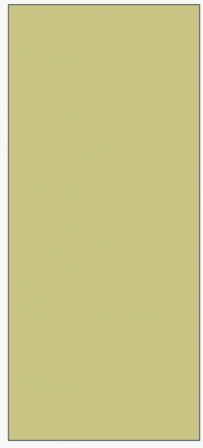


Department of Transportation
January 14, 2021



BUDGETING WORKSHOP

ZONE OF BENEFIT



WELCOME



- **Partnership with County**
 - Department of Transportation support
 - Liaise to Board of Supervisors
 - Guide through county processes
- **Community of Zones of Benefit (ZOBs)**
 - Represent your Zone
 - Develop and maintain operating & strategic budgets, plan work



ZOOM 101

- Once you are logged in, you will automatically be muted
- If you need to comment or ask a question, please use the chat function or Zoom's "Raise Hand" button.
 - There are two options in the chat function. You can type questions to just the panelists or you can include panelists and attendees so that everyone can see your question.
- Call-in attendees can raise their hand by pressing *9 on their keypad
- Please let us know if you are having any issues with the video or audio. We will try to take breaks periodically through the webinar to address any questions, comments, or technical difficulties.

AGENDA



- **Budget**

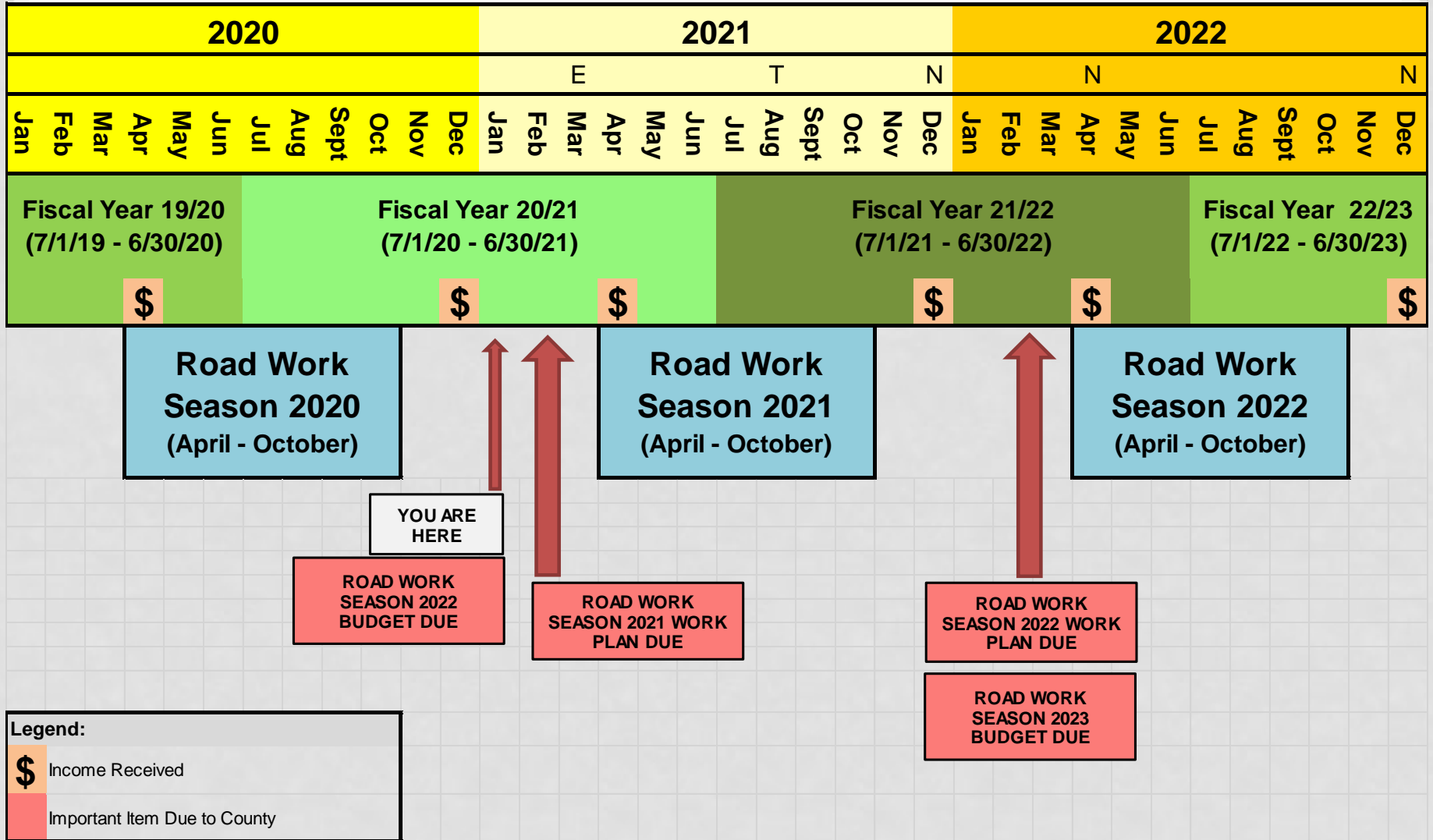
- FY 20-21 ~ Road Work Season 2021
- FY 21-22 ~ Road Work Season 2022
- Strategic Planning

