



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

Governance Committee

January 14, 2015

9:00 a.m.

- 1. Call to Order..... Chairperson
- 2. [DC Water Works! Employment Programs Update](#).....Korey Gray, Compliance Officer
- 3. [Proposed Amendments to the Procurement Manual](#).....Randy Hayman, General Counsel
- 4. Emerging Issues and Other Business.....Chairperson
- 5. Agenda for Upcoming Committee Meeting (TBD).....Chairperson
- 6 Executive Session – To discuss legal, confidential and privileged matters pursuant to Section 2-575 (4) (A) and (B) of the D.C. Official Code
- 7.Adjournment.....Chairperson

*The DC Water Board of Directors may go into executive session at this meeting pursuant to the District of Columbia Open Meetings Act of 2010, if such action is approved by a majority vote of the Board members who constitute a quorum to discuss: matters prohibited from public disclosure pursuant to a court order or law under D.C. Official Code § 2-575(b)(1); contract negotiations under D.C. Official Code § 2-575(b)(1); legal, confidential or privileged matters under D.C. Official Code § 2-575(b)(4); collective bargaining negotiations under D.C. Official Code § 2-575(b)(5); facility security under D.C. Official Code § 2-575(b)(8); disciplinary matters under D.C. Official Code § 2-575(b)(9); personnel matters under D.C. Official Code § 2-575(b)(10);proprietary matters under D.C. Official Code § 2-575(b)(11); decision in an adjudication action under D.C. Official Code § 2-575(b)(13); civil or criminal matters where disclosure to the public may harm the investigation under D.C. Official Code § 2-575(b)(14), and other matters provided in the Act.



District of Columbia Water and Sewer Authority
George S. Hawkins, General Manager



PROGRAMS UPDATE

Presented to the

Governance Committee

Ellen Boardman, Chairperson

Wednesday, January 14, 2015



District of Columbia Water and Sewer Authority
George S. Hawkins, General Manager

Workforce Training Pilot Update



Workforce Training Pilot Program Summary

Goal of the Program is to prepare the participants to be employable after completion of the training.

- Each Contractor will have two (2) trainees.
- Participants must be currently un-employed and a DC Resident.

Total of \$322,000.00 allocated for Training Pilot

- \$161,000.00 per contract

- Training Time: 4,600 man-hours
 - Includes Classroom Instruction and On-Site Training

- Cost per worker: \$35 per hour



Workforce Training Pilot Program Summary

Breakdown of Costs:

Expense	Capitol Paving	Fort Myer
Base Hourly Rate	\$21.35	\$21.83
Fringe	\$6.95	\$6.47
Total Rate¹	\$28.3	\$28.3
Training Costs ²	\$6.70	\$6.70
Total Cost	\$35.00	\$35.00

1) Worker rate is based on a “Laborer” classification. “Total” Rate for the laborer for each project is \$28.30.

- Gross rate per hour.
- Standard deductions (Income Taxes, FICA, etc) determined based on this rate.

2) Training costs include classroom expenses, training programs (ex. OSHA Training: \$59; Traffic control Technician: \$150)



District of Columbia Water and Sewer Authority
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Workforce Training Pilot Program Summary

Trainee Assessment and Suggested Life Skills Training [PHASE 1]			Combination of Technical, Field and Team Acclimation [PHASE 2]	Technical and Field Training in Specific Trade [PHASE 3]
Week 1 (40 hours)	Week 2 (40 hours)	Weeks 3 to 4 (80 hours)	2 to 6 Months	7 to 12 Months
1. Timeliness/Attendance	1. Timeliness/Attendance	1. Timeliness/Attendance	1. Timeliness/Attendance	1. Timeliness/Attendance
2. Flagging Training (4 hrs)	2. OSHA 10 Training (10 hrs)	2. Confined Space Training (8 hrs)	2. In-class technical training before field training. Additional OSHA and company training.	2. On-job training
3. Proper use of Hand/Power Tools (8 hrs)	3. Work Zone Safety (6 hrs)	3. Excavation and Trench Safety (8 hrs)	3. Field rotation with construction trades - Rotation 1: Utility - Rotation 2: Concrete - Rotation 3: Operator/Equipment	3. Based on needs assessment from Phase 2, individual will be selected to continue in a certain trade.
4. Erosion Control Methods, Techniques, and Installation or Soils and Compaction Training (8 hrs)	4. First Aid/CPR Certification (8 hrs)	4. Conversational Spanish/English for Construction Communication (6 hrs)	4. Construction Math	4. Blueprint Reading
5. General Construction and Monitoring Trainee's Work Ethics, Listening, and General Awareness (20 hrs)	5. General Construction and Monitoring Trainee's Work Ethics, Listening, and General Awareness (24 hrs)	5. General Construction and Monitoring Trainee's Work Ethics, Listening, and General Awareness (58 hrs)	5. Conduct a needs assessment of individuals aptitude and job needs prior to proceeding to Phase 3	➤ Training provided by DC Water Pilot ➤ Training provided by Union



