

# DESIGN AND CONSTRUCTION

## PROCUREMENT POLICY MANUAL



**OC**PublicWorks

**2019**



# **COUNTY OF ORANGE**

## **DESIGN AND CONSTRUCTION PROCUREMENT POLICY MANUAL**

**August 13, 2019**

**Adopted by the  
Orange County Board of Supervisors**

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**COUNTY OF ORANGE**  
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## **SECTION 1 - GENERAL RESPONSIBILITIES**

## SECTION 1 - GENERAL RESPONSIBILITIES

### §1.1-101 Policy

All Architect-Engineer (A-E) service contracts and public works construction contracts, including those not requiring Board of Supervisors approval, shall be solicited and executed by the Director of OC Public Works, Sheriff-Coroner, Director of John Wayne Airport, or those qualified County officials or department designees identified by the Director of OC Public Works, Sheriff-Coroner, or the Director of John Wayne Airport to solicit and execute A-E service contracts and public works construction contracts in accordance with this Design and Construction Procurement Policy Manual (DCPM), Resolutions of the Board of Supervisors and applicable law. Unless otherwise specified, all references hereinafter to "Director" shall mean all such designated officials or departments.

### §1.1-102 Scope

It shall be the duty of the Director to procure all A-E service contracts and public works construction contracts for the County of Orange, its agencies and departments, the Orange County Flood Control District, and any other public entity that elects to adopt this DCPM. All references to the Board of Supervisors shall also apply to the governing body of any public entity that elects to adopt this DCPM. If the Sheriff-Coroner or Director of John Wayne Airport determine it is in the best interests of the County for the Director of OC Public Works to procure a particular contract or type of contract, the Director of OC Public Works shall have the authority to procure such contracts.

### §1.1-103 Delegation of Authority

State and local law, including [Public Contract Code Section 22034](#), [Government Code Section 25502.5](#), [Orange County Codified Ordinances Section 1-8-11 et seq.](#), and [Orange County Codified Ordinances Section 1-4-12 et seq.](#), provide for delegation of authority by the Board of Supervisors to appropriate officials to engage contractors to provide architectural and engineering services, and perform public works construction projects within specified dollar limits.

- (1) It is the policy of the Board of Supervisors to delegate authority to the Director to oversee the processes for the selection of architects, engineers, and construction contractors and to enter into design and construction contracts on behalf of the County as allowed by statute and described in this DCPM.
- (2) The employees designated by the Director to procure A-E service contracts and public works construction contracts, such as the Procurement Section, shall be trained under the direction of the County Procurement Officer and deputized as Deputy Purchasing Agents (DPAs) to exercise the authority delegated to the County Procurement Officer by the Board of Supervisors as authorized by law.
- (3) The Director of OC Public Works shall have discretion to delegate authority to other County officials or department designees to procure design and construction contracts in accordance with this DCPM.

### §1.1-104 Specific Duties

- (1) Except as otherwise provided by law, the Director shall:
  - a. Be empowered to solicit, award and execute on behalf of the County all A-E service contracts not exceeding \$200,000 annual aggregate value, or such amount as provided by [Government Code Section 25502.5](#); and public works construction contracts not exceeding the lesser of \$200,000 total value or such amount as authorized by [Public Contract Code Sections 22032](#);

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- b. Be responsible for the solicitation and, upon Board of Supervisors approval, the execution of all A-E contracts over \$200,000 annual aggregate value and all public works construction contracts that exceed \$200,000 in value;
- c. Review the scope of work and specifications written for A-E service contracts and public works construction contracts to ensure that they do not unnecessarily restrict the pool of potential bidders and provide the County with the benefits of open and fair competition;
- d. Maintain a procurement process which is fair, effective, and efficient;
- e. Encourage the procurement of “environmentally preferable” products, services, and/or methods that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose in all bids and solicitations, where practical, that are executed by the County in accordance with [Public Contract Code Sections 12400](#) et seq.;
- f. Verify, on a periodic basis, that the appropriate insurance and bond certificates are received in accordance with [Public Contract Code Section 7105](#) and [Civil Code Section 9554](#);
- g. Identify other governmental agency cooperative agreements, which may be executed by local jurisdictions outside of the County of Orange, that would, in the discretion of the Director, be beneficial for County use, and where appropriate and subject to approval by County Counsel, make these agreements available for use on appropriate County projects;
- h. Pursue project delivery methods in accordance with the Public Contract Code and methods available through agreements with other governing entities (for example, via a Joint Powers Authority) in order to obtain cost savings for or limit liability of the County;
- i. Have the authority to issue change orders. Changes shall not exceed the limits as stated in [Public Contract Code Section 20142](#). The Board of Supervisors may also delegate additional change order authority to individual officials and their designees when approving specific contracts.
- j. Have the authority to issue and award construction contracts up to the limits specified in [Public Contract Code Section 22032](#) and other applicable statutes; and
- k. Carry out other duties and responsibilities as expressly directed or delegated by the Board of Supervisors.

