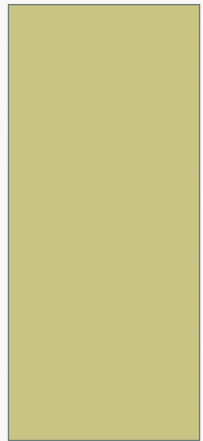


Department of Transportation  
January 9, 2020



# 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**



# 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 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

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



**IMPORTANT**

# 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



# CONTRACT PROCESS

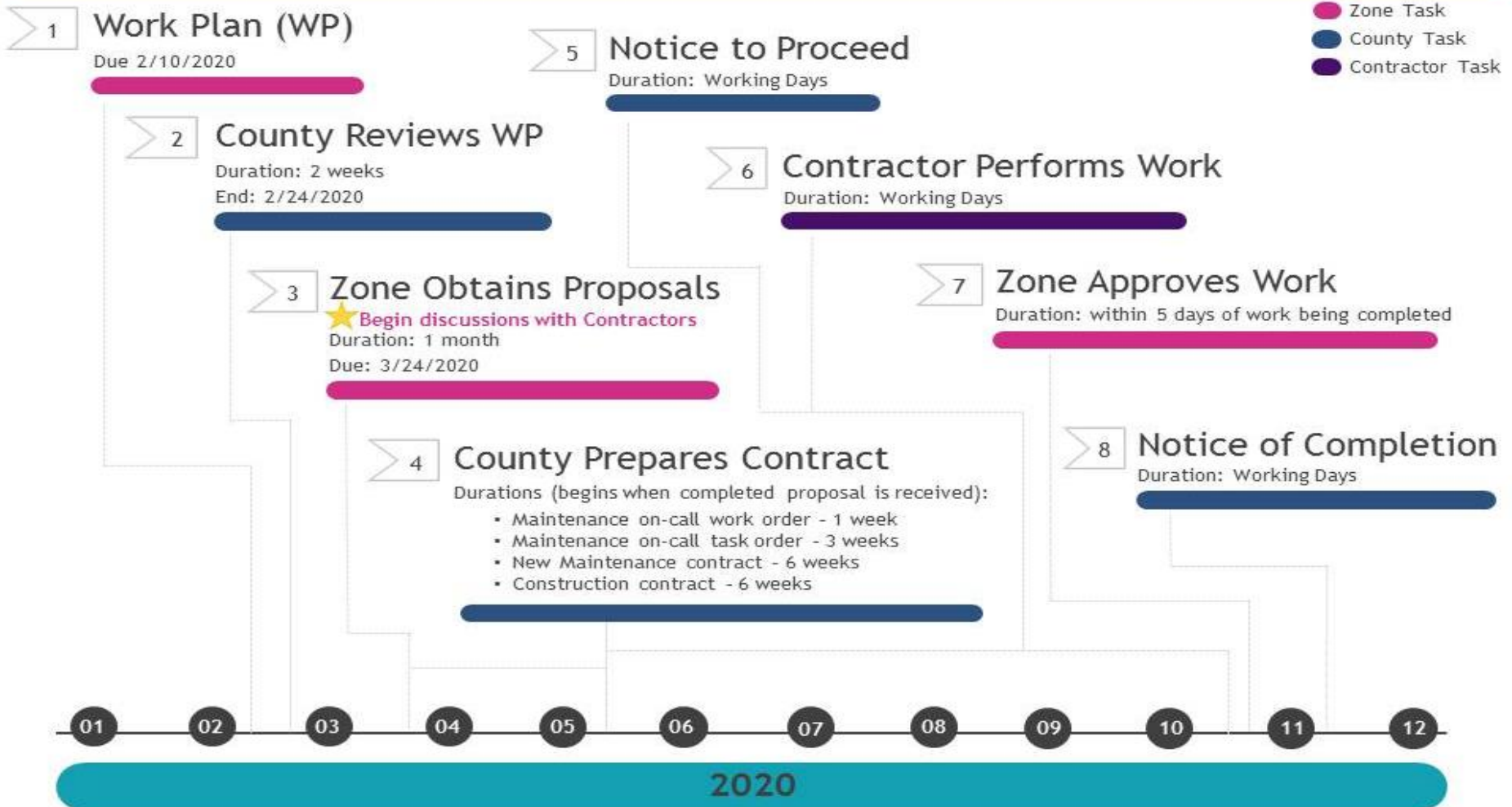


## ★ 8 Steps in the contracting process:

- **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"><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

