



On September 22, 2015 the Board authorized actions establishing a Job Order Contracts program for the County of Santa Barbara. The initial term of that contract with the Gordian Group, was for one year, with options to award up to four (4) additional one-year terms. That contract has now expired and a request for qualifications for a program manager to continue the JOC program was issued and proposals received on August 25, 2020. The proposals were evaluated and The Gordian Group, Inc. was chosen to assist the County in continuing this valuable program.

The award of this contract will allow the County to continue to utilize the Job Order Contracting process by utilizing a program manager to develop technical specifications, utilize a Construction Unit Price Catalog, develop bid documents and contract and general conditions, assist the development of project scopes of work, facilitate the issuance of job orders, and managing the JOC process utilizing web-based software applications. General Services expects to return to the Board in the near future in order to request the Board award new Job Order Contracts (JOC) to qualified construction contractors for the 2020/21 calendar year based on the forthcoming bid results.

**Background:**

A JOC is a competitively bid, firm fixed unit price contract that the County can use to complete countywide maintenance, repair, renovation, paving, and concrete projects. JOC utilizes unit pricing to reduce the level of effort for engineering, design, and contract procurement time. While the unit pricing method of the JOC contract encompasses a wide variety of renovation and repair, individual job orders are issued for a specific scope of work.

The County has utilized a JOC program as a method of project delivery since 2015. JOC is just one of several methods used to manage projects through the General Services Department and has proved to be an efficient and successful approach to the implementation of the Capital Improvement Program (CIP) projects and other projects that emerge through the system in any given year. For a significant sector of County GS projects, the JOC process has become an efficient alternative to the traditional design-bid-build award contracts. Many of the County's JOC projects are developed due to limitations of staff availability and the need for project schedule efficiencies. Utilizing the JOC approach has allowed the County to provide a framework of project management for many of the smaller GS projects through the JOC service provider, while allowing staff to develop and manage projects of more complexity.

Previous (and future) JOC projects have included, but are not limited to the following:

- A-licensed General Engineering Services contracts;
- B-licensed General Building Service contracts;
- C10 Electrical Services contracts;
- C20 Heating, Ventilation, and Air Conditioning Services (HVAC) contracts;
- C27 Landscape Services contracts

**Performance Measure:**

Various key performance indicators will be established to measure and track The Gordian Group, Inc.'s responsiveness and performance in managing the JOC program for the County.

**CEQA:**

The proposed administrative actions do not constitute a project within the meaning of the California Environmental Quality Act (CEQA) pursuant to 14 CCR 15378(b)(4), (b)(5). Projects under consideration for JOC awards will be analyzed individually under CEQA.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

**Narrative:**

The JOC program is funded through the budget allocations of individual projects. Once an individual project uses the JOC program, the project will also fund The Gordian Group, Inc. fees. The Gordian Group, Inc. charges a 5% License and Job Order Development Fee when a job order is issued to a JOC contractor. The maximum amount for The Gordian Group, Inc.'s services during this contract period will be up to and not to exceed \$1,000,000.00. Funds for these services are contained within the approved budget allocations of each individual project ordered utilizing the JOC method. As with all projects performed by General Services, depending on the Departments requesting work appropriate for inclusion in the JOC program, the costs, including project soft costs, may potentially be funded by sources beyond the General Fund.

**Key Contract Risks:**

The Gordian Group, Inc.'s job order development and license fees are contingent upon awarding job orders, therefore this action does not commit the County to any project or fees until such time as the Job Order Contracts are awarded to various construction contractors. Each JOC contract would be subject to a minimum of \$25,000 per contract. Once the JOC contracts are awarded, staff projects sufficient volume to meet the minimum spend amounts based on the volume of projects meeting the JOC criteria.

**Staffing Impacts:**

None

**Special Instructions:**

Provide one (1) duplicate original of the Amendment and a Minute Order to Patrick Zuroske, Assistant Director, General Services Department

**Attachments:**

Attachment 1: Agreement for Professional Services – The Gordian Group, Inc.

**Authored by:**

Patrick Zuroske, General Services Department