Workforce Training Pilot Program Summary

Curriculum and Training :

After successful completion of the program, trainees will receive certifications in the following areas:

- Confined Space Training
- Erosion Control
- First Aid/CPR
- Flagger
- OSHA



Workforce Training Pilot Program Summary

Program Monitoring and Accountability:

- Weekly submittal of Progress Reports and Time Sheets.
- Quarterly site visits/interviews with the Contractor and Trainees. **Now Monthly**
- Participation in Monthly Progress Meetings.
- Trainees pay confirmed by contractors submittal of certified payrolls.
- Review and approval of monthly invoices.

DC Water Workforce Training Program								
Record of Training								
TRAINEE NAME: _____	CONTRACT NO.: _____							
WORK CLASSIFICATION: _____	WAGE RATE: _____							
TRAINEE START DATE: _____	WEEK ENDING DATE: _____							
Training Program Checklist (Week 1)								
Description	Yes/No	Notes						
1. Did Trainee show up on time?		Provide copies of daily timecard.						
2. Flagging Training		Provide copy of training/certification.						
3. Proper use of Hand/Power Tools		Provide copy of training curriculum.						
4. Erosion Control Methods, Techniques, and Installation		Number of hours Trainee performed task = _____ hrs						
5. General Construction and Monitoring		Trainee Rating Scale: Excellent ("E") Good ("G") Fair ("F") Poor ("P") A. Work Ethics: ____ B. Listening: ____ C. General Awareness: : ____						
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 33%;">_____</td> <td style="border: none; width: 33%;">_____</td> <td style="border: none; width: 33%;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Name of Certifying Officer (Type)</td> <td style="border: none; text-align: center;">Signature</td> <td style="border: none; text-align: center;">Date</td> </tr> </table>			_____	_____	_____	Name of Certifying Officer (Type)	Signature	Date
_____	_____	_____						
Name of Certifying Officer (Type)	Signature	Date						



Pilot Summary – Capitol Paving

Contract No.: 120080

Contract Title: Small Diameter Water Main Replacement 8

Contractor: Capitol Paving

Contract Execution Date: March 19, 2013

Pilot Start Date: October 28, 2013

Contract Complete Date: April 15, 2015

Total Pilot Training Hours: 4,600

Training Hours to date: 2,299

One (1) Remaining Trainee. Was injured (not job related) and has not been able to complete the program.

Total Training Program Budget: \$161,000

Training paid to date: \$78,032.50



Pilot Summary – Fort Myer

Contract No.: 100090

Contract Title: Bryant Street Pumping Station Discharge Piping Replacement

Contractor: Fort Myer Construction

Contract Execution Date: September 7, 2012

Pilot Start Date: October 28, 2013

Contract Complete Date: January 11, 2016

Total Pilot Training Hours: 4,600

Training Hours to date: 3035

Both trainees have completed the training program and have received their certificates. Both workers continue to be employed by Fort Myer.

