



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

DEC 12 1995

8-6

Baron E. Duff
EXECUTIVE SECRETARY

November 21, 1995

To: Board of Directors (Engineering and Operations Committee--Action)
(Organization and Personnel Committee--Action)

From: General Manager

Submitted by: Gary M. Snyder
Chief Engineer

JR Woodraska
Gary M. Snyder

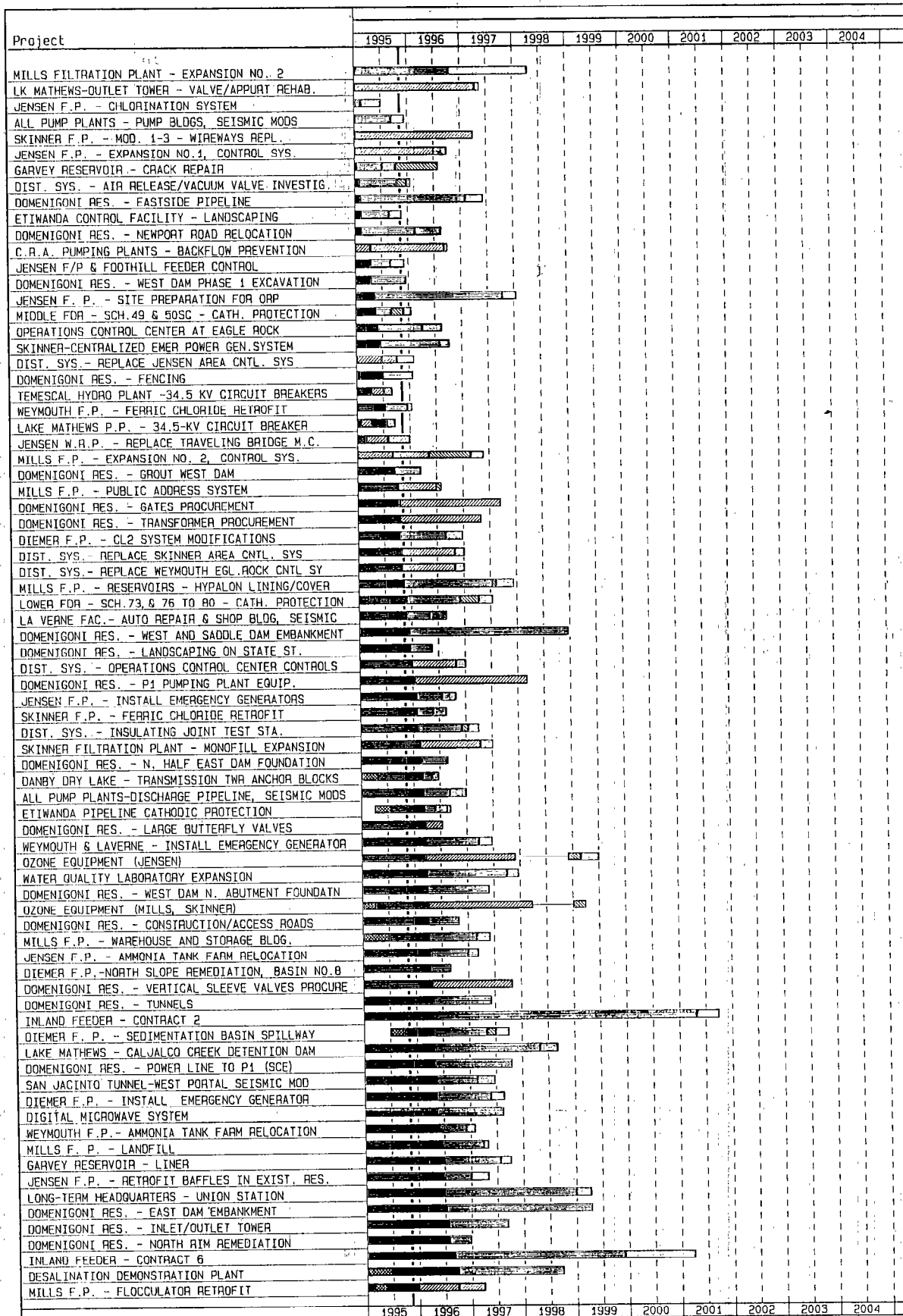
Subject: Request to Authorize the General Manager to Enter into and Amend Existing Contracts with Employment Service Agencies and Consultants supplying Temporary Personnel and to Employ Temporary and Part-time District Personnel for the Engineering Division with an overall Limitation in Amounts Paid of \$23,500,000 for the 1995/96 Fiscal Year

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 FY 1995/96, with an overall limitation in amounts paid of \$23,500,000 for FY 1995/96, substantially in accordance with the terms outlined in this letter, and in a form approved by the General Counsel.