(2) It shall be the sole responsibility of the Director of OC Public Works or designee to:

- a. Maintain the lists of qualified A-E firms and contractors for use in the solicitation of bids and proposals pursuant to this DCPM;
- b. Execute emergency contracts where doing so complies with the requirements of Sections [20395\(e\)](#) and/or [22050](#) of the Public Contract Code;
- c. Implement and maintain a Procedure Manual consistent with this DCPM to guide the procurement and management of all design and construction contracts in a manner consistent with law; and
- d. Amend this DCPM to make clerical, ministerial, or other non-material edits, subject to review and approval of such clerical, ministerial, or other non-material edits by County Counsel; and update specifics of provisions relying on cited State code (for example, dollar triggers and limits, statutory restrictions, and statutory authorizations where a specific code section is

identified), subject to review and approval by County Counsel. Amendments due to changes in policy will be made only as approved by the Board of Supervisors.

**§1.1-105 Departmental Responsibilities**

Although the Director has the responsibility to prepare and procure design and construction contracts, the contracting department is responsible for: identifying the scope of the project; budgeting and funding of the project, including and ensuring the project meets any applicable requirements relating to the funding source; providing support to the Director throughout design and construction, inspections, contract compliance, and payment processing; and working with the Director to identify the department's roles and responsibilities for each project.



## **SECTION 2 - ETHICS IN PUBLIC CONTRACTING**

## SECTION 2.1 - ETHICS IN PUBLIC CONTRACTING - COUNTY EMPLOYEES

### §2.1-101 Policy

Public employment is a public trust. Public employees must discharge their duties impartially to ensure fair, competitive access to government procurement by responsible contractors. Moreover, they shall conduct themselves in such a manner as to foster public confidence in the integrity of the County procurement process. Additional guidelines may be found in the County's Procurement Ethics Manual maintained by the Office of the County Procurement Officer.

### §2.1-102 Conflicts of Interest Generally

It is the duty of all County and District employees to ensure fairness and transparency in contracting by complying with State and local laws and regulations pertaining to conflicts of interest in three areas: (1) those governed by [Government Code Section 1090](#); (2) those governed by [Government Code Sections 87100](#) et seq. including regulations promulgated by the [Fair Political Practices Commission](#) (FPPC); and (3) those governed by [Sections 1-3-21 et seq. of the Orange County Codified Ordinances](#) (Gift Ban Ordinance). These conflict of interest provisions are only briefly described here; any question arising from a potential conflict of interest or ambiguity under any of these provisions should be addressed to County Counsel.

- (1) [Government Code Section 1090](#) provides: "Members of the Legislature, state, county, district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity. . . ."
- (2) [Government Code Section 87100](#) prohibits public officials from making or influencing governmental decisions in which they know or reasonably should know they have a financial interest. [Section 87103](#) defines the circumstances under which such an interest may exist. The FPPC promulgates specific ethics regulations reflecting these laws at [California Code of Regulations, Title 2, Sections 18940](#) et seq., including the requirements regarding the annual disclosure of certain financial interests by certain employees via [FPPC Form 700](#).
- (3) The Gift Ban Ordinance prohibits county officers and certain designated employees, as defined therein, from soliciting or accepting gifts from persons or entities doing or seeking business with the County. A County officer or someone who does business with the County who violates the Gift Ban Ordinance is subject to criminal liability, and designated employees are subject to discipline, including termination of employment. A more extensive discussion of the Gift Ban Ordinance is contained in a guide, which can be found on the County Counsel intranet site.

## SECTION 2.2 - ETHICS IN PUBLIC CONTRACTING - CONTRACTORS

### §2.2-101 Contractor-Specific Conflicts of Interest

- (1) Upon County Counsel approval, the County shall require that a respondent to a solicitation provide, at the time it submits its response or bid, client lists, disclosure statements, or any other information that the County may require to determine if a respondent has a conflict of interest which:
  - a. May be detrimental to the County's interests and, therefore, would cause the County not to enter into a contract; or
  - b. May arise after award and during the performance required under a contract and, therefore, foreseeably could provide reason for termination of that contract with cause.