- **Contracting**

- Maintenance vs. Construction
- Contracting Process & Requirements
- Timelines
- Do's & Don'ts

- **Q & A**

Zone of Benefit Calendar



BUDGET FY 20-21: ROAD WORK 2021



- **Budget from FY 20-21 – “This Year’s Budget” (developed last year)**
 - Road Work season upcoming, April 1 – October 31, 2021
 - Advised to complete work prior to Oct. to avoid warranty issues
 - What was planned? Still on track?
 - What budget approved funding was/is available?

BUDGET FY 21-22: ROAD WORK 2022



- **Budget for FY 21-22 – “Next Year’s Budget”**
 - Road Work season upcoming, April 1 – October 31, 2022
 - Review future expenses, e.g. construction, on-call maintenance
 - Review Contingency/Savings and project any to move into Operating Budget for Road Work season 2022

BUDGET FY 20-21: ROAD WORK 2021



BUDGET FY 20-21: ROAD WORK 2021



- **Budget from FY 20-21 – “This Year’s Budget” (developed last year)**
 - Review previous year’s work plans
 - Review work completed/to be completed
 - Review construction & maintenance budgets
 - Review other expenditures

BUDGET FY 21-22: ROAD WORK 2022



- **Budget from FY 21-22 – “Next Year’s Budget”**
 - Review potential work for 2022
 - As determined through your committee annual meeting
 - Develop construction & maintenance budgets to support work
 - Review and budget other expenditures
 - Review Contingency/Savings and project any to move into Operating Budget for Road Work season 2022

BUDGET PREPARATION

- Documents Provided:
 - Budget Worksheet-**DUE JAN. 28th**
 - Upcoming Fiscal Year 2022
 - Current Fiscal Year 2021
 - Last 2 FY's 2020 & 2019
 - Notes
 - Descriptions of categories in Budget
 - Work Plan- **DUE MID FEBRUARY**

BUDGET PREPARATION

- 4 STEPS

Step 1 - Calculate estimated additional expenditures for current FY 2021

Step 2 – Estimate remaining funds for Fiscal Year 2020/2021 based on remaining expenditures and current balance.

Step 3 – Enter estimated remaining funds in 2022 FY Fund Balance

Step 4 – Estimate 2022 Budget for Roads based on Revenue & Fund Balance

MASTER DRAFT (ROAD ZONE TITLE)

Future Fiscal Year 2021/2022
(July 2021 through June 2022)

Current Fiscal Year 2020/2021
(July 2020 through June 2021)

Past Fiscal Year 2019/2020
(July 2019 through June 2020)