DETAILED 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 one more year 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.



Activity Classification Phase
 Study
 Advertisement thru MIP
 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 9NOV95
 Data Date 9NOV95
 Project Start 1JAN98
 Project Finish 9NOV99

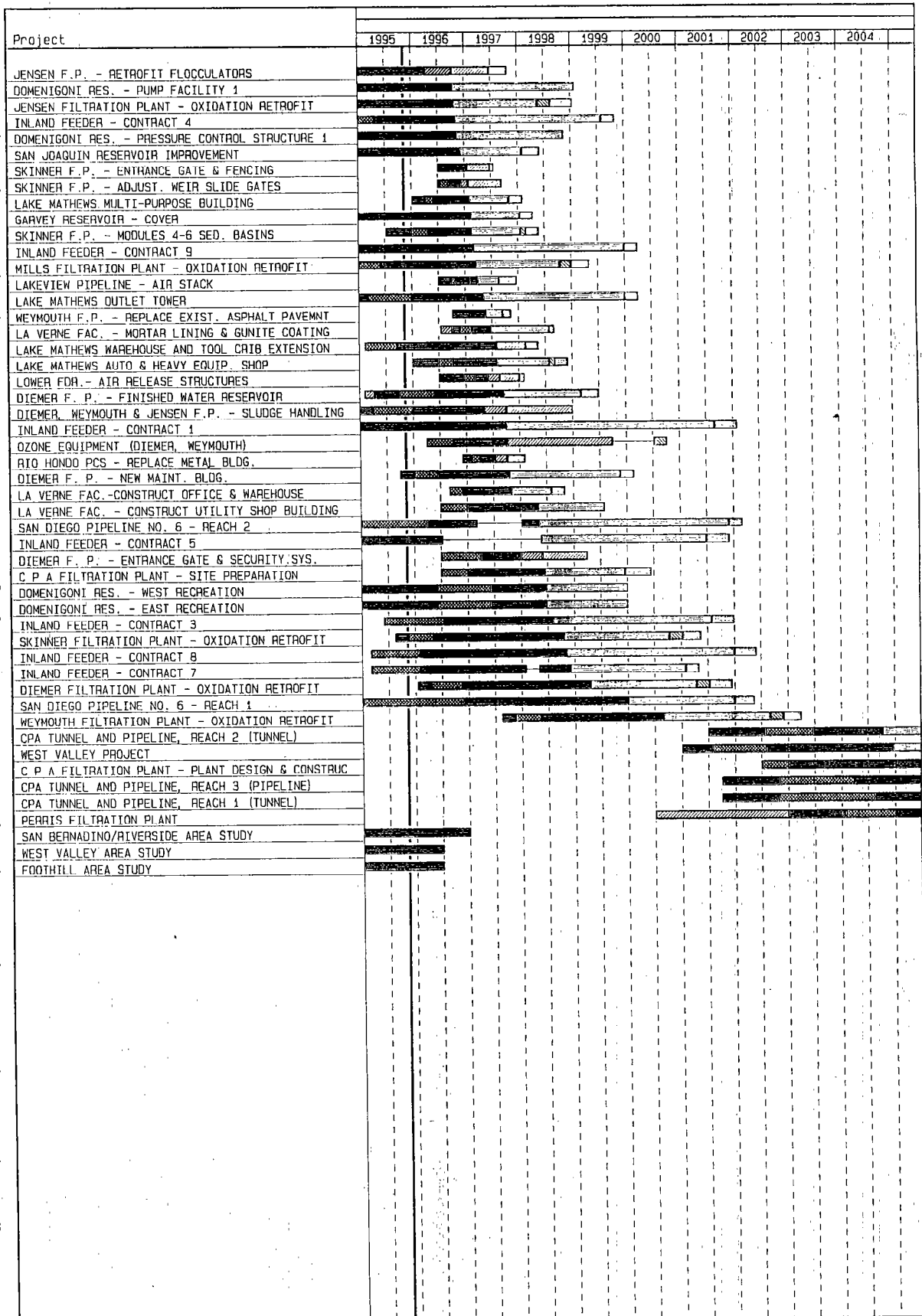
METROPOLITAN WATER DISTRICT
 MASTER SCHEDULE
 BY START OF CONSTRUCTION

Sheet 1 of 2

PREPARED BY: JIM MARTIN X6445

| Date | Revision | Checked | Approved |
|------|----------|---------|----------|
| | | | |
| | | | |
| | | | |