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- (2) The County may require that a respondent provide the information described in Paragraph (1) above for each subcontractor a respondent has identified as likely to perform work on a given project.
- (3) The County may also require that a respondent self-identify any present or potential future relationships or business interests, for both the respondent and any of its officers, which the respondent believes may give rise to a conflict of interest detrimental to the County's interests or which could require the County to terminate any contract after award.
- (4) The County will be the sole judge in determining if such a conflict would preclude the County from entering into a contract or be reason for termination with cause.
- (5) By participating in any solicitation, respondents to a solicitation agree to furnish the required information as requested and accept the County's decision in regard to the existence of an actual or potential conflict of interest that would preclude award of a contract as final.
- (6) The Director, and County personnel under the Director's discretion and control, shall not engage in any oral, written, or electronic communication initiated by any current or prospective respondent to a solicitation, or its representative, when that communication is designed to influence the outcome of a formal procurement.

### **SECTION 2.3 - ETHICS IN PUBLIC CONTRACTING – INCREMENTAL CONTRACTING**

#### **§2.3-101 Incremental Contracting**

Projects shall not be intentionally split to avoid approval by the Board of Supervisors or to bypass selection requirements.

"In any county, it is unlawful to split or separate into smaller work orders or projects any public work project for the purpose of evading the provisions of this article requiring public work to be done by contract after competitive bidding. Every person who willfully violates the provisions of this section is guilty of a misdemeanor." [PCC §20123.5](#).

### **SECTION 3 - DESIGN: ARCHITECT-ENGINEER SERVICE CONTRACTS**

## SECTION 3 - ARCHITECT-ENGINEER SERVICE CONTRACTS

### SECTION 3.1 - DEFINITION

- (1) Architect-Engineer (A-E) services for the purposes herein shall mean those services set forth in [Government Code Section 4525](#), subdivisions (d), (e), and (f), include but are not limited to: architectural, landscape architectural, engineering, environmental, land surveying services, and construction project management as well as incidental services that members of these professions may logically or justifiably perform. Environmental services are further defined to mean those services performed in connection with project development and permit processing that facilitates compliance with state and federal environmental laws.
- (2) Services which are considered A-E services may include but are not limited to: investigations; design, plan and specification development; report preparation; cost estimation; shop drawing preparation and review; construction supervision; land survey; CEQA documentation preparation; and regulatory permit application preparation and permit acquisition.
- (3) A-E services may also include other related services, including, but not limited to: archeology, geological and soils engineering, agronomy, limnology, biology, paleontology, construction claims consulting, material testing and inspection, real estate appraisal, and property acquisition services.
- (4) If the service provided is a specialized service and performed by private architectural, landscape, engineering, environmental, land surveying, or construction project management, the contract should adhere to the procurement requirements set forth in this section.

### SECTION 3.2 - STATUTE

[Government Code Section 4525 et seq.](#) (Mini-Brooks Act) governs contracts between public entities and private architectural, landscape architectural, engineering, environmental, land surveying, and construction project management firms. These statutes establish a Qualifications-Based Selection (QBS) method that public agencies in California must use to contract for professional services. This method requires that such services be engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at a fair and reasonable price. Accordingly, public agencies may not utilize competitive bidding for such services, except in the limited instances where the State or local agency head determines that the services needed are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest ([Government Code §4529](#)). In addition, the procedures adopted to implement the Mini-Brooks Act must assure maximum participation of small business firms as defined in [Government Code Section 14837](#).

### SECTION 3.3 - POLICY

#### §3.3-101 County Policy Regarding A-E Conflicts of Interest

The acceptance of submittals and execution of contracts with A-E firms are governed by the following restrictions:

- (1) An A-E entity representing a private sector client with an interest in a County project may not also represent the County on the same project; and
- (2) Notwithstanding Paragraph (1), an A-E entity may serve in both design and construction support roles on a given project if those roles were contemplated as part of the same contract.
- (3) In most cases, an A-E entity that prepared design documents, including plans, specifications, cost

estimates and reports, for a given project may not bid on that project as a construction contractor or construction manager. This general prohibition extends to sub-consultants of the prime A-E entity. However, an A-E, or its sub-consultants, that provided limited pre-design phase work to assist with scoping a project for bid need not be automatically excluded from bidding on the design-phase work, provided that all of the following conditions are met:

- a. The A-E in question does not gain a competitive advantage over other bidders, and is not privy to confidential information, due to its pre-design phase services;
- b. The A-E in question did not assist in preparing the actual bid documents;
- c. The A-E in question is not involved in evaluating proposals for design-phases services and is not assisting the County in that evaluation; and
- d. No County personnel or contractors who worked with the A-E in question on pre-design phase services are members of the panel evaluating submissions for design-phase work.

