



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

8-7

May 20, 1997

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

From: *for* General Manager

Submitted by: Chief Engineer

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 \$8,500,000 for the First Half of Fiscal Year 1997/98

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 Fiscal Year (FY) 1997/98, with an overall limitation in amounts paid of \$8,500,000 for the first half of FY 1997/98, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel. No contract will exceed \$3,000,000 in a single contract year.

DETAILED REPORT

Each year the Engineering Division prepares a study to determine personnel requirements for accomplishing engineering work scheduled for the subsequent ten years. The most recent study, which supports the \$3.9 billion Capital Improvement Program, indicates a need for temporary engineering staff for the upcoming year. This need is primarily due to construction activities for the Eastside Reservoir and Inland Feeder. The study also indicates a potential increase in FY 1998/99 as full-time regular employees take advantage of the two percent at 55 retirement benefit. (See Attachment A, "Master Schedule," for a list of scheduled projects.) 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

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 \$8,500,000 for the first half of FY 1997/98. The proposed \$8,500,000 is one-half of the total of \$17,000,000 included in the approved FY 1997/98 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 1997/98 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 1997/98.

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.

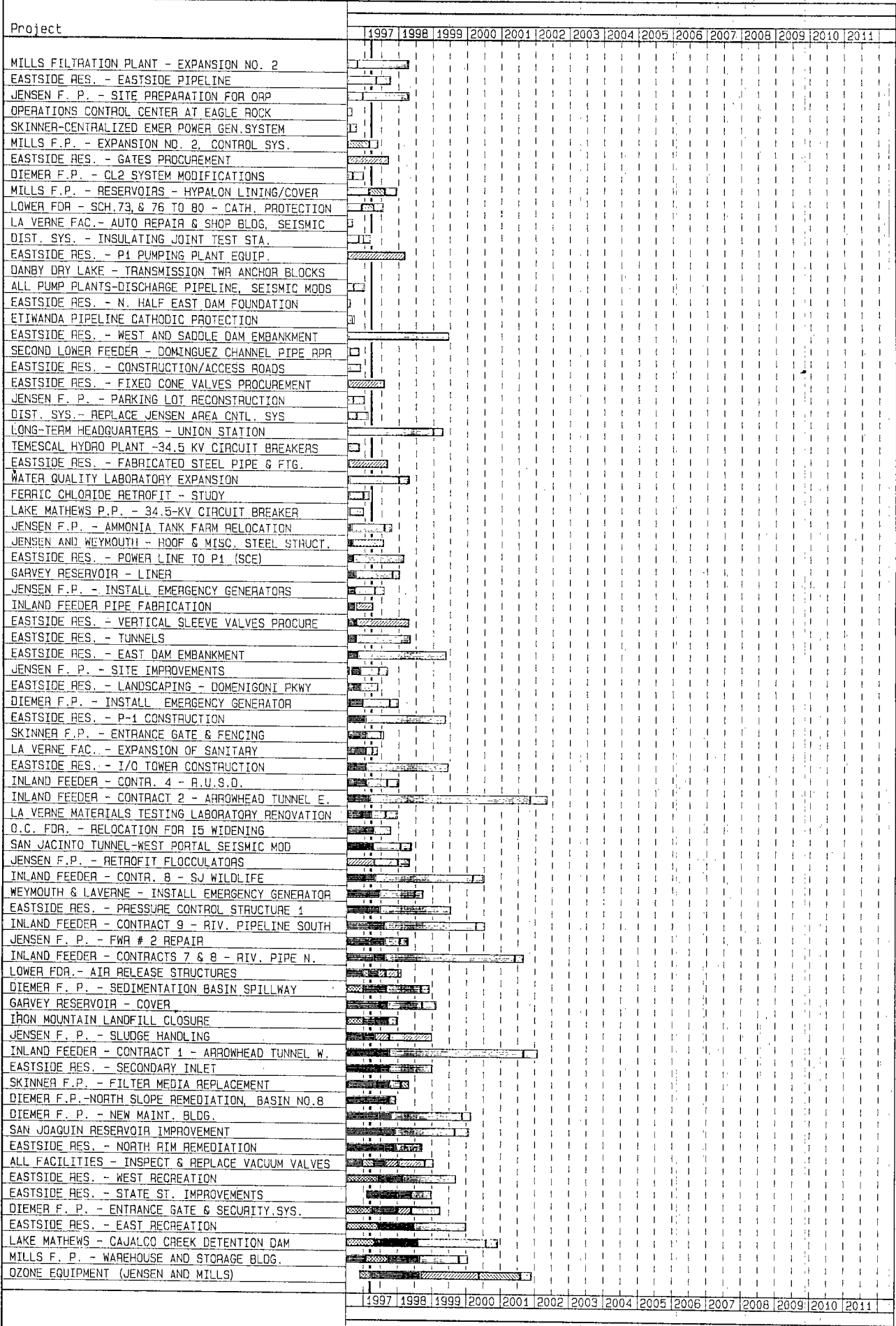
Section 8103(i) of the Administrative Code exempts from competitive bidding professional services contracts such as those which have been or will be set up for the purposes explained in this letter. However, in cases where the issuance of Request for Proposals for these services is feasible and appears 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 B. Eighteen of the 93 firms listed (19 percent) are certified as either women- or minority-owned business enterprises. Attachment C is a distribution by contract amount of the firms currently contracting with the District. 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.