Org	Object	Description	2022 Proposed Budget	2021 Revised Budget	2021 Actual	2021 Encumbrances	2021 Available	2020 Revised Budget	2020 Actual	2020 Available	
Income	3591836	0001	FUND BALANCE	-14,805.00	-13,805.00	0.00	0.00	-13,805.00	-6,300.00	0.00	-6,300.00
	3591836	0003	FROM DESIGNATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	0360	PENALTY & COST DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	0400	REVENUE INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	1310	SPECIAL ASSESSMENTS**	-25,000.00	-25,000.00	12,000.00	0.00	-13,000.00	-25,000.00	25,000.00	-25,000.00
	3591836	1740	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Catej	3591836	4300	PROFESSIONAL & SPECIAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	4303	ROAD MAINT & CONSTRUCTION		34,805.00	20,000.00	0.00	14,805.00	27,600.00	15,000.00	12,600.00
			RAINY DAY FUND		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	4400	PUBLICATION & LEGAL NOTICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fixed Costs	3591836	5330	DOT ENGINEERING SERVICES	0.00	0.00	0.00	0.00	458.00	0.00	0.00	0.00
	3591836	5356	ADMINISTRATIVE SERVICES***	3,000.00	3,000.00	0.00	0.00	1,643.00	2,700.00	1,740.25	169.75
	3591836	7250	OLD ADMINISTRATIVE SERVICES COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591844		ESTIMATED INCREASE IN ADMINISTRA	1,950.00							
	3591836	7257	ANNUAL REQUIRED ZONE INSURANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	755.21	244.79
Savings	3591836	7700	APPROPRIATION FOR CONTINGENCY	0.00	300.00	0.00	0.00	0.00	300.00	0.00	300.00
	3591836	7801	DESIGNATION OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL ESTIMATED REVENUE:	-\$39,805.00	TOTAL REVENUE:	-\$38,805.00	*Revenue shown as negative		TOTAL REVENUE:	\$ 31,300.00		
		TOTAL BUDGETED EXPENDITURES:	\$5,950.00	BUDGETED EXPENDITURES:	\$38,805.00	*Expenditures shown as positive		TOTAL EXPENDITURES:	\$ (17,495.46)		
		ZERO BASED BUDGET:	-\$33,855.00	CURRENT FY EXPENDITURES:	\$24,000.00			REMAINING FUNDS:	\$ 13,804.54		
				CURRENT REMAINING FUNDS*:	-14,805.00						
		**LESS AUDITORS COST RECOVERY FEE OF \$350.00		*Remaining Funds will change if there is additional work to be completed prior to June 30 2021							
				ESTIMATED ADDITIONAL EXPENDITURES*:	0.00						
				*Enter the estimated amount to be spent prior to June 30 2021, if no work is planned enter 0							
				ESTIMATED REMAINING FUNDS*:	-14,805.00						
				*Enter this number in the FUND BALANCE section highlighted in FY 21/22 Budget							

Step 1 - Enter additional expenditures for FY 20/21

- **Expenses**-estimated to be spent prior to June 30 2021
- **Consider**-outstanding work projects, volunteer work; meeting costs including room rentals, allowable office supplies and postage;

MASTER DRAFT (ROAD ZONE TITLE)

Future Fiscal Year 2021/2022
(July 2021 through June 2022)

Current Fiscal Year 2020/2021
(July 2020 through June 2021)

Past Fiscal Year 2019/2020
(July 2019 through June 2020)

