



MWD
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

3/1/95

(Executive Committee-Action)

To: Board of Directors (Organization & Personnel Committee-Action)

From: General Manager

Subject: Authorization to Enter into an Agreement with the Stone & Webster Engineering Corporation to establish a state-of-the-art Records Retention Program.

RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to execute an Agreement with the Stone & Webster Engineering Corporation, in a form approved by the General Counsel, for an amount not to exceed \$520,000 to establish a state-of-the-art Records Retention Program.

BRIEF DESCRIPTION

A state-of-the-art Records Retention Program will enable Metropolitan to identify, classify, inventory, transfer, retrieve, store, and purge Metropolitan records which exist in all media (including electronic, videotape, audio, microfilm, photographic negatives and publications).

<p><u>CONTRACT TYPE</u></p> <p><input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDED</p> <p style="text-align: center;"><u>CONTRACT FORM</u></p> <p><input type="checkbox"/> LEASE <input checked="" type="checkbox"/> PROFESSIONAL SERVICES</p>	<p style="text-align: center;"><u>FUNDING</u></p> <p><input type="checkbox"/> CAPITAL <input checked="" type="checkbox"/> O & M</p> <p style="text-align: center;"><u>BUDGET STATUS</u></p> <p><input checked="" type="checkbox"/> FY 94/95 AMT \$50,000 <input checked="" type="checkbox"/> OUT-YEAR AMT \$470,000 <input type="checkbox"/> NON-BUDGET AMT _____</p>	<p style="text-align: center;"><u>TYPE OF COMPETITION</u></p> <p><input type="checkbox"/> RFQ <input checked="" type="checkbox"/> RFP No. 141 <input type="checkbox"/> INFORMAL RFP <input type="checkbox"/> OTHER COMPETITION _____</p> <p><input type="checkbox"/> SOLE SOURCE</p>
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PURPOSE/BACKGROUND

Metropolitan's Administrative Code (Section 10100 et seq.) sets forth general parameters regarding which types of records must be permanently maintained, and which documents may be destroyed.

In May 1994, Metropolitan retained the DMR Group, Inc., to conduct a Business Process Reengineering (BPR) of records management functions. The BPR Project involved investigating options for enhancing existing policies, developing and defining new work flows, business processes and technology infrastructure.

The BPR Project disclosed that Metropolitan's records management functions could be improved by codifying records retention schedules and procedures into a comprehensive policy document. An improved, more user-friendly program will enhance Metropolitan's ability to provide for the systematic control and retrieval of vital and historic records, correspondence, drawings and specifications. It is also anticipated that future legislation may require Metropolitan to provide the public with more timely access to various records.



Consequently, a request for Proposals (RFP) to secure consulting services for developing a comprehensive Records Retention Program was released on October 12, 1994. Upon evaluation of the proposals and interviews, the staff Review Committee is recommending the Stone & Webster Engineering Corporation.

MBE/WBE

Stone & Webster is an equal opportunity employer. Its proposed project team includes the participation of E.W. Moon, as the MBE sub-contractor, and LKG-CMC as the WBE sub-contractor.

Total participation: MBE \$101,074 - WBE \$100,563 -- See attached statement.

CEQA COMPLIANCE/ENVIRONMENTAL DOCUMENTATION

This action is exempt from provisions of the California Environmental Quality Act in that is not anticipated to have a significant adverse effect on the environment.

<p><u>NUMBER OF CANDIDATES</u></p> <p><input checked="" type="checkbox"/> INVITED TO RESPOND ___ 47</p> <p><input checked="" type="checkbox"/> SUBMITTED PROPOSALS ___ 8</p> <p><input checked="" type="checkbox"/> SHORT-LISTED ___ 4</p> <p><u>CONTRACTS WITH CONSULTANT</u></p> <p><input type="checkbox"/> TOTAL <u>NO OTHER CONTRACTS</u></p> <p><input type="checkbox"/> MAXIMUM DOLLAR AMT. _____</p>	<p><u>EVALUATION CRITERIA (POINT VALUES) :</u></p> <p><u>RELEVANT EXPERIENCE (30), PROPOSED METHODOLOGY (20), TEAM LOCATION (2), MBE/WBE PARTICIPATION (10), PROGRAM BUDGET (8), SIMILAR PROJECTS (25), EXPERIENCE OTHER PUBLIC AGENCIES (10).</u></p> <p><u>CONTRACTUAL DETAILS</u></p> <p><input checked="" type="checkbox"/> ANTICIPATED DURATION <u>12 MONTHS</u></p> <p><input checked="" type="checkbox"/> HOURLY RATES SEE ATTACHED SCHEDULE</p>
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Approval of Request

John R. Wodraska
General Manager

By Kaye L. Marchal
Kaye L. Marchal
Acting Director, Administrative Services

Concur:

John R. Wodraska
General Manager



Fee Schedule

Principal Consultant - Stone & Webster Engineering Corporation

Inventory Team Leader I	\$61.00
Data Analyst	\$46.00
Data Entry Lead	\$34.00
Project Manager	\$94.00
Computer and Information Specialist	\$72.00

Subconsultant - E. W. Moon

Records Analyst IV	\$43.76
Inventory Team Leader II	\$65.85
Records Analyst III	\$35.73

Subconsultant - LKG-CMC, Inc.

Legal Analyst	\$53.36
Records Analyst II	\$30.03
Cost & Scheduling Analyst	\$52.48
Records Analyst I	\$25.41

Subconsultant - PDQ Temporary Services

Inventory Clerk	\$13.97
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(2/27/95)

**MBE/WBE PARTICIPATION FOR
STONE & WEBSTER ENGINEERING CORP.**

Project Goals:	<u>MBE %</u> 15	<u>WBE %</u> 5
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Consultant (If Consultant is a MBE or WBE)	Type of Services	Participation	
		MBE %	WBE %
		0	0

Subconsultant(s)	Type of Services	Participation	
		MBE %	WBE %
E. W. Moon	Interview staff, inventory & classify records series.	19.81	
LKG-CMC	Interview staff, inventory & classify records series.		19.74

Total Participation:	<u>19.81</u>	<u>19.74</u>
	MBE	WBE