



Date: April 3, 2025
To: BDD Board
From: Bradley Prada, BDD Facilities Manager
Re: BDD Facilities Manager Monthly Update to the BDD Board

This report provides an update on key facility projects, procurement progress, and staffing updates for March & April 2025. Significant progress has been made on the Major Repair and Replacement (MR&R) projects and the Re-Build Project. Hiring efforts continue with several key positions being posted.

- **Major Repair and Replacement (MR&R) Fund.**

BDD in collaboration with City Procurement is currently processing Purchase Orders (POs) for the Membrane Rack Replacement and Granular Activated Carbon (GAC) Replacement projects. To optimize cost-effectiveness of these projects two Membrane Racks and three GAC vessels will be replaced concurrently this fiscal year. These projects received prior Board approval within the current fiscal year's budgetary process.

- **BDD Re-Build Project Progress.**

Phase II Design-Build procurement documents have been finalized and distributed to offerors. Responses, including technical solutions, schedules, and cost ranges, are due in early May.

BDD and City Procurement are leveraging the City's established on-call engineering contracts to streamline the process for securing our owner's representative. We are actively negotiating with candidates and expect to finalize the agreement in the coming months.

- **FY24 BDD Audit**

The audit has been completed and is scheduled for presentation to the Board next month.

- **Current Job Vacancy Updates**

BDD personnel are continuing to work diligently with City personnel to address and fill existing BDD vacancies

<u>Title</u>	<u>Status</u>
Equipment Repairman Intermediate	Filled, Started March 1st
Equipment Repair Ladder	Interviews completed, Processing selected candidates
Water Operator Advanced	Candidates selected, Processing selected candidates
Contracts Administrator	Closed, Pending Repost
Journeyman Electrician	Reposted, Closes 4/6/25
Accounting Supervisor	Closed, Pending Repost
Water Operator Ladder	Interviews completed, Processing selected candidates
Environmental Compliance Officer	Candidate selected, Processing the selected candidate
Automation & Security Admin.	Posted, Closes 4/4/25
Administrative Assistant	Posted, Closes 4/1/25