Org	Object	Description	2022 Proposed Budget	2021 Revised Budget	2021 Actual	2021 Encumbrances	2021 Available	2020 Revised Budget	2020 Actual	2020 Available	
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	3591836	0003	FROM DESIGNATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	0360	PENALTY & COST DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	0400	REVENUE INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	1310	SPECIAL ASSESSMENTS**	-25,000.00	-25,000.00	12,000.00	0.00	-13,000.00	-25,000.00	25,000.00	-25,000.00
	3591836	1740	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Catej	3591836	4300	PROFESSIONAL & SPECIAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	4303	ROAD MAINT & CONSTRUCTION		34,805.00	20,000.00	0.00	14,805.00	27,600.00	15,000.00	12,600.00
			RAINY DAY FUND		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	4400	PUBLICATION & LEGAL NOTICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fixed Costs	3591836	5330	DOT ENGINEERING SERVICES	0.00	0.00	0.00	0.00	458.00	0.00	0.00	0.00
	3591836	5356	ADMINISTRATIVE SERVICES***	3,000.00	3,000.00	0.00	0.00	1,643.00	2,700.00	1,740.25	169.75
	3591836	7250	OLD ADMINISTRATIVE SERVICES COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591844		ESTIMATED INCREASE IN ADMINISTRA	1,950.00							
	3591836	7257	ANNUAL REQUIRED ZONE INSURANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	755.21	244.79
Savings	3591836	7700	APPROPRIATION FOR CONTINGENCY	0.00	300.00	0.00	0.00	0.00	300.00	0.00	300.00
	3591836	7801	DESIGNATION OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL ESTIMATED REVENUE:	-\$39,805.00	TOTAL REVENUE:	-\$38,805.00	*Revenue shown as negative		TOTAL REVENUE:	\$ 31,300.00		
		TOTAL BUDGETED EXPENDITURES:	\$5,950.00	BUDGETED EXPENDITURES:	\$38,805.00	*Expenditures shown as positive		TOTAL EXPENDITURES:	\$ (17,495.46)		
		ZERO BASED BUDGET:	-\$33,855.00	CURRENT FY EXPENDITURES:	\$24,000.00			REMAINING FUNDS:	\$ 13,804.54		
				CURRENT REMAINING FUNDS*:	-14,805.00						
		**LESS AUDITORS COST RECOVERY FEE OF \$350.00		*Remaining Funds will change if there is additional work to be completed prior to June 30 2021							
				ESTIMATED ADDITIONAL EXPENDITURES*:	0.00						
				*Enter the estimated amount to be spent prior to June 30 2021, if no work is planned enter 0							
				ESTIMATED REMAINING FUNDS*:	-14,805.00						
				*Enter this number in the FUND BALANCE section highlighted in FY 21/22 Budget							

Step 2- Calculate Estimated Remaining Funds
 (Current Remaining Funds) – (Additional Expenditures) = Remaining Funds

MASTER DRAFT (ROAD ZONE TITLE)

Future Fiscal Year 2021/2022
(July 2021 through June 2022)

Current Fiscal Year 2020/2021
(July 2020 through June 2021)

Past Fiscal Year 2019/2020
(July 2019 through June 2020)

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	3591836	0003	FROM DESIGNATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	0360	PENALTY & COST DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	0400	REVENUE INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3591836	1310	SPECIAL ASSESSMENTS**	-25,000.00	-25,000.00	12,000.00	0.00	-13,000.00	-25,000.00	25,000.00	-25,000.00
	3591836	1740	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Catej	3591836	4300	PROFESSIONAL & SPECIAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	3591836	7250	OLD ADMINISTRATIVE SERVICES COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Step 3- Enter estimated remaining funds in 2022 FY Fund Balance

MASTER DRAFT (ROAD ZONE TITLE)				Future Fiscal Year 2021/2022 (July 2021 through June 2022)	Current Fiscal Year 2020/2021 (July 2020 through June 2021)				Past Fiscal Year 2019/2020 (July 2019 through June 2020)		
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				*Enter this number in the FUND BALANCE section highlighted in FY 21/22 Budget							

Step 4- Estimate 2022 Budget for Roads based on Revenue & Fund Balance

- Expenditures must be equal to the estimated revenue.
- You can use the line **RAINY DAY FUND** for savings for future projects

BUDGET NOTES

- Revenue is shown as negative and expenditures are shown as positive.
 - Think of it like your credit card statement
- Auditor's Cost Recovery Fee will already be subtracted from your revenue and is listed as a note on your budget sheet
- Zero-based Budget- Expenditures = Revenue

KEEP IN MIND

- The indicated boxes are the only place you need to change the numbers. Income and Fixed costs are entered by the County
- If there is a line you would like to add in the budget category that is not listed, go ahead and add the line
 - (ex. You can add a line for office supplies, legal notices, etc.)
 - Consider adding a line for office expenses for a ZOOM account
- Volunteer Work
 - Include cost of materials, if any
- Increase to Administrative Costs

CONTINGENCY

- Zone's with small contingency was automatically moved into road budget for next FY
 - Let us know if you want it moved back
- For Zones that we did not move, please let us know if you would like your contingency moved into Road Maintenance for next FY, by January 28th
- If you want your contingency for this current FY (2021), it will need to be presented to the board. This can take about 6 weeks. Please let us know by January 28th.

