



WEST BASIN MUNICIPAL WATER DISTRICT
17140 S. Avalon Blvd., Suite 210
Carson, CA 90746

AGENDA NO. 12

NOVEMBER 8, 2010 – Administration

Kwan (Chair), Smith

NOVEMBER 22, 2010 – Board Meeting

Prepared by: David Shull

Submitted by: Margaret Moggia

Approved by: Rich Nagel

CONSENT CALENDAR

BUILDING ENGINEER SERVICES

SUMMARY:

West Basin Municipal Water District (West Basin) owns and occupies its Headquarters Building at 17140 South Avalon Blvd. in Carson. The building is approximately 28 years old, and has reached a point in its life where it requires a considerable amount of attention for maintenance and repair. To keep pace with the increased maintenance and repair requirements, staff recommends an increased focus on proactive, preventive maintenance. To implement this approach, staff recommends contracting for the services of a Building Engineer.

The Building Engineer would operate, monitor and maintain in good working order and condition, the heating, ventilating, air conditioning, plumbing and electrical systems, life safety systems, and other equipment related to the operation of the building. The Building Engineer would also be responsible for day-to-day minor maintenance and repair duties including lighting repair and replacement, touch-up patching and painting, as well as a wide variety of "Handyman" related tasks. It is anticipated that the Building Engineer would assist with the coordination of inbound deliveries to West Basin Headquarters. The Building Engineer would be "on-call" for after-hours incidents and emergencies. The Building Engineer would be domiciled at the West Basin Headquarters offices.

The services of a Building Engineer are typically provided through a contractor specializing in building management, maintenance, and operations. This contractor would develop and implement a comprehensive engineering personnel training program specifically designed for the equipment and needs of West Basin and its Headquarters building.

Staff will issue a solicitation for a contractor to provide the services of a Building Engineer on a trial basis. During the trial period, the Building Engineer would be utilized on a part-time basis (approximately 20 hours per week). It is anticipated that a contract resulting from this solicitation will be issued under the General Manager's authority. Staff will evaluate the role of the Building Engineer during the trial period to determine any necessary modifications to the scope of services and level of effort required. Following the trial period, staff anticipates contracting for these services on a longer term basis.

STRATEGIC BUSINESS PLAN IMPLEMENTATION:

Goal 4: Sound Financial & Resources Management – West Basin is committed to efficient business operations, financial planning and asset management.

FISCAL IMPACTS:

Funds for the Building Engineer are included in the Fiscal Year 2010-11 Finance and Support Services Budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed by the Administration Committee on November 8, 2010 and agendized to the November 22, 2010 Board meeting Consent Calendar.

RECOMMENDED MOTION:

This item is for information only.

LIST OF EXHIBITS:

None.

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