Total Training Program Budget: \$161,000

Training paid to date: \$106,225



District of Columbia Water and Sewer Authority
George S. Hawkins, General Manager

Workforce Incentive Pilot Update



Workforce Incentive Pilot Program Summary

- Inspired by WIP of the DC Department of General Services.
- Program seeks to increase the number of District residents on the project.
 - Encourages new employment opportunities for District of Columbia residents.
- DC Resident incentive is a two tier approach:
 - 5% incentive when DC Resident hours are between 20% and 35% of total man-hours.
 - 10% incentive when DC Resident hours are greater than 35% of total man-hours.
- No incentive if DC Resident hours are less than 20%.
 - Achievement based on the number of hours worked. Ensures that the firms aren't using DC Residents gaming the system (indicating new hires were made but not actually using them).
- Achievement is determined during each invoice period.
- Incentive Cap is based on projected man-hours for each contract
 - **Fort Myer Hiring Incentive Cap: \$100,000.00**
 - **Capitol Paving Hiring Incentive Cap: \$250,000.00**



Workforce Incentive Pilot Program Summary

Program Monitoring and Accountability:

- Submittal of Weekly Certified Payroll Reports
 - Summary Page to confirm percentage
 - Review of all certified payrolls from contractors' DC Water projects

- Bi-weekly employee(s) verification to ensure accurate reporting of hours from Contractor having multiple projects with DC Water and using same employee(s).



Workforce Incentive Pilot Program Summary

Program Update – Capitol Paving

- DC Resident Utilization Percentage at Pilot Start: 30.14%
- DC Resident Utilization Percentage as of August 30, 2014: 24.07%

- Incentive Cap: \$250,000.00
- Incentive Paid to Date: \$28,058.00



Workforce Incentive Pilot Program Summary

Program Update – Fort Myer

- DC Resident Utilization Percentage at Pilot Start: 11.6%
- DC Resident Utilization Percentage as of August 30, 2014 : 26.28%

- Incentive Cap: \$100,000.00
- Incentive Paid to Date: \$11,507.40



District of Columbia Water and Sewer Authority
George S. Hawkins, General Manager

FY 2015 DC Water Contractor Employment Data



FY 2015 DC Water Goods and Services Employment Data

Goods and Services Contracts: Agreements whereby a contractor/consultant supplies a good (tangible product) time, effort, and/or expertise (e.g., outside contractors, janitorial services, security and fleet services excluding professional services, legal, financial & AE)

- In FY 2015, 545 job positions filled on Goods and Service contracts.
 - 316 positions (58%) were filled by residents within DC Water’s User Jurisdiction.
 - 103 positions (18.9%) were filled by District of Columbia residents.
 - Goods and Service contract new hires: 20
 - 19 new hires were from the DC Water User Jurisdiction

Table 1: Number of Goods and Service Contract Positions

	# of Positions	%
➤ User Jurisdiction	316	58%
○ DC	103	18.9%
○ PGC	99	18.2%
○ MC	43	7.9%
○ FC	67	12.3%
○ LC	4	.7%
➤ OTH MD	97	17.8%
➤ OTH VA	63	11.6%
➤ Outside User Jurisdiction	69	12.7%
Total	545	



FY 2015 DC Water Non-Major Construction Projects Employment Data

- In FY 2015, 1,162 job positions on the Non Major Construction projects.
 - 697 positions (60%) were filled by residents within DC Water’s User Jurisdiction.
 - 164 positions (14%) were filled by District of Columbia residents.
 - Non-Major Construction new hires: 12
 - 12 new hires were from the DC Water User Jurisdiction

Table 2: Number of Non Major Project Positions

	# of Positions	%
➤ User Jurisdiction	697	60%
○ DC	164	14%
○ PGC	291	25%
○ MC	74	6%
○ FC	166	14%
○ LC	2	1%
➤ OTH MD	169	15%
➤ OTH VA	96	8%
➤ Outside User Jurisdiction	200	17%
Total	1,162	



FY 2015 DC Water Major Construction Projects Employment Data

(e.g., Clean Rivers, Enhanced Nitrogen Removal, Tunnel Dewatering Pump Stations and Biosolids Management)

- In FY 15, there were 2,224 job positions on the Major Construction contracts.
 - 972 positions (43.7%) were filled by residents within DC Water’s User Jurisdiction.
 - 211 positions (9.5%) were filled by District of Columbia residents.