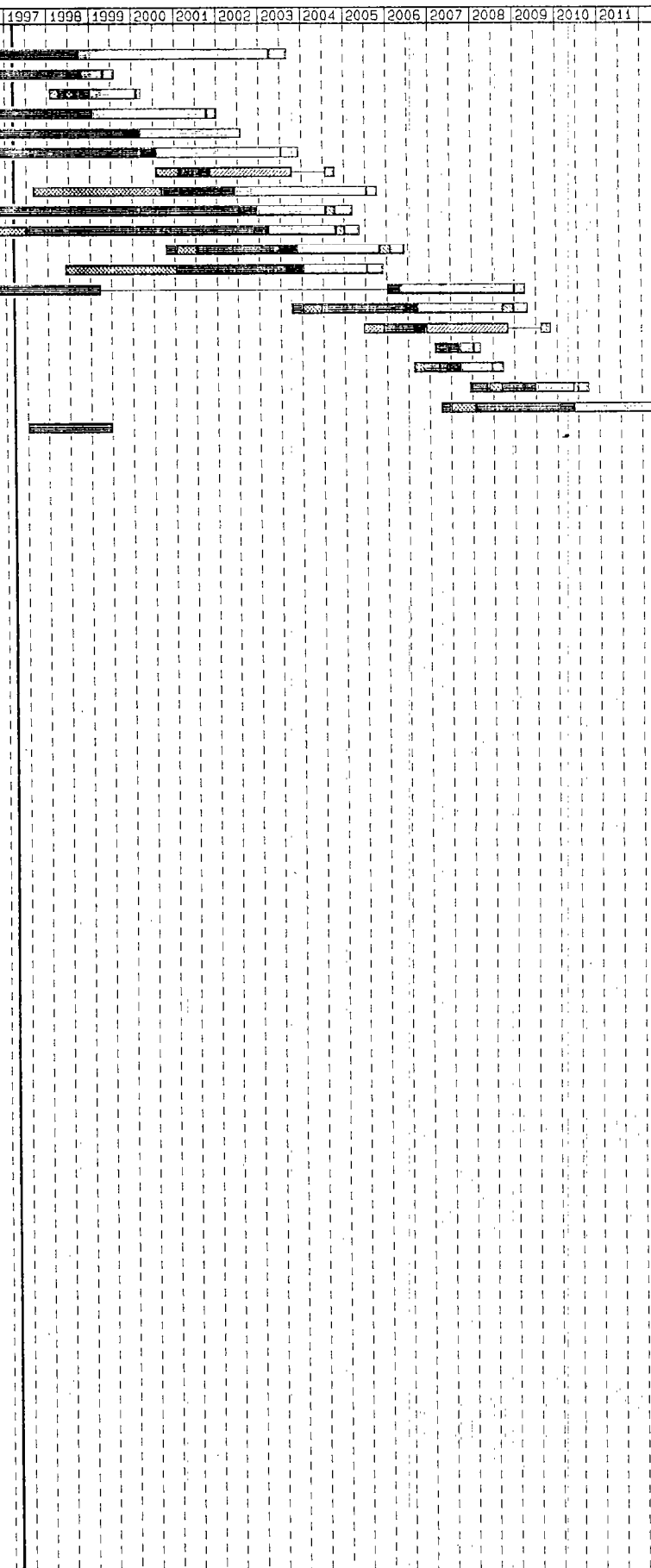
The action is exempt from the provisions of the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the proposed action could have a significant effect on the environment.