### **§3.3-102 Board of Supervisors Approval**

- (1) "In Counties having a population of 200,000 or more, the Board may authorize the purchasing agent to engage independent contractors to perform services for the County or County officers, with or without the furnishing of material, when the annual aggregate cost does not exceed two hundred thousand dollars (\$200,000)." [Government Code Section 25502.5\(a\)](#). Therefore, Board of Supervisor approval is required when the annual aggregate cost exceeds \$200,000.
- (2) Approval by the Board of Supervisors is required for all sole source A-E Service contracts that exceed a total annual amount of \$75,000 or a two-year consecutive term, inclusive of any amendments, regardless of dollar amount.

### **§3.3-103 Contractor or Firm Name/Ownership Changes**

- (1) Board of Supervisors approval is required for contractor name changes to Board awarded contracts which result from the assignment of rights and responsibilities from one entity to another.
- (2) Director is authorized to approve contractor name changes to Board approved contracts when:
  - i. Changes in contractor company name only but there is no change in ownership or control of the company;
  - ii. Assignments based on bankruptcy, merger, sale, restructuring or dissolution upon approval of County Counsel.
- (3) Director is authorized to approve non-Board awarded contractor name changes subject to review and approval by County Counsel.

### **§3.3-104 Term of Contract**

- (1) If the A-E services to be completed under a given contract are related to a specific project, the contract term shall be based upon a reasonable estimate of time required for the project. This estimate shall be made by County staff and shall be subject to negotiation with the A-E entity.
- (2) If the A-E services to be completed are not project-specific, the initial term of the contract term shall not exceed three years, unless otherwise approved by the Board of Supervisors.
- (3) Notwithstanding the provisions of Paragraph (2) above, contracts for A-E services that are not project-specific and were not required to be awarded by the Board of Supervisors, the term of such contracts shall not exceed five (5) years.

### **§3.3-105 Firm Selection Methods**

Selection shall be based on a competitive process with the exception of those covered in Section §3.3-107. The method used depends upon the scope of work, the consulting services required, the size of the project or potential projects, the complexity of projects, and the time available for consultant selection. The Director or designee has the discretion to choose which selection method will be utilized. The A-E procurement methods are:

#### **(1) Request for Qualifications:**

The Request for Qualifications (RFQ) method is used primarily for establishing capacity contracts through a qualification-based selection of professional A-E services when future services are necessary from numerous firms for an undefined project scope of services as required by A-Es of the same or similar discipline. A RFQ will be advertised and firms will submit a Statement of Qualifications (SOQ).

##### **a. Establishment of the Qualified Vendor List and On-Call Contracts**

The firm is required to submit a SOQ in response to a RFQ. A minimum score is established as a pass point for respondents to qualify for inclusion in the Qualified Vendor List (QVL). An evaluation panel scores the respondents SOQs with all responsive SOQs meeting the minimum pass point will be included in the QVL. The highest scored respondents may, at the discretion of the evaluation panel and based on the County needs, be invited for interviews for determining which firms will be recommended for on-call contracts with specific dollar amounts. The Director may use the QVL for various services as required. The QVL is typically solicited at least once every three to five years to give additional firms an opportunity to participate. At the time A-E services are required:

- i. For contracts up to an annual aggregate cost of \$200,000, a contract may be issued to a QVL firm by negotiating the fee and scope of work, or a task order may be issued against an existing on-call contract awarded from a RFQ.
- ii. For services with an annual aggregate cost of over \$200,000 a task order may be issued against an existing on-call contract awarded from a RFQ.
- iii. Contracts over an annual aggregate cost of \$200,000 per year may also be awarded to a QVL firm, by negotiated contract, however, Board of Supervisors approval will be required.