Table 3: Number of Major Project Positions

	# of Positions	%
➤ User Jurisdiction	972	43.7%
○ DC	211	9.5%
○ PGC	332	14.9%
○ MC	133	6.0%
○ FC	221	9.9%
○ LC	75	3.4%
➤ OTH MD	387	17.4%
➤ OTH VA	440	19.8%
➤ Outside User Jurisdiction	425	19.1%
Total	2,224	



FY 2015 Contractor New Hires

DC Water Opportunity Center Highlights

Table 4: New Hires through DC Water’s Opportunity Center (October 2014- December 2014)

Contractor	Positions Hired	Resident Location	New Hires Reported
Million Construction	Laborer	Washington, DC	1
Total New Hires Reported			1



The DC Water Works Satellite Job Centers (SJC) Statistics
October 1, 2014 thru December 31st 2014

The DC Water Works Satellite Job Centers operate in concert with the DC Water Works Job Center onsite.

DC Water contractor job opportunities and the application process are made more accessible to local residents, in all User Jurisdictions.

Job Centers	Visitors	Callers	Construction			Goods and Services		
			Visitors	Callers	Applications	Visitors	Callers	Applications
Greater Washington Urban League	41	17	32	17	35	7	0	1
Anacostia Economic Development Corporation	54	21	47	20	72	2	0	2
DC Water Business Office	84	32	73	31	101	8	1	14
TOTAL	179	70	152	68	208	17	1	17



Proposed Procurement Manual Revisions

January 14, 2015



Task: Review and revise current Debarment and Suspension language and associated sections contained in DC Water's Procurement Manual.



Chapters Containing Proposed Changes:

- 1) Chapter 26 – Debarment and Suspension
- 2) Chapter 25 – Contractor Responsibility
- 3) Chapter 23 – Contract Management and Administration
- 4) Chapter 5 – Bonds and Insurance



Overall Goal:

- 1) Enhance DC Water's ability to identify contractors who are bad actors and apply the debarment/suspension rules accordingly.
- 2) Enhance due process elements.
- 3) Directly lessen the cost incurred by DC Water associated with violations and subsequent investigations. Costs to be paid by the contractor.
- 4) Enhance and clearly delineate Contractor responsibilities.



Procurement Manual Chapters/ Sections Subject to Revision

- **Chapter 5** –Bonds and Insurance –Section 5.1 Policy –(*revised to create greater flexibility in nature of security requested from contractor*)
- **Chapter 23** –Contract Management and Administration-23.28 Contract Closeout-(*revised to add an additional requirement for contract closeout*)
- **Chapter 25** –Contractor Responsibility-25.2 –Responsible Prospective Contractors- (*revised to add four new requirements to determine contractors' responsibility*) - 25.6 –List of Excluded Parties-(*revised to name agency which supplies information to exclude potential bidders*)



Procurement Manual Chapters/ Sections Subject to Revision (cont.)

- **Chapter 26** –Debarment and Suspension-26.2.1 –Authority to Debar-(*revised to simplify reference to debarment officials and to provide reference that defines Contracting Officer*)
- 26.2.2 Causes of Debarment – (*revised language to conform to current Executive Order and to include administrative findings*)
- 26.2.3 –Additional Causes of Debarment-(*revised to add a new additional cause for debarment*)
- 26.2.5 –Reasonable Notice – 26.2.5.1 –Opportunity to be Heard -26.2.5.2 –Hearing ,Proposed Order, Final Order and Right to Appeal(*revised to add procedures to enhance due process*)
- 26.2.7 –Period of Debarment- (*revised to list person(s) at DC Water who will make the determination*)
- 26.2.8 –Reduction of Period of Debarment (*revised to list person(s) at DC Water who will determine other reasons for a reduction*)
- 26.3.1 -Authority to Suspend-(*revised to simplify reference to suspension officials*)
- 26.3.2- Causes for Suspensions (*revised to add a new cause for suspension*)
- 26.3.3 –Reasonable Notice -26.3.1 –Opportunity to be Heard -26.3.2 –Hearing, Proposed Order, Final Order and Right to Appeal-(*revised to add procedures to enhance due process*)



For each of the chapters previously referenced the notebook in front of you contains copies of:

- 1) The current language contained in the existing Procurement Manual.
- 2) Proposed changes to the relevant sections identified in redline.
- 3) A clean copy of the Procurement Manual containing the proposed changes.