



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

Board of Directors

Governance Committee

May 13, 2015

9:00 a.m.

1. Call to Order.....Ellen Boardman, 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 Sections 2-575 (b) (4) (A) and (B) of the D.C. Official Code
7. Adjournment.....Chairperson



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



PROGRAMS UPDATE

Presented to the

Governance Committee

Ellen Boardman, Chairperson

Wednesday, May 13, 2015



District of Columbia Water and Sewer Authority
George S. Hawkins, CEO and 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, there were 608 contractor job positions on Goods and Service contracts.
 - 352 positions (58%) were filled (transfers and new hires) by residents within DC Water’s User Jurisdiction.
 - 116 positions (19%) were filled (transfers and new hires) by District of Columbia residents.
 - Goods and Service contract new hires: 24
 - 20 new hires were from the DC Water User Jurisdiction

Table 1: Number of Goods and Service Contract Positions

	# of Positions	%
➤ User Jurisdiction	352	58%
○ DC	116	19.1%
○ PGC	107	17.6%
○ MC	51	8.4%
○ FC	72	11.8%
○ LC	6	1%
➤ OTH MD	106	17.4%
➤ OTH VA	76	12.5%
➤ Outside User Jurisdiction	74	12.2%
Total	608	



FY 2015 DC Water Non-Major Construction Projects Employment Data

- In FY 2015, there were 1,163 contractor job positions on Non Major Construction projects.
 - 777 positions (62%) were filled (transfers and new hires) by residents within DC Water’s User Jurisdiction.
 - 179 positions (14%) were filled (transfers and new hires) by District of Columbia residents.
 - Non-Major Construction new hires: 38
 - 31 new hires were from the DC Water User Jurisdiction

Table 2: Number of Non Major Project Positions

	# of Positions	%
➤ User Jurisdiction	777	62%
○ DC	179	14%
○ PGC	325	26%
○ MC	102	8%
○ FC	168	13%
○ LC	3	1%
➤ OTH MD	172	14%
➤ OTH VA	97	8%
➤ Outside User Jurisdiction	201	16%
Total	1247	



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 2,826 contractor job positions on Major Construction contracts.
 - 1,337 positions (47%) were filled (transfers and new hires) by residents within DC Water’s User Jurisdiction.
 - 320 positions (11%) were filled (transfers and new hires) by District of Columbia residents.
 - Major Construction new hires: 21
 - 15 new hires were from the DC Water User Jurisdiction

Table 3: Number of Major Project Positions

	# of Positions	%
➤ User Jurisdiction	1,337	47.3%
○ DC	320	11.3%
○ PGC	484	17.1%
○ MC	182	6.4%
○ FC	270	9.6%
○ LC	81	2.9%
➤ OTH MD	473	16.7%
➤ OTH VA	533	18.9%
➤ Outside User Jurisdiction	483	17.1%
Total	2,826	



FY 2015 Contractor New Hires

DC Water Job Center Highlights

Table 4: New Hires through DC Water’s Job Center (October 2014- April 2015)

Contractor	Positions Hired	Resident Location	New Hires Reported
Bulldog Construction	Class A Driver	Washington, DC	1
EE Cruz	Administrative Asst	Fairfax County	1
EE Cruz	Administrative Asst	Washington, DC	1
EE Cruz	Environmental Engineer	Fairfax County	1
EE Cruz	Flagger	Prince George’s County	1
EE Cruz	Skilled Laborer	Washington, DC	1
Previously Reported			
Million Construction	Laborer	Washington, DC	1
Total New Hires Reported			7



FY 2015 WaterWorks Highlights

Update on the February 4, 2015 EE Cruz Job Fair

EE Cruz was interested in meeting candidates for the following positions:

- Carpenters
- Mechanics
- Operators
- Skilled Laborers
- Un-skilled Laborers

(EE Cruz did not have a fixed number individuals needed per position)

Job fair consisted of 5 minute “interviews” with EE Cruz staff.

Initially DC Water scheduled interviews with for 207 participants. However, an additional 284 were walk-ins.

Individuals were rated by EE Cruz from (1) lowest and four (4) highest

31 individuals were rated 3 or 4.