SLS/aj:rev3
(ctrac697)
Attachments



Activity Classification: Phase Study Advertise thru NIP 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 13MAR97 Data Date 13MAR97 Project Start 1JAN95 Project Finish 17APR97		Activity Bar/Early Dates Critical Designator Milestone/Flag Activity		Sheet 1 of 2		PREPARED BY: JIM MARTIN X6445																	
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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(c) Primavera Systems, Inc.																							

Project



Activity Classification Phase

Study
 Advertise thru RFP
 Investigation Phase

Preliminary Design
 Construction/Post Design
 Testing/Start-up

Final Design
 Construction By R.N.D.
 Design By Others

Procurement of Material
 As-Built

Pilot Date 13MAR97
 Data Date 13MAR97
 Project Start 1JAN85
 Project Finish 17APR97

Activity Bar/Early Dates
 Critical Designator
 Milestone/Flag Activity

METROPOLITAN WATER DISTRICT
 MASTER SCHEDULE
 BY START OF CONSTRUCTION

PREPARED BY: JIM MARTIN X6445	
Date	Revision
Checked	Approved

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

AAE Consultants
AECAD Consultants
Abang, Nick*
Ad-Tek Engineering Services
Adecco (formerly known as Adia)
Additional Technical Services
Administrative Business Services, Inc.*
Aerotek
Alphasoft Services
Alvarado, Reuben Q.*
Amvigor Engineering Services*
Avacon Corporation*
B & M Associates
B Squared Software, Inc.
Balcerzak, Richard W.*
Berg Power Engineers, Inc.
Business Info. Systems Consultants, Inc.
Butler Service Group*
CADD Squad*
CDI Corporation-West*
CDS Information Services, Inc.
Career Strategies, Inc.
Cochran Financial*
Collier-Young Agency
Construction Management Resources
Construction Specifications Services*
Cordax*
Courtesy Employment Service*
DP Technical Inc.
EPC Consultants, Inc.
Eleventh Hour Personnel
Fastek Technical Services*
Fay Tech Services*
Harte Enterprises*
Hammond, Dr. R. Philip*
Hunsaker & Associates*
Hunt, Robert W., Company*
IMRI*
Inconen*
J. Jireh & Associates
Kelly Professional Services*
Kingsley Software Group, Inc.
MRC PersonPower, Inc.*
MTB Quality Consultants, Inc.*
Mainstream Engineering Co.*
McDonnell Douglas Tech. Svcs., Co.*
MicroTemps
Midcom Corporation*
Minisystems Associates*
Montgomery, Barbara & Associates
Moody-Tottrup International*
Murphy, P., & Associates, Inc.*
Netwave Technical Resources, Inc.
NeuPac Resources, Inc.
ORSA Consulting Engineers*
O'Brien-Krietzberg & Associates*
Omega Contract Design
Peak Technical Services, Inc.*
Planetek*
Psomas and Associates*
Quantum Technical Solutions*
RP Accord Systems, Inc.
Ravel Software*
ReadyTech Professionals, Inc.*
Rhotech*
Second Careers
Seville Group, Inc.
Sharf, Woodward & Associates Inc.*
Source Consulting*
Superior Temporary Services*
Sustaining Resources
Tech/Aid*
Techna
Technical Connections
Technical Consultants
Transnational Computer Technology
Trend Western Technical*
Triad Personnel*
Triad Systems International*
Two Roads Professional Res., Inc.
Underground Construction Mgrs.*
Volt Technical*
Walls Inspection Company*
Western Technical Resources

Kirk-Mayer (aka TAD Res. Int., Inc.)*
Krystal Solutions
Levin, Jack*
Lopez, R & L
Los Angeles Dept. of Water and Power*

Western Temporary Services*
Widman, George A.*
XXCal
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

Notes:

- 1) *Firms currently contracting with Metropolitan.
- 2) These lists may not be all-inclusive and may be changed or supplemented as Engineering project requirements become better defined.

DISTRIBUTION BY CONTRACT AMOUNT

<u>CONTRACT AMOUNT</u>	<u>NO. OF CONTRACTS</u>	<u>TOTAL CONTRACT AMOUNTS</u>
LESS THAN \$250,000	35	\$5,572,550
\$250,000 - \$499,999	6	\$2,000,000
\$500,000 - \$999,999	10	\$7,783,334
\$1,000,000 - \$1,499,000	3	\$3,250,000
\$1,500,000 AND OVER	<hr/> 4	\$8,762,000
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