##### **b. Additional Use of Qualified Vendor List**

The QVL may also be utilized as the first step of the two-step process defined in Section 3.3-105(3), below. An invitation to submit proposals on a specific scope of work can be sent to all vendors within the QVL and the proposals will be evaluated based on the established criteria set forth in the invitation.

#### **(2) Request for Proposals:**

The Request for Proposals (RFP) method is used for projects with a defined scope, such as a one-time well defined project, or for repetitive services with a defined scope. In this method, firms may be required to submit a technical proposal and may be required to submit a price proposal. Proposals by all firms are evaluated by an evaluation panel based on criteria outlined in the RFP. The evaluation panel scores the proposals at which point final price negotiations may begin with the firm having the highest evaluation rating. The contract may be awarded to one firm for project specific services or for repetitive

services that may be required over the term of the contract. The selection and award of these contracts will require approval by the Board of Supervisors when exceeding the 3.3-102 thresholds.

**(3) Request for Qualifications/Request for Proposals:**

The Request for Qualifications/Request for Proposals (RFQ/RFP) method is generally used for larger projects and when the scope of work is complex or unusual or where innovative approaches to the project may be of value. This method requires a firm to submit a SOQ in response to a RFQ. Responding submittals are scored by an evaluation panel, which then prepares a list of the most qualified firms. Those most qualified firms are then invited to respond to a RFP issued by the County. Submitted proposals are then evaluated by an evaluation panel based on the criteria outlined in the RFP and the firm with the highest rated proposal is recommended for award to the Board of Supervisors.

**(4) Guidelines for Selecting Firms from Established Contract Lists:**

For multiple award contracts, the following factors are to be utilized prior to deciding which A-E firm will be requested to perform the necessary services:

- a. Expertise: Applicable expertise of the firm to best perform the specific scope of the services identified.
- b. Capacity: Review of the firm's necessary staff and equipment availability to perform the specific scope of services identified within the County's requested time period.
- c. Price: Review of the estimated level of effort and resulting cost to complete the services identified.
- d. Utilization: When the above factors are substantially the same, and in the case of equivalent costs for identified services, the County may consider the amount of work each firm has previously performed under the current contract.
- e. Performance: If poor performance becomes an issue for a specific firm, that firm may receive fewer requests for identified services to protect the County from resulting quality or safety issues.

**(5) Quarterly Usage Report:**

A quarterly usage report from the previous quarter will be submitted by the Director to the Board of Supervisors for all On-Call Contracts, via a Board Memo.

**§3.3-106 Competitive Bidding**

If the services needed are of a technical nature, are well defined, and involve only limited professional judgment, the Invitation for Bid (IFB) process is allowed. Examples of where the IFB process may be appropriate include, but are not limited to: drafting of as-built or record drawings, drafting of standard plans, certain laboratory testing, and certain survey services. All awards resulting in a contractor receiving more than \$200,000 per year in aggregate of non-Board approved contracts will require Board of Supervisors approval.

**§3.3-107 Sole Source Contracts /One-Time Contracts for A-E Services**

- (1) Sole Source Contracts: "Sole source contracts" are contracts that are excused from competitive bidding when (a) the service requested is proprietary, or (b) the County's business needs require expeditious award of a contract without competitive bidding. Approval by the Board of Supervisors is required for award of all sole source contracts that exceed an annual amount of \$75,000 or a two (2) year consecutive term, regardless of dollar amount. (Note: vendors that are listed on a current Qualified Vendor List have participated in the competitive bidding process, and do not require sole source justification for contract award. However, contracts awarded from a Qualified Vendor List may still require approval by the Board of Supervisors if they exceed the dollar value thresholds of [Govt. Code § 25502.5](#)).



- (2) One-Time Contracts: In such cases where firms from an existing Qualified Vendor List cannot be utilized, contracts that do not exceed \$75,000 total value and a two-year term are considered “one-time” contracts, and are not required to be competitively bid or sole source do not require justification for award. One-time contracts may not be renewed or extended without authorization of the Board of Supervisors. Alternate submittals should be obtained to ensure the County has validated firm qualifications and competitive pricing.