Of these, 4 were hired by EE Cruz:

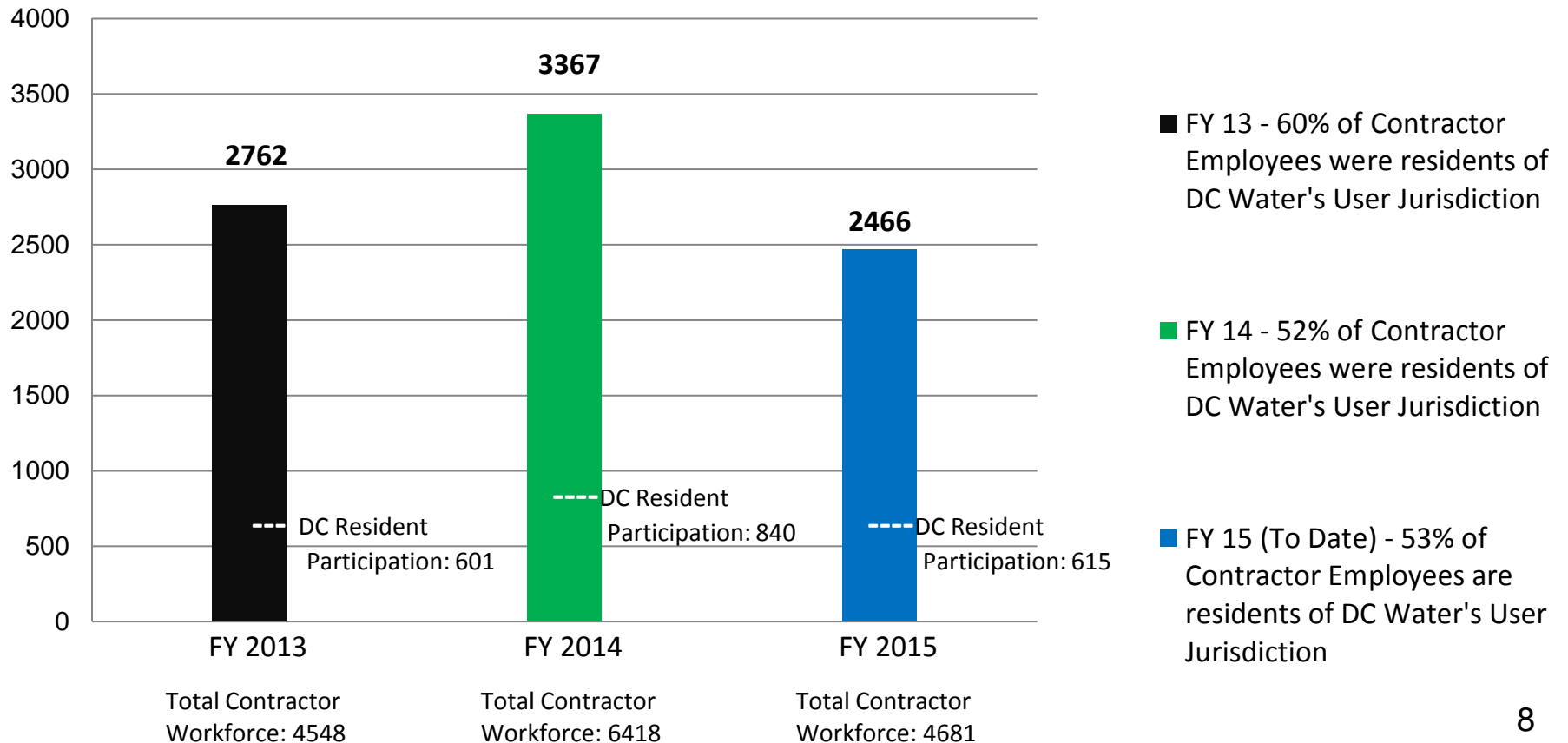
- 2 Administrative Positions
- 1 Flagger
- 1 Skilled Laborer

