



**MWD**



METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

8-7

May 19, 1998

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

**From:** *for* General Manager

**Submitted by:** Gary M. Snyder  
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 \$9,300,000 for the First Half of Fiscal Year 1998/99

### RECOMMENDATION(S)

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 without regard to the \$250,000 limitation on the General Manager's contract authority. No individual contract will exceed \$2,000,000 in a single-contract year. It is further recommended that the General Manager be authorized 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) 1998/99, with an overall limitation in amounts paid of \$9,300,000 for the first half of FY 1998/99, substantially in accordance with the terms outlined in this letter, and in form approved by the General Counsel. Services provided by temporary personnel shall be limited to the technical, engineering-related services listed on Attachment B of this letter.

### 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 \$4 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. (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 for diverse engineering work requirements. Also, the use of such personnel avoids overstaffing 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 engineering work load requirements for FY 1998/99, 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 \$9,300,000 for the first half of FY 1998/99. The proposed \$9,300,000 is one-half of the total of \$18,600,000 included in the approved FY 1998/99 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 1998/99 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 1998/99.

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. At no time will an individual contract exceed \$2,000,000 in a single-contract year without additional Board approval.

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. Services provided by temporary personnel shall be limited to the technical, engineering-related services listed on that attachment. Eighteen of the 61 firms listed (25 percent) are certified as either women- or minority-owned business enterprises. 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.

This 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\mg:rev3  
(PersonnelContractsFirstHalf9899)  
Attachment(s)

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

Abang, Nick	Midcom Corporation
Adecco TAD (fka TAD Resources)	Modis (fka Mini-systems Associates)
Administrative Business Services, Inc.	Montana Testing & Geotechnical, Inc.
Alvarado, Reuben Q.	Moody-Tottrup International
Amvigor Engineering Services	Murphy, P., & Associates, Inc.
Balcerzak, Richard W.	ORSA Consulting Engineers
Berg Power Engineers, Inc.	O'Brien-Krietzberg & Associates
Business Info. Systems Consultants, Inc.	Peak Technical Services, Inc.
Butler Service Group	Planetek
CADD Squad	Psomas and Associates
CDI Corporation-West	Quantum Technical Solutions
California Creative Solutions, Inc.	RP Accord Systems, Inc.
Comforce Technical Services, Inc.	Ravel Software
Construction Specifications Services	ReadyTech Professionals, Inc.
Cordax	Sharf, Woodward & Associates Inc.
Courtesy Employment Service	Source Consulting
DSS Software Technologies Inc.	Stratus Services Group, Inc.
Fastek Technical Services	Superior Temporary Services
Fay Tech Services	Tech/Aid
Harte Enterprises	Towill, Inc.
Hernandez, Kroone & Associates	Trend Western Technical
Hunsaker & Associates	Triad Personnel
Hunt, Robert W., Company	Triad Systems International
IMRI	Underground Construction Mgrs.
Inconen	Volt Technical
J. Jireh & Associates	Walls Inspection Company
Kelly Professional Services	Western Staff Services
Los Angeles Dept. Of Water and Power	Widman, George A.
MRC PersonPower, Inc.	Yamanaka, Ruth K.
MTB Quality Consultants, Inc.	Yoh, H. L., Company
McDonnell Douglas Tech. Svcs., Co.	