### **§3.3-108 A-E Service Contract Changes, Amendments, Extensions**

- (1) An A-E service contract and its incorporated scope of work define the total contract. Within the limited authority granted by the Board of Supervisors, the Director or Director’s designee may amend the contract allowing additional work that is related to, and is of a similar nature to, the original scope, as long as the additional work does not exceed the value of the contract approved by the Board of Supervisors.
- (2) If an increase in an A-E service contract aggregate cost is necessary, the estimated not-to-exceed cost will be agreed to in writing before beginning the additional work.
- (3) If an A-E service contract has not been approved by the Board of Supervisors, any change to the amount of that Contract that increases the annual aggregate dollar amount of non-Board awarded contracts with an A-E firm beyond \$200,000 must be approved by the Board of Supervisors.
- (4) Subject to restrictions set forth in Paragraph (3) above, increases in the A-E service contract cost or amount for services within a contract’s existing scope of work may be granted by the Director or Director’s designee without Board of Supervisor’s approval where the increased amount does not exceed 25 percent of the existing contract price or \$200,000 annually, whichever is less.
- (5) Amendments to an A-E service contract exceeding the limits placed on Director’s authority as described above must be submitted to the Board of Supervisors for approval.
- (6) Amendments to an A-E service contract also require Board of Supervisors approval when there is a major change in the scope of the contract or the change would result in a major delay that significantly differs from the original period of performance contemplated by the contract.
- (7) Notwithstanding Section 3.3-108, at the Director’s discretion, with the concurrence of County Counsel and for the sole purpose of completing work already commenced, the Director may extend the term of a Board-awarded or non-Board awarded A-E service contract for a period of not more than six (6) months so long as there is no increase in cost to the County or change in the scope of work.

### **§3.3-109 Insurance**

- (1) All recommendations for award of a contract for A-E services shall include information by the appropriate department indicating that either:
  - a. Professional liability insurance is required and the County’s professional liability insurance coverage requirements have been met by the A-E firm; or
  - b. Good cause exists to allow the A-E firm to be exempt from the County’s liability insurance requirements, with an explanation justifying the exemption.

### **§3.3-110 State and Federal Grant Projects**

All applicable State or Federal Regulations will be followed for projects involving State or Federal grants. Standard County contract language and procurement documents may be modified as necessary to meet the eligibility

requirements for State or Federal programs.

**§3.3-111 Prevailing Wage in A-E Contracts**

Construction-related work performed under A-E service contracts may meet the definition of “public works” under [Labor Code § 1720](#) *et seq.* Contracts for A-E services shall include provisions for prevailing wages where mandated by law.

## **SECTION 4 –CONSTRUCTION: PUBLIC WORKS CONTRACTS**

## SECTION 4 - CONSTRUCTION: PUBLIC WORKS CONTRACTS

### SECTION 4.1 - DEFINITION

- (1) As used in this DCPM, “public works contract” or “public works project” shall share the same meaning as “public project” as defined in [Public Contract Code Section 22002\(c\)](#):
  - a. Public works contract or public works project means any of the following:
    - i. Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility paid for using public funds;
    - ii. Painting or repainting of any publicly owned, leased, or operated facility.
  - b. “Maintenance work” as defined in [Public Contract Code Section 22002\(d\)](#) is not a public works contract for the purposes of this DCPM. Maintenance work includes all of the following:
    - i. Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purpose;
    - ii. Minor repainting;
    - iii. Resurfacing of streets and highways at less than one inch;
    - iv. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems; and
    - v. Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.
- (2) Prevailing wage shall be paid pursuant to [Labor Code Sections 1720 et seq.](#)

### SECTION 4.2 - PURPOSE AND SCOPE

The purpose of this section is to provide guidelines for the solicitation and procurement of public works contracts. The scope of this section covers all public works contracts issued by all departments and agencies under the budgetary jurisdiction of the Board of Supervisors.

### SECTION 4.3 - STATUTE

- (1) Public works contracts shall be issued in accordance with the provisions of the [Public Contract Code Sections 22000 et seq.](#), also known as the Uniform Public Construction Cost Accounting Act (the Act), and on forms approved for use by County Counsel.
- (2) The provisions of the Act relative to bidding procedures supersede the procedures contained within the code that would otherwise apply to specific projects or public entities.
- (3) Amendments or revisions to the code sections affecting this policy and resulting procedures may be directly incorporated into this DCPM when enacted by the California Legislature without further action of the Board of Supervisors.

## SECTION 4.4 - OPTIONS FOR AWARD OF CONTRACT

### §4.4-101 Contract Methodology

On projects with a total value of \$60,000 or less, the County may complete the work pursuant to [Public Contract Code Section 22032\(a\)](#) utilizing the employees of a public agency by force account, through a negotiated contract, or by purchase order.