An additional 27 are scheduled to be interviewed through May, 2015



FY 2015 WaterWorks Highlights

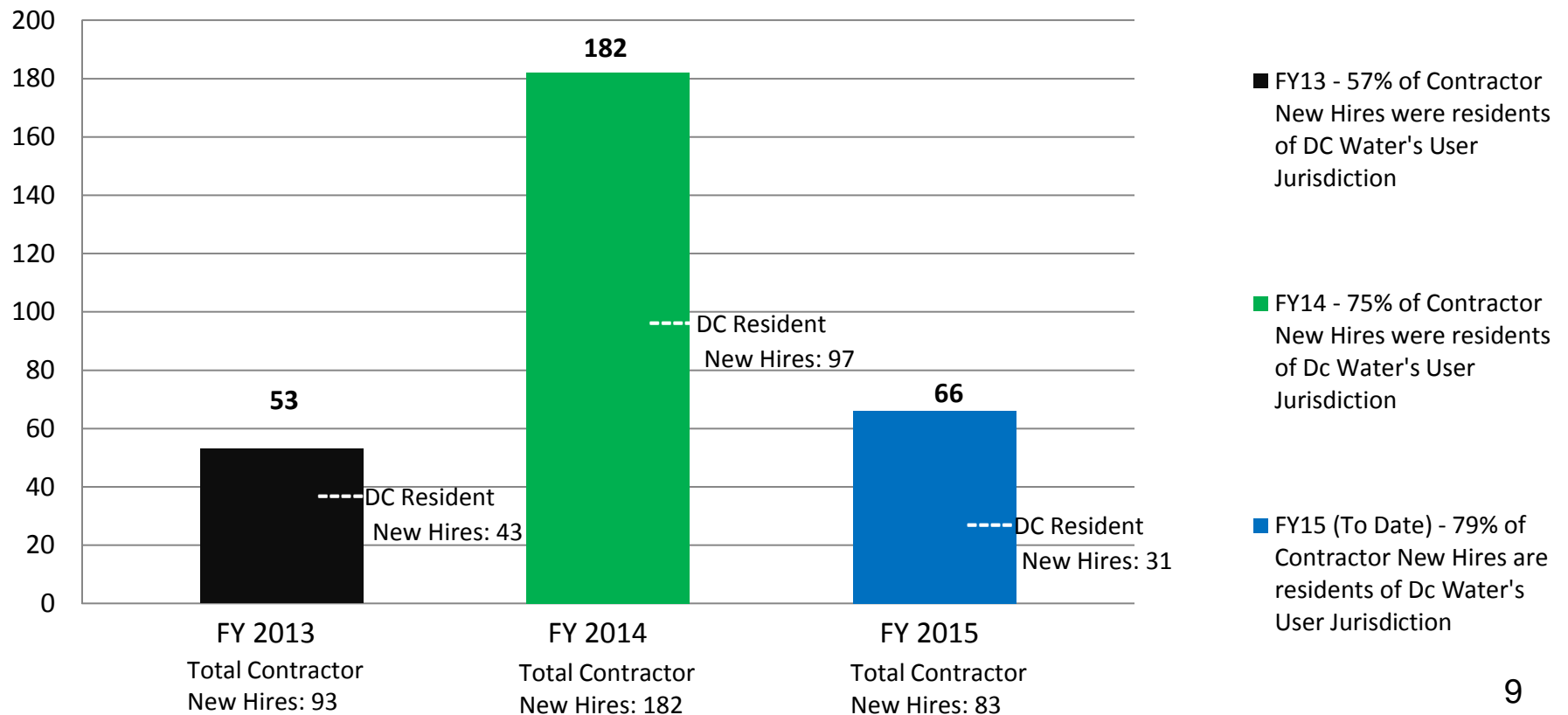
DC Water Contractor Total Workforce Three (3) Year Review





FY 2015 WaterWorks Highlights

DC Water Contractor New Hire Data Three Year Review





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

Update on Permanent Program Framework



DC WaterWorks Program

I. Establish Employment Goals

- Total Workforce Goal for residents of DC Water’s User Jurisdiction
- New Hire Goal for District of Columbia Residents
- Best Faith Efforts by Contractors to achieve the goals

II. Establish Incentives for contractors

Pre-Award

- Provide points/preference, as part of the evaluation process, for proposers that demonstrate past experience/ programs that target local hires.