CONTRACTING



- **Maintenance vs. Construction**
- **Contracting Options**
- **Process**
- **Timelines**
- **Requirements**
- **Purchasing**
- **Do's & Don'ts**



MAINTENANCE VS. CONSTRUCTION



- **Definitions:**

- Maintenance: Routine, recurring, and usual work for the preservation or protection of roads
- Construction: Construction, reconstruction, erection, renovation, improvement, demolition, or repair work of roads

MAINTENANCE VS. CONSTRUCTION



Maintenance

1. Asphalt patching
2. Asphalt overlay less than 1" thick
3. Surface treatments (chip seal / slurry seal) less than 1" thick
4. Crack fill
5. Culvert clearing
6. Snow removal
7. Herbicide
8. Landscape / tree removal

Construction

- Anything **not** listed in the maintenance column such as:
 - Overlays greater than 1" thick
 - Installation of a new culvert
 - Replacement of a culvert
 - Widening a ditch
 - Construction of a new road section
 - Widening a road

CONTRACTING



Contracting Options:

Maintenance	Construction
<ul style="list-style-type: none">• County on-call contract OR• Use <u>any</u> contractor willing to meet County contract requirements	<ul style="list-style-type: none">• Use <u>any</u> contractor willing to meet County contract requirements

CONTRACTING



- **Current Maintenance On-Call Contracts**
 - CP Landscaping
 - Doug Veerkamp General Engineering
 - El Dorado Weed Control
 - Intermountain Slurry Seal, Inc.
 - Joe Vicini, Inc.
 - Macauley Construction, Inc.
 - Snow Removal Contractors
- **No On-Call Contracts for Construction**

CONTRACT PROCESS



The Contract Process

1 - Zone Submits Work Plan to County

- TIMELINE:** Work plans due by February 15, 2020
- This is just a list of items you would like to complete during the upcoming Road Work Season
- Do NOT obtain quotes / proposals from Contractors at this stage

2 - County Reviews Work Plan

- TIMELINE:** 1 Week
- County will tell you if the work you want to do requires a Maintenance or Construction contract

3 - Zone Obtains Quotes / Proposal(s) (or County prepares bid package depending on contract)

- TIMELINE:** Due March 31, 2020
- See the following documents for guidance:
 - "Public Works Contracting & Purchasing Information for Zones of Benefits"
 - "Maintenance vs. Construction for Zones of Benefits"

4 - County Prepares Contract

- This timeline does NOT begin until COMPLETED proposal/quote is received from Zone
- TIMELINE:**
 - Maintenance or call work order: 11 weeks or task order (3 weeks)
 - Maintenance or Construction contract: 6 weeks

5 - County Issues Notice to Proceed to Contractor

- TIMELINE:** This will be issued to Contractor after Contract is fully executed & a date agreed upon by all parties (Contractor, Zone, and County)

6 - Contractor Performs Work

- Contractor performs only work stated in the Contract
- County must authorize all contract change orders prior to work being performed
- Zone is responsible for monitoring work and notifying County of any issues or problems during performance of the work

7 - Zone Approves Completed Work & Notifies County

- Zone must notify County when all contract work is completed
- The Contractor is only required to complete work stated in the contract
- Work must be completed to the standards stated in the contract

8 - County Issues Notice of Completion & Processes Payment

- Once Notice of Completion is issued, the guarantee period begins (if applicable)
- Zone must contact County if any issues arise with the work performed before contacting Contractor

CONTRACT PROCESS



★ 8 Steps in the contracting process:

- **1** – Zone Submits Work Plan to County
 - Do NOT obtain quotes / proposals from Contractors at this stage
 - List of items you would like to complete during the upcoming Road Work Season
 - Due Mid-February 2021
- **2** – Zone Submits Work Plan to County
 - County reviews and determines if work is maintenance or construction
 - Timeline: 2 weeks



