



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: General Services
Department No.: 063
Agenda Date: November 04, 2025
Placement: Administrative Agenda
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Kirk Lagerquist
Contact: John Green, Assistant Director
SUBJECT: County of Santa Barbara Job order Contract Program Service Provider, All Districts

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a Professional Services Agreement, attached hereto as Attachment A (Agreement), with The Gordian Group Inc., a Georgia corporation registered to do business in California as The Mellon Group (Gordian), with a Base Contract Amount of \$1,250,000, and a Supplemental Services Allowance of \$125,000, for a Maximum Compensation Limit up to and not to exceed \$1,375,000.00, to provide Job Order Contracting administration services, for a contract term of five (5) years; and
- b) Authorize the Director of the County's General Services Department, or his Assistant Director designee, to issue Change Orders to order Supplemental Services under the Agreement in a maximum aggregate amount not to exceed \$125,000; and
- c) Determine that the recommended actions are not a project subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4) as the actions are the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project; and Section 15378(b)(5), as the actions are the organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Summary Text:

This action authorizes the Chair to execute a Professional Services Agreement with The Gordian Group Inc., not to exceed \$1,375,000.00, which includes a Supplemental Services Allowance of \$125,000, to provide administration services for the County's Job Order Contract (JOC) Program for a five-year term. The County solicited qualifications and proposals via an RFQ/P for JOC Program Administration Service Providers on July 8, 2025. The County received two proposals, which were evaluated and scored. Gordian was found to be the most responsive. Gordian, who successfully administered the County's JOC Program under a prior JOC Program Administration contract, was selected through a fair and competitive process on August 21, 2025.

Approval ensures the County can maintain this efficient contracting tool for maintenance, repair, and minor construction projects, consistent with the authority granted under California Public Contract Code §21028.5.

Background:

Job Order Contracting (JOC) is a competitively bid, firm fixed-unit price contract that allows the County to efficiently complete countywide repair, remodeling, or other repetitive work to be done according to unit prices, based on plans and specifications for typical work. By utilizing a standardized unit pricing catalog, JOC reduces the level of effort required for contract procurement, while providing flexibility to issue individual job orders for specific scopes of work.

Since adopting JOC in 2015, the County has used this program as one of several project delivery methods administered through the General Services Department. The program has proven to be an effective and reliable approach for implementing Capital Improvement Program projects as well as other emerging facility needs.

Through the JOC framework, the County has been able to efficiently deliver a significant portion of smaller-scale projects with support from the JOC program administrator, while enabling staff to focus on developing and managing more complex capital projects.

Since the adoption of the JOC, the County has utilized a JOC program administrator to develop, implement, and manage the County's JOC Program. The duties of the program administrator include developing technical specifications, utilizing a Construction Unit Price Catalog, developing bid documents and assisting in the development of project scopes of work, and facilitating the issuance of job orders utilizing a web-based software application.

Performance Measure:

Key performance indicators—such as timeliness of job order delivery, adherence to project budgets and schedules, and stakeholder satisfaction—will be used to measure and monitor Gordian's responsiveness and effectiveness in providing administrative services for the County's JOC Program.

Fiscal and Facilities Impacts:

Budgeted

Fiscal Analysis:

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 Gordian's fees. Gordian charges a 1.95% License Fee and a 3.05% Job Order Development Fee for each job order issued to a JOC contractor. The maximum amount for Gordian's services during this contract period will be up to and not to exceed \$1,375,000.00, which includes a Supplemental Services Allowance of \$125,000.00. 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. The annual contract expenditures of up to the \$1,375,000.00 during the 5-year contract period, will be determined based on the timing of projects using the JOC program, and project funding included in the approved budget in that fiscal year.

Special Instructions:

Provide one (1) duplicate original of the Agreement and a Minute Order to Daniel Contreras, Capital Division Manager, General Services Department.

Attachments:

Attachment A – Professional Service Agreement

Attachment B – Request for Qualifications and Proposal

Contact Information:

Daniel Contreras
Capital Projects- Division Manager
dcontreras@countyofsb.org