

Department of Transportation  
January 9, 2020



# 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



# AGENDA

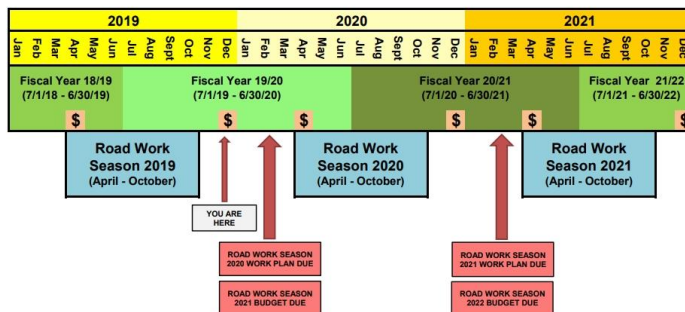


- **Budget**
  - FY 19-20 ~ Road Work Season 2020
  - FY 20-21 ~ Road Work Season 2021
  - Strategic Planning
- **Contracting**
  - Maintenance vs. Construction
  - Contracting Process & Requirements
  - Timelines
  - Do's & Don'ts
- **Q & A**

# ZOB CALENDAR



## Zone of Benefit Calendar



**Legend:**  
 \$ Income Received  
 Important Item Due to County

County of El Dorado  
 Department of Transportation  
 2803 Fairlane Court  
 Placerville, CA 95667  
 zoneofbenefit@edcgov.us

## BUDGET FY 19-20: ROAD WORK 2020



- **Budget from FY 19-20 – “This Year’s Budget” (developed last year)**
  - Road Work season upcoming, April 1 – October 31, 2020
  - What was planned? Still on track?
  - What budget approved funding was/is available?

## BUDGET FY 20-21: ROAD WORK 2021



- **Budget for FY 20-21 – “Next Year’s Budget”**
  - Road Work season upcoming, April 1 – October 31, 2021
  - Review future expenses, e.g. construction, on-call maintenance
  - Review Contingency/Savings and project any to move into Operating Budget for Road Work season 2021

# ZERO BASED BUDGET



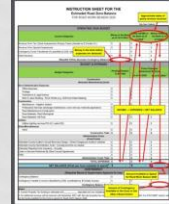
# BUDGET FY 19-20: ROAD WORK 2020



## BUDGET FY 19-20: ROAD WORK 2020



- **Budget from FY 19-20 – “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 20-21: ROAD WORK 2021



## BUDGET FY 20-21: ROAD WORK 2021



- **Budget from FY 20-21 – “Next Year’s Budget”**
  - Review potential work for 2021
    - 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 2021

## BUDGET FY 20-21



### Budget for FY 20-21 – “Next Year’s Budget”

**Due to County by February 10, 2020**



# 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	Construction
<ol style="list-style-type: none"> <li>1. Asphalt patching</li> <li>2. Asphalt overlay less than 1" thick</li> <li>3. Surface treatments (chip seal / slurry seal) less than 1" thick</li> <li>4. Crack fill</li> <li>5. Culvert clearing</li> <li>6. Snow removal</li> <li>7. Herbicide</li> <li>8. Landscape / tree removal</li> </ol>	<ul style="list-style-type: none"> <li>• Anything <b>not</b> listed in the maintenance column such as: <ul style="list-style-type: none"> <li>• Overlays greater than 1" thick</li> <li>• Installation of a new culvert</li> <li>• Replacement of a culvert</li> <li>• Widening a ditch</li> <li>• Construction of a new road section</li> <li>• Widening a road</li> </ul> </li> </ul>

## CONTRACTING



### Contracting Options:

Maintenance	Construction
<ul style="list-style-type: none"> <li>• County on-call contract</li> <li style="text-align: center;"><b>OR</b></li> <li>• Use <b>any</b> contractor willing to meet County contract requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Use <b>any</b> contractor willing to meet County contract requirements</li> </ul>



# 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.
  - Rosie's Firewood (snow removal)
- **No On-Call Contracts for Construction**

# CONTRACT PROCESS



# 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 February 10, 2020
- **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
  - Due March 24, 2020
- **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

The Contract Process	
1. Request for Proposal	Request for Proposal (RFP) is issued to potential contractors.
2. Proposal	Contractor submits proposal.
3. Contract Award	County awards contract to lowest responsive bidder.
4. Notice to Proceed	County issues Notice to Proceed (NTP) to Contractor.
5. Construction	Contractor performs work under contract.
6. Completion	Contractor notifies County of completion.
7. Final Payment	County issues final payment to Contractor.
8. Warranty	Contractor provides warranty for work performed.