CONTRACT PROCESS



★ 8 Steps in the contracting process:

- **3** – Zone Obtains Quotes/Proposals
 - NOW engage Contractors and obtain quotes / proposals
 - See "Public Works Contracting & Purchasing Information for Zones of Benefits" on our website for guidance
- **4** – County Prepares Contract
 - This timeline does **NOT** begin until COMPLETED proposal or quote is received from Zone
 - Timeline: 2 weeks
 - Maintenance on-call work order: 1 week
 - Maintenance on-call task order: 3 weeks
 - Construction or Maintenance contract: 6 weeks



CONTRACT PROCESS



★ 8 Steps in the contracting process:

- **5** – County Issues Notice to Proceed
 - This will be issued to Contractor after Contract is fully executed on a date agreed upon by all parties (Contractor, Zone, and County)
- **6** – Contractor Performs Work
 - Contractor performs only work stated in the Contract
 - County must authorize all contract change orders prior to work being performed
 - Zone is responsible for monitoring work and of notifying County of any issues or problems during performance of the work



CONTRACT PROCESS

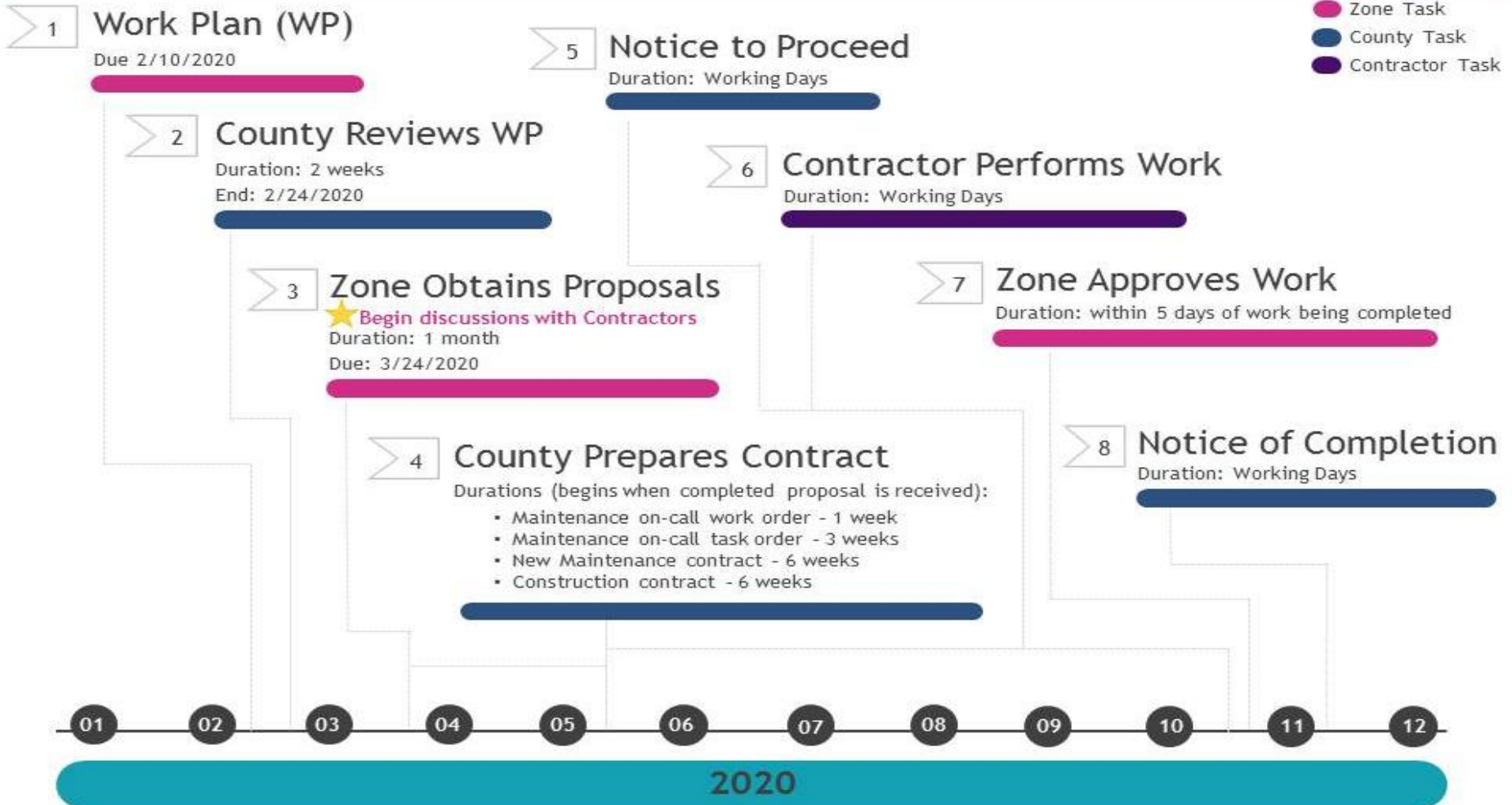


★ 8 Steps in the contracting process:

- **7 – Zone Approves Work & Notifies County**
 - Zone must notify County when all contract work is completed
 - The Contractor is only required to complete work stated in the contract
 - Work must be completed to the standards stated in the contract
- **8 – County Issues Notice of Completion**
 - Once Notice of Completion is issued, the guarantee period begins (if applicable)
 - Zone must contact County if any issues arise with the work performed before contacting Contractor



CONTRACT TIMELINE



CONTRACTING



Contracting Requirements:

Maintenance & Construction

- Contractor must:
 - Be registered with Department of Industrial Regulations (DIR)
 - Be paid prevailing wages
 - Have a CA contractor's license
 - Have a county business license
 - Have insurance (CGL, Auto, Workman's Comp)