41691 Attachment A

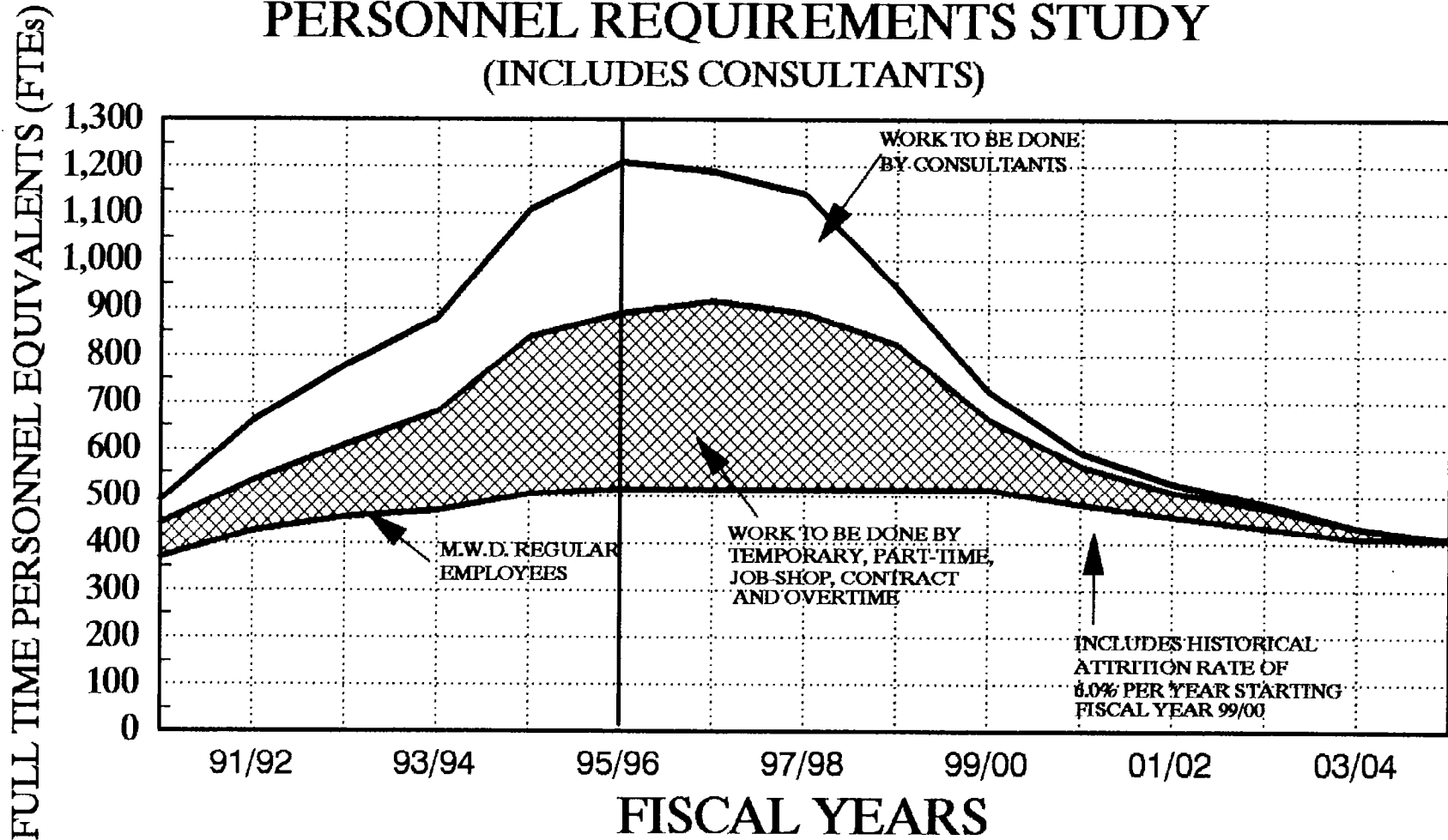


| Activity Classification Phase <input type="checkbox"/> Study <input type="checkbox"/> Advise thru NIP <input type="checkbox"/> Investigation Phase <input type="checkbox"/> Preliminary Design <input type="checkbox"/> Construction/Post Design <input type="checkbox"/> Testing/Start-up <input type="checkbox"/> Final Design <input type="checkbox"/> Construction By H.M.D. <input type="checkbox"/> Design By Others <input type="checkbox"/> Procurement of Material <input type="checkbox"/> As-built | | Activity Bar/Early Dates <input type="checkbox"/> Critical Milestone <input type="checkbox"/> Milestone/Flag Activity | | Sheet 2 of 2 PREPARED BY: JIM MARTIN X6445 | | | | | | | | | | | | | |
|--|--|---|----------|---|--|------|----------|---------|----------|--|--|--|--|--|--|--|--|
| Plot Date: 5/10/95 Date Date: 5/10/95 Project Start: 1/1/95 Project Finish: 5/10/95 | 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> </tbody> </table> | | Date | Revision | Checked | Approved | | | | | | | | |
| Date | Revision | Checked | Approved | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| (c) Primavera Systems, Inc. | | 41691 | | | | | | | | | | | | | | | |

ENGINEERING DIVISION

PERSONNEL REQUIREMENTS STUDY

(INCLUDES CONSULTANTS)



APRIL 1995

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

| | |
|--------------------------------|--------------------------------|
| Additional Technical Support | Montgomery, Barbara & Assocs. |
| Adia | Moody-Tottrup International |
| Admin. Business Services, Inc. | MRC International |
| AECAD Consultants | MTB Quality Consultants, Inc. |
| Amvigor Engineering Services | Murphy, P., & Associates, Inc. |
| Avacon Corporation | Nesco Service Company |
| B&M Associates | NeuPac Resources, Inc. |
| Berg Power Engineers, Inc. | O'Brien-Krietzberg & Assocs. |
| Butler Engineering, Inc. | Onsite Environmental Staffing |
| Cadd Squad | Orsa Consulting Engineers |