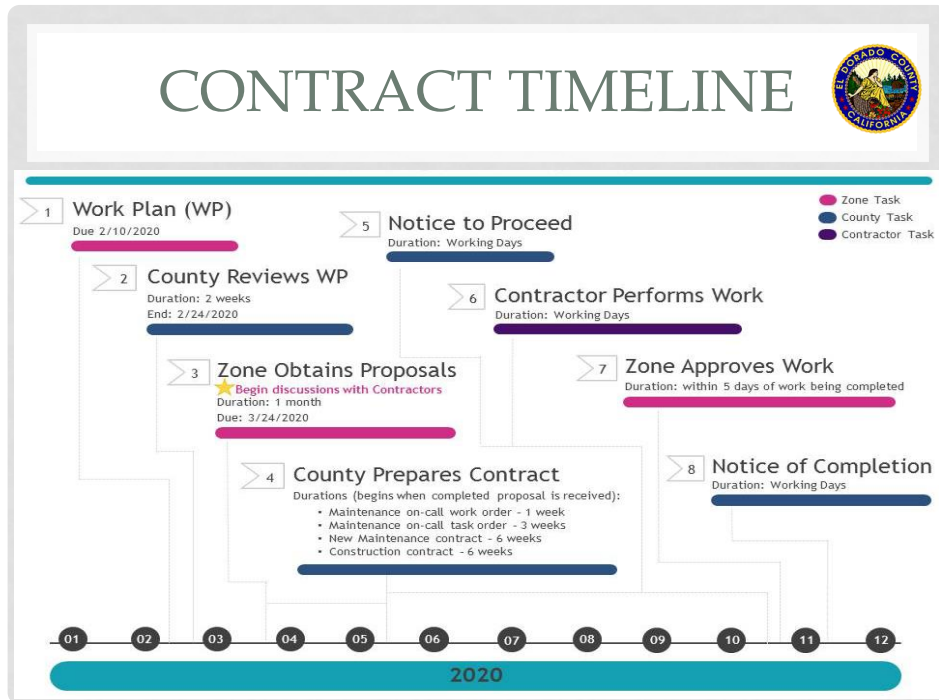
# CONTRACT PROCESS



## ★ 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

The Contract Process	
1. Request for Proposal	Request for Proposal (RFP) is issued to potential contractors.
2. Proposal	Contractor submits proposal.
3. Contract Award	County awards contract to lowest responsive bidder.
4. Notice to Proceed	County issues Notice to Proceed (NTP) to Contractor.
5. Construction	Contractor performs work under contract.
6. Completion	Contractor notifies County of completion.
7. Final Payment	County issues final payment to Contractor.
8. Warranty	Contractor provides warranty for work performed.



# 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"> <li>1. Completed County Form (Maintenance Service Request or Work Plan)</li> <li>2. Proposal (Quote) from Contractor</li> <li>3. Any required permits and/or owner notification(s)</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed County Form (Maintenance Service Request or Work Plan)</li> <li>2. Scope of Work</li> <li>3. Number of working days &amp; projected start date</li> <li>4. Detailed limits of work, including sketch</li> <li>5. Cost estimate (prepared by zone)</li> <li>6. Any required permits and/or owner notification(s)</li> </ol>

## 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

## ZONE OF BENEFIT CONTACT INFORMATION



- **Website**
  - [www.edcgov.us/Government/dot/Pages/Zones-of-Benefit.aspx](http://www.edcgov.us/Government/dot/Pages/Zones-of-Benefit.aspx)
- **Email**
  - [zoneofbenefit@edcgov.us](mailto: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