Post Award

- Semi-Annual “Thank You/ Update” letter on employment participation signed by Chief of Staff
- “Thank you/ Update” letter on local employment participation signed by the General Manager at end of project
- All firms with local hires to be included in annual report (as an appendix). Top five firms will be featured in a “one pager” in the report.



DC WaterWorks Program

III. Training/Placement Providers

- Engage (up to) three third-party job training and job placement providers to develop and operate job training and job placement assistance programs in support of construction, and service projects.
- Training based on procurement forecast and needs of contractors (Employment Plans)
 - Establish a Business Advisory Committee (made up of contractors and DC Water staff) to assist the provider(s) in developing curriculum for the program.
- Maximize training graduation rates and job placement rates with a goal of achieving an eighty percent (80%) graduation rate and a fifty percent (50%) job placement rate.
- Stipends to trainees; fund testing and certification fees for those proceeding to obtaining certification.
- Solicitation to include a provision that the primary source of employment opportunities will be with DC Water contractors. However, the contractor should have relationships with additional contractors/sources.
- For employment opportunities not covered under the Training/Placement providers program, contractors will submit job opportunities to the DC Water Works team (database) for identification of candidates.



DC WaterWorks Program

IV. New Online Database

- New system streamlines data collection and provides simpler reporting for contractors.
- Capture Employment Plan data – allow for online updates
- Contractors to post job opportunities online
- Contractors to submit weekly payroll reports (data entry and upload)
- Contractors to submit monthly reports online
- Allow for individuals to search job opportunities and post resumes/information form
- Allow contractors to search resumes/applications
- Generate management (canned/ad-hoc) reports
- Establish links with DOES' Job Centers and DC public Libraries so that individuals visiting these locations can also search for jobs with DC Water's contractors.