**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

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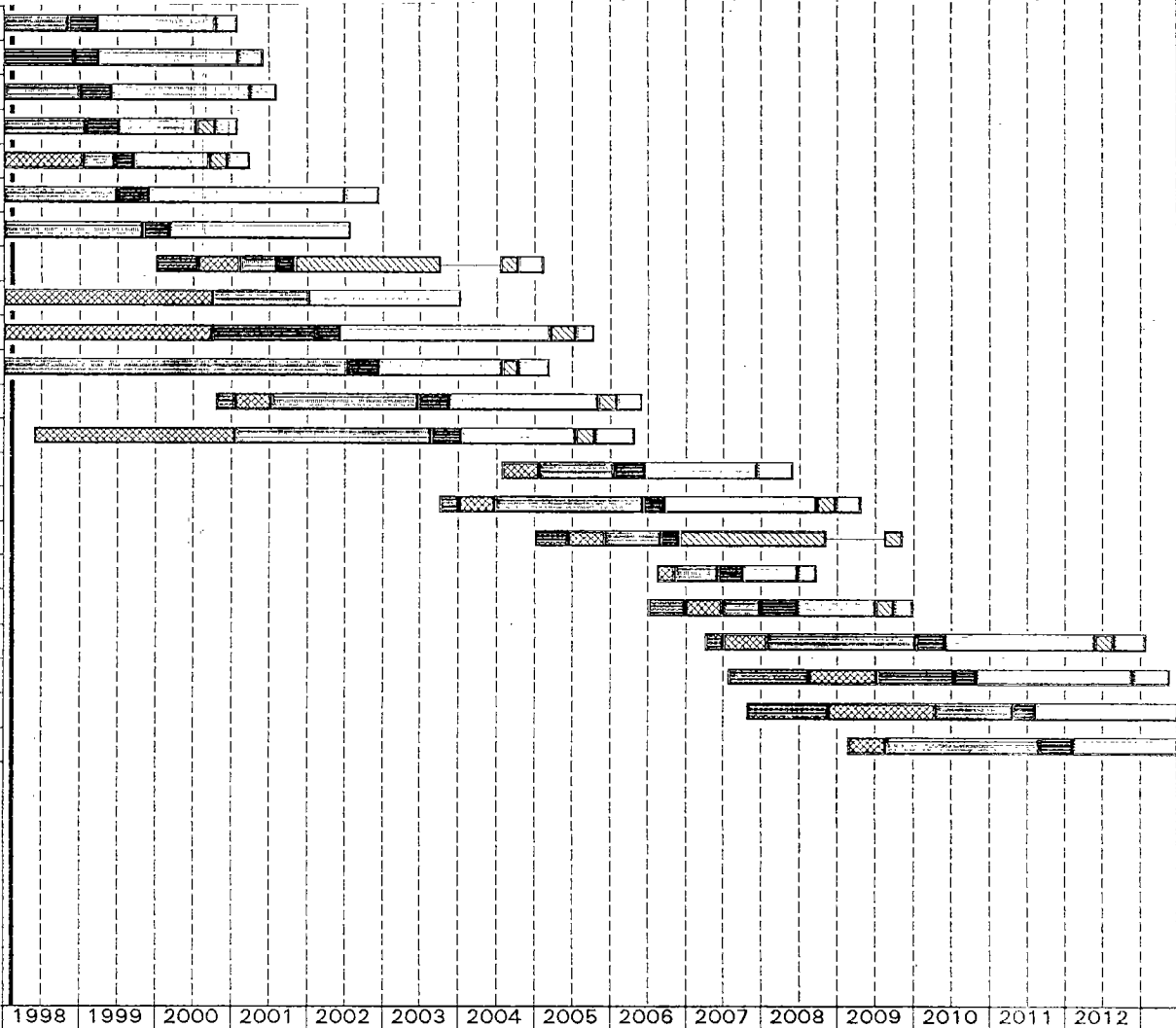
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**Notes:**

- 1) All firms listed currently contract with Metropolitan.
- 2) These lists may not be all-inclusive and may be changed or supplemented as Engineering project requirements become better defined.



ESR-W.PKG #23-WEST RECREATION AREA
LAKE MATHEWS - CAJALCO CREEK DETENTION
ALAMEDA CORRIDOR PIPELINE RELOCATION
DIEMER F. P. - SEDIMENTATION BASIN SPILLWAY
DIEMER FILT PLT, MAINTENANCE BLDG RELOCATION
MATHEWS OUTLET FACILITY, REPLACEMENT
INLAND FDR-CONT #4T - TUNNEL PORTION
OZONE EQUIPMENT (SKINNER)
S.D. PIPEL #6-RIGHT OF WAY
S.D. PIPEL #6-CNTRT #2-MT.OLYMPUS TNL &
JENSEN F. P. - OXIDATION RETROFIT
SKINNER F. P. - OXIDATION RETROFIT
S.D. PIPEL #6-CNTRT #1-S.D. CNL TO MT.O
CPA FILTRATION PLANT - SITE DEVELOPMENT
WEYMOUTH F. P. - OXIDATION RETROFIT
OZONE EQUIPMENT (DIEMER, WEYMOUTH)
LAVERNE FAC. - CONSTRUCT OFFICE & WAREHOUSE
SKINNER F. P. - MODULES 4-6 SED. BASINS
DIEMER F. P. - OXIDATION RETROFIT
CPA TUNNEL AND PIPELINE - REACHES 1 & 2
CPA TUNNEL AND PIPELINE - REACH 3
CPA FILTRATION PLANT - CONSTRUCTION



1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012

Activity Classification: Phase/Subphase

- PROCUREMENT OF MATERIAL
- Study
- Needs Identification
- Advertise thru Award
- Preliminary Design
- Construction/Post Design
- Final Design by Metropolitan
- Design by Others - Review by Metropolitan
- As-Built
- Testing/Start-up
- Construction by MWD

Plot Date 5FEB98  
 Date Date 10FEB98  
 Project Start 1JAN85  
 Project Finish 8APR98

Activity Bar/Early Dates  
 Critical Designator  
 Milestone/Flag Activity

METROPOLITAN WATER DISTRICT  
 MASTER SCHEDULE  
 BY START OF CONSTRUCTION

Sheet 1 of 1

PREPARED BY: JIM MARTIN X6445

Date	Revision	Checked	Approved

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