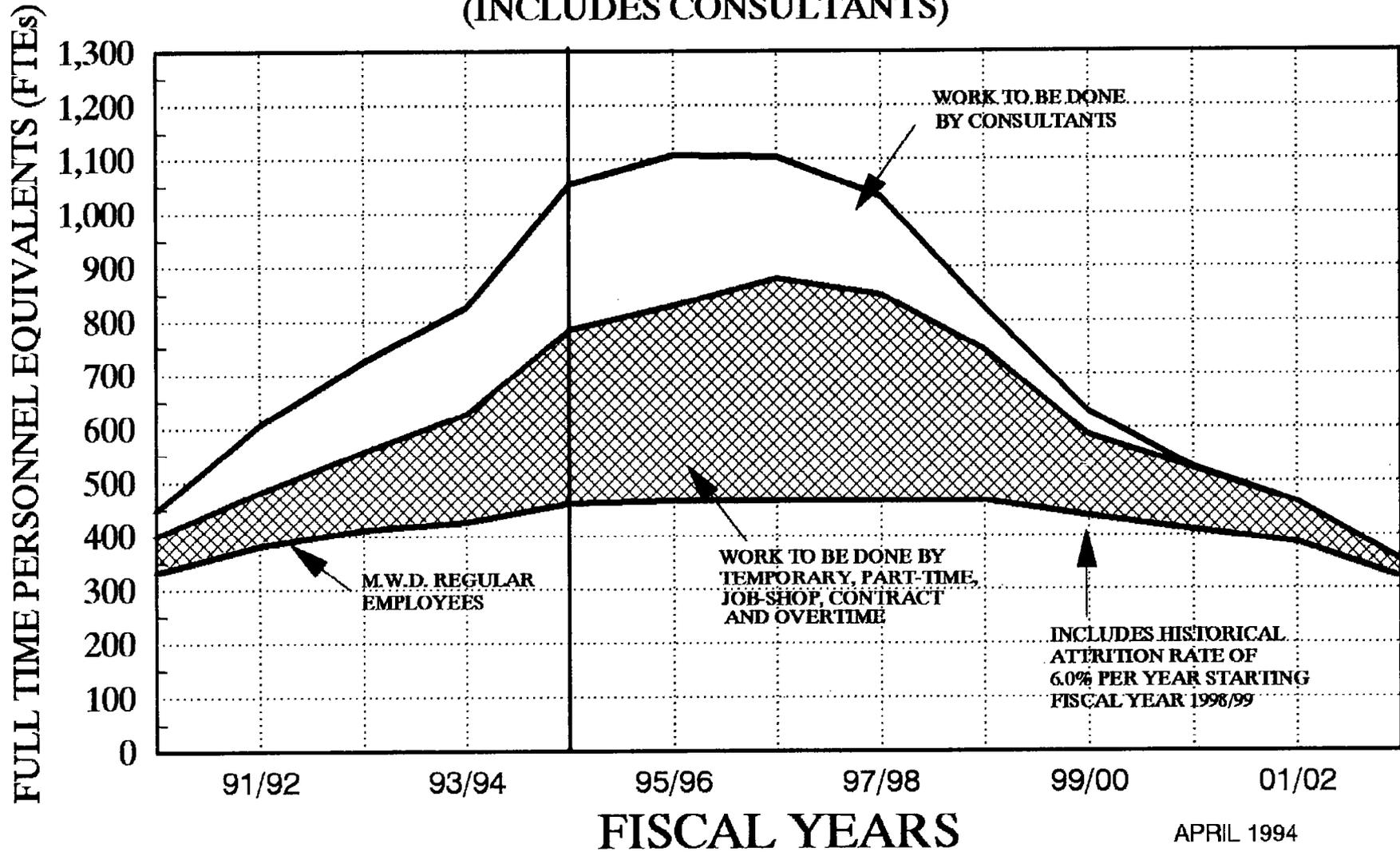
ATTACHMENT B

PERSONNEL REQUIREMENTS STUDY

ENGINEERING DIVISION

PERSONNEL REQUIREMENTS STUDY

(INCLUDES CONSULTANTS)



APRIL 1994

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

Abacus Technical
 Additional Technical Support
 Admin. Business Services, Inc.
 AECAD Consultants
 Amvigor Engineering Services
 B&M Associates
 Butler Engineering, Inc.
 CDI Corporation-West
 Consulting Solutions, Inc.
 CorDax
 Delima Professional Services
 Fastek Technical Services
 Fay Tech Services
 Harte Enterprises
 Hunsaker & Associates
 Hunt, Robert W., Company
 Inconen
 Kelly Professional Services
 Kirk-Mayer, Inc.
 Kingsley Software Group, Inc.
 Mainstream Engineering Co.
 McDonnell Douglas Technical
 MGav Engineering Company
 Midcom Corporation
 Minisystems Associates
 Moody-Tottrup International
 MTB Quality Consultants, Inc.

Murphy, P., & Associates, Inc.
 Nesco Service Company
 O'Brien-Krietzberg & Assocs.
 Orsa Consulting Engineers
 Oxford & Associates, Inc.
 Peak Technical Services, Inc.
 Professional Svcs. Industries
 Pro Source
 Psomas and Associates
 Quantum Technical Solutions
 Rho Company, Inc.
 S&W Technical Services
 Superior Temporary Services
 Tad Technical Services
 Tech/Aid
 Technical Consultants
 Technical Search Group
 Trend Western Technical
 Triad Personnel
 Triad Systems International
 VMS Tech.
 VOLT Technical Services
 Walls Inspection Company
 Western Temporary Services
 WTI Services of California
 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.