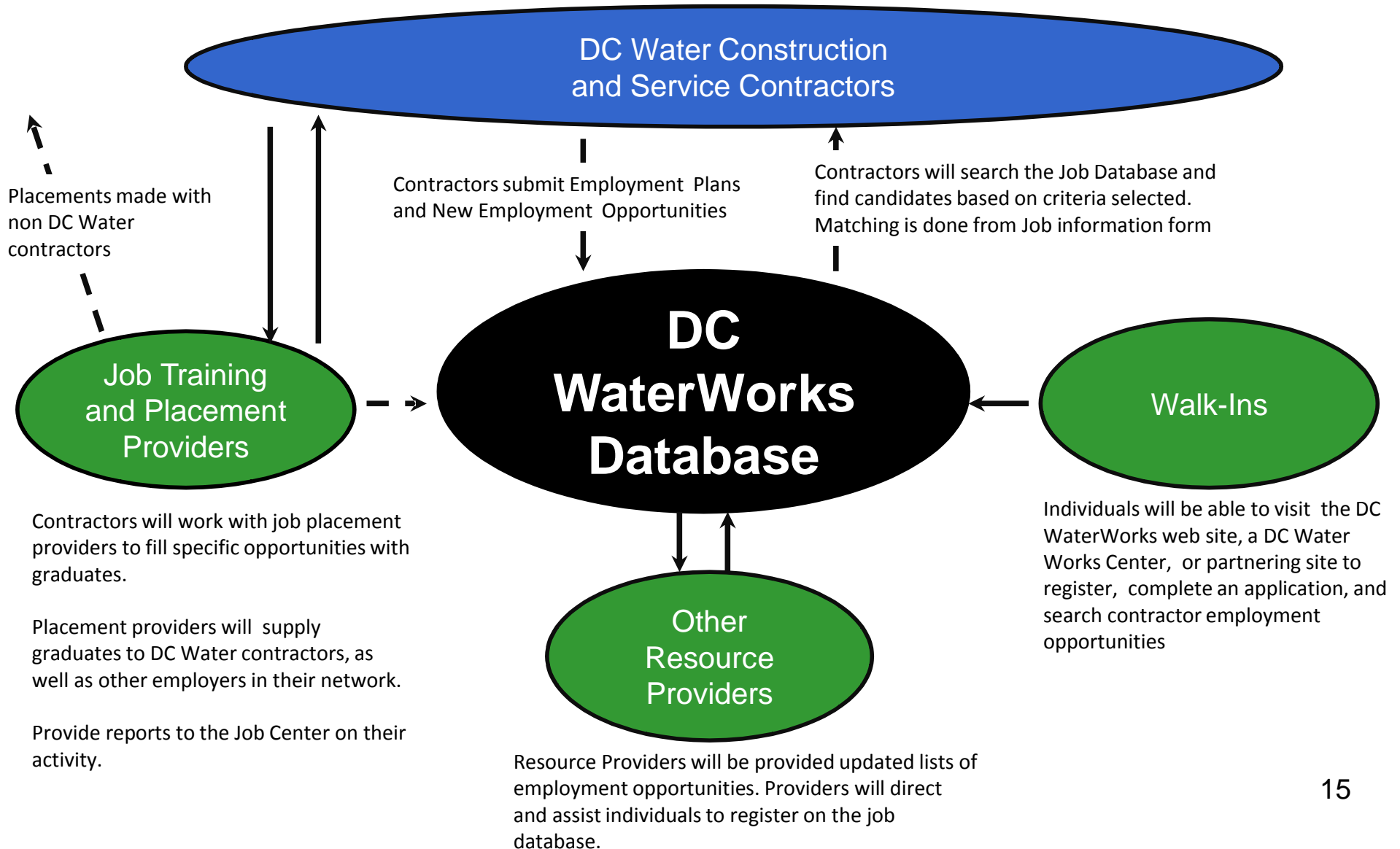
DC WaterWorks Program

V. Job Centers

- Community presence
- Allow individuals to view contractor employment opportunities, complete applications, post resumes
 - Applications are recorded in an electronic database and then made available to DC Water contractors.
- Applicant support – DC Water will direct applicants to external resources (job training, job banks, etc).
- Resume writing support
- Contractor Days- Once per month, representatives from DC Water’s contractors to meet with individuals to provide an overview of their respective project(s) as well as qualifications needed to gain employment in their field. Registration required.



Job Referral Flow Chart





DC WaterWorks Program

VI. Contractor Responsibilities

All construction contractors and service contractors

- Submit new employment opportunities with the Job Center
- Work with Training Provider(s) to place graduates of training program
- Contractors intending to use apprentices to follow Department of Labor guidelines

Construction contractors with contracts of \$300k or greater

- Submit employment plans
- Submit monthly reports
- Participate in surveys, job fairs, additional outreach initiatives

Service contractors with contracts of \$100k or greater

- Submit employment plans
- Submit monthly reports
- Participate in surveys, job fairs, additional outreach initiatives

Exemptions

- Goods providers are exempt
- Professional Service providers are exempt
- Contractors with pre-existing CBA's, PLA's, established employment programs, and other federal, state, or local regulations. (Contractors will still submit reports).