 - Provide Payment and Performance bonds if >\$25,000

CONTRACTING



• 3 Contracting Levels

- Less than \$60,000
 - No competitive process required (bids)
 - Only need 1 bid
- Between \$60,001 - \$200,000
 - Informal bid process
- Greater than \$200,000
 - Formal bid process



CONTRACTING



Required Documents

Less than \$60,000	Greater than \$60,001
<ol style="list-style-type: none">1. Completed County Form (Maintenance Service Request or Work Plan)2. Proposal (Quote) from Contractor3. Any required permits and/or owner notification(s)	<ol style="list-style-type: none">1. Completed County Form (Maintenance Service Request or Work Plan)2. Scope of Work3. Number of working days & projected start date4. Detailed limits of work, including sketch5. Cost estimate (prepared by zone)6. Any required permits and/or owner notification(s)

PURCHASING MATERIALS



• Contracting Levels

- Less than \$5,000
 - No competitive process required
- \$5,000 and Greater
 - Requires competitive process (solicit for bids)



• Required Documents

- Quote from Zone chosen vendor

DO'S & DON'TS



- **Do:**

- Make sure to talk with us first

- **Don't:**

- Talk to the Contractor before talking to County about work to be done
- Authorize the Contractor to perform extra work
- Go over budget
- No bid splitting

BUDGET PREPARATION: DOCUMENTS TO SUBMIT

- Signature Page - signed by current advisory committee participants
- Budget Worksheets-Due January 28th
- Zone Work Plan-Due Mid February
 - Upcoming Fiscal Year
- Minutes from the Budget/General Meeting-Due January 28th
- Changes to Advisory Committee-Due January 28th
 - Include name, address, telephone number and e-mail address of new participants

ZONE OF BENEFIT CONTACT INFORMATION



- **Website**

- www.edcgov.us/Government/dot/Pages/Zones-of-Benefit.aspx

- **Email**

- zoneofbenefit@edcgov.us

- **Phone / Fax**

- (530) 621-5900, option 3 / fax (530) 698-5813

- **Address**

- 2850 Fairlane Court
Placerville, CA 95667

ZONE OF BENEFIT CONTACT INFORMATION



Q&A SESSION