| Career Strategies, Inc. | Peak Technical Services, Inc. |
| CBE Technologies | Price's Technical Services |
| CDI Corporation-West | Professional Svcs. Industries |
| CDS Information Services, Inc. | Pro Source |
| Collier-Young Agency | Psomas and Associates |
| CorDax | Quantum Technical Solutions |
| Courtesy Employment Service | Ravel Software |
| Cue Data Services | Rho Company, Inc. |
| Delima Professional Services | S&W Technical Services |
| Fastek Technical Services | Second Careers |
| Fay Tech Services | Seville Group, Inc. |
| Harte Enterprises | Source Consulting |
| Hunsaker & Associates | Superior Temporary Services |
| Hunt, Robert W., Company | Tech/Aid |
| IMRI | Technical Consultants |
| Inconen | Technical Search Group |
| Kelly Professional Services | Trend Western Technical |
| Kirk-Mayer, Inc. | Triad Personnel |
| Kingsley Software Group, Inc. | Triad Systems International |
| Mainstream Engineering Co. | VOLT Technical Services |
| Marrs Services, Inc. | Walls Inspection Company |
| McDonnell Douglas Technical | Western Technical Resources |
| MGav Engineering Company | Western Temporary Services |
| MicroTemps | XI Hour Staffing |
| Midcom Corporation | XXCal |
| Minisystems Associates | Yoh, H. L., Company |

Services provided:

Engineering design
Preparation of specifications
Drafting and CAD/CAE Support
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.

SLS\mg:ctract96.att

In August 1995, 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) 1995/96 with an overall limitation in amounts paid of \$11,750,000. The approved \$11,750,000 is one-half of the total of \$23,500,000 included in the approved 1995/96 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 1995/96 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 \$23,500,000 for the 1995/96 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. Thirty-three of the 72 firms listed (46 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.