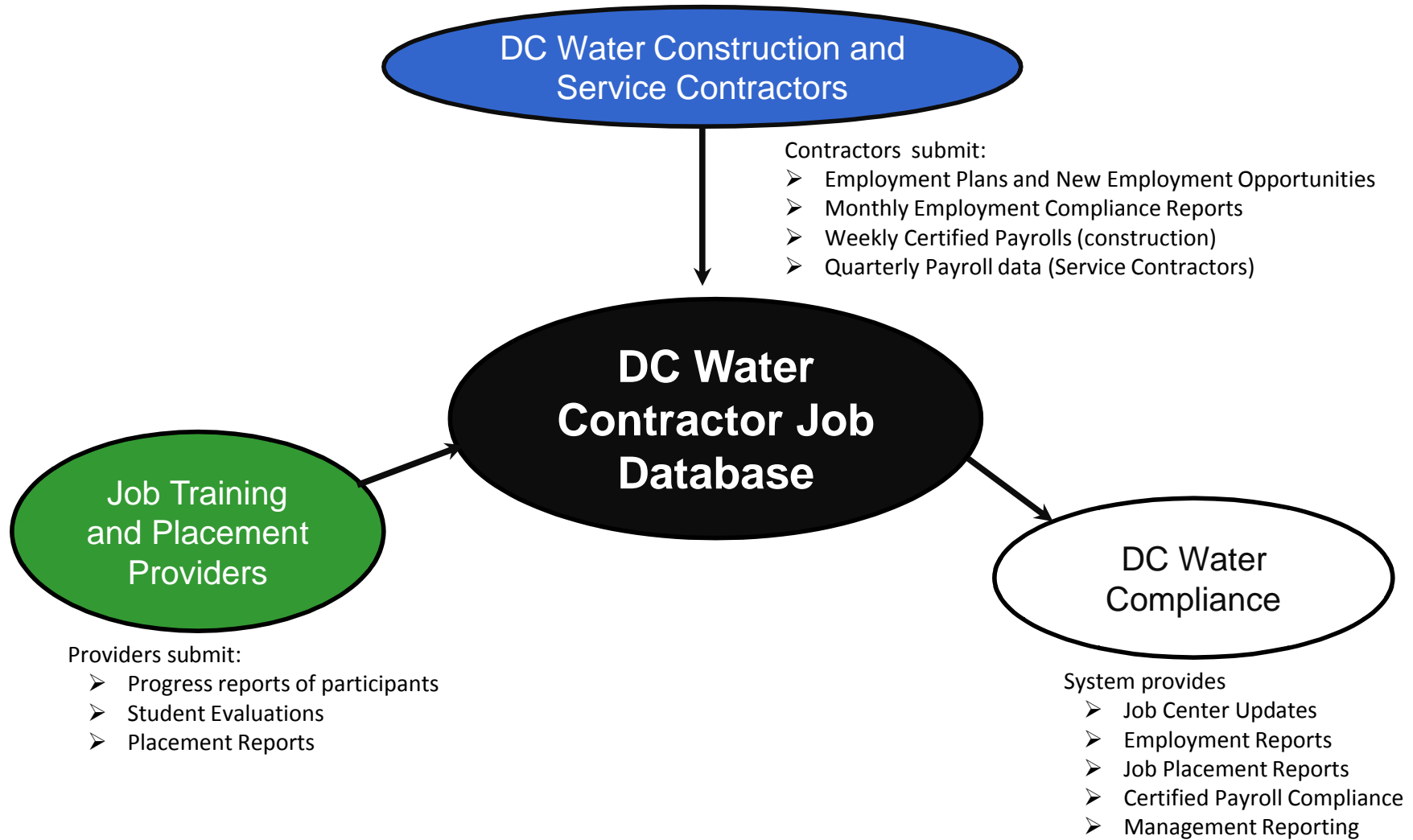
DC WaterWorks Program

VII. DC Water Responsibilities

- Water Works language is included in construction and service solicitations
- Program goals are discussed in DC Water's pre-bid meetings/ conferences
- Program goals are discussed at DC Water's post award meetings and Compliance Orientation/Trainings
- Weekly Certified Payrolls (Davis Bacon) and Quarterly Payroll data (Service Contract Act) reports are submitted via the Job Center Database.
- Monthly reports are submitted via the Job Center Database.
- Review monthly reports from contractors. Follow up with contractors.
- Run monthly reports for AGM Report input
- Run Bi-monthly reports for Governance Committee
- Run reports for Annual Report data
- Ad hoc reports run at the request of DC Water management



Program Reporting Flow Chart





DC WaterWorks Program

VIII. Outreach to Certified Firms

- Share procurement forecasts and procurement opportunities with regional certified business authorities and business organizations
 - Examples: DSLBD, NUCA, MD/DC Business Supplier Council, DC Chamber of Commerce
- Share solicitations with regional certified business authorities/organizations
- Conduct semi –annual roundtables with DSLBD
- Conduct an annual procurement conference at DC Water
- Continue with Vendor Day Program
- For LSBE Projects, provide preference points (RFP/IFB) to bidders/proposers that submit mentor protégé programs. Template based on DCPL. (May require edits to the Business Development Plan).
- For M/WBE projects, develop language encouraging the use of mentor protégé programs.