### §4.4-102 Competitive Bidding

- (1) Public works contracts with a value of \$200,000 or less may be procured by using informal bidding procedures as set forth in [Public Contract Code Section 22032](#) and [Orange County Codified Ordinances 1-8-10 through 1-8-14](#).
- (2) Unless the product or service is proprietary, all contracts with a value of between \$60,000 and \$200,000 or less, or those amounts provided by [Public Contract Code Section 22032](#), shall be selected using the following informal bidding procedures:
  - a. The Director shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the Director.
  - b. All contractors on the list for the category of work being bid or all construction trade journals specified in [Public Contract Code Section 22036](#), or both, shall be mailed or emailed a notice inviting informal bids unless the product or service is proprietary.
  - c. All mailing of notices to contractors and construction trade journals pursuant to this section shall be completed not less than ten (10) calendar days before bids are due.
  - d. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.
  - e. As provided by [Public Contract Code Section 22034\(d\)](#), if all bids received are in excess of \$200,000, the Board of Supervisors may, by adoption of a resolution by a four-fifths vote, award the contract, at \$212,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the agency or department was reasonable.
- (3) The Director shall approve plans, specifications, working details for its public works projects, and shall issue contracts for all public works contracts with a value of \$200,000 or less.
- (4) In regard to public works contracts with a value of more than \$60,000, which are not Construction Manager at Risk or Design-Build contracts, the County must award each contract to the lowest responsive, responsible bidder, except under one of the following circumstances:
  - a. The County may award the contract to the bidder of its choice if the two lowest bids are equal.
  - b. The County may reject any bids presented and then:
    - i. Abandon the advertised contract or re-advertise for bids in the manner described in the Act; or
    - ii. Declare, with four-fifths approval of the Board of Supervisors, that the work can be performed more economically by employees of the County, and have the project performed by force account which is work ordered on a construction project without an existing contract on its cost,

and performed with the understanding that the contractor will bill the owner according to the cost of labor, materials, and equipment, plus a certain percentage for overhead and profit.

- c. If no bids are received by formal or informal bid procedure, the County may have the work performed by employees of the County by force account or negotiated contract in accordance with [Public Contract Code Section 22038\(c\)](#).
- (5) Public works contracts valued at over \$200,000 shall be solicited using formal bid procedures as provided by [Public Contract Code 22037](#). The project, plans, and specifications shall be adopted by the Board of Supervisors, unless delegated. The invitation for bids shall be authorized by the Board of Supervisors, unless delegated, and advertised by the Director. The contract shall be awarded by the Board of Supervisors. The approved contract shall be executed by the Board of Supervisors unless the authority has been clearly delegated and authorized to others by the Board of Supervisors.
- (6) Emergency projects shall be performed in accordance with [Public Contract Code Section 22035 or 22050](#), as applicable.

#### **SECTION 4.5 - CHANGES, AMENDMENTS, AND EXTENSIONS OF CONSTRUCTION CONTRACTS**

- (1) The Director may approve contract cost increases limited to:
  - a. \$5,000 per change for contracts up to \$50,000;
  - b. 10 percent of the original contract amount per change for contracts from \$50,000 to \$250,000; and
  - c. \$25,000 per change for contracts in excess of \$250,000, plus 5 percent of the original contract amount in excess of \$250,000 up to a total maximum amount of \$210,000 in accordance with [Public Contract Code Section 20142\(b\)](#).
- (2) Changes in excess of the limits specified above require Board of Supervisors approval.
- (3) Any material change that significantly alters the contract scope of work will require Board of Supervisors approval. Reallocation of funds from one item of work to another with zero net change in the contract amount only requires Board of Supervisors approval where the character of the work in each item is significantly changed from the original scope.
- (4) The Director shall adhere to County procedures for:
  - a. Reviewing change requests;
  - b. Negotiating change order with the contractor;
  - c. Obtaining legal review and approval of change orders, where appropriate; and
  - d. Preparing written documentation on change orders.

#### **SECTION 4.6 - DESIGN-BID-BUILD PROJECT DELIVERY METHOD**

##### **§4.6-101 Definition**

The Design-Bid-Build method splits construction projects into three (3) distinct phases: (1) design, (2) solicitation and (3) construction. During the design phase, the local agency prepares detailed project plans and specifications using its own employees or by hiring outside architects and engineers, as specified in Section 3. The solicitation and construction phases are specified within this Section.

**§4.6-102 Statute**

[Public Contract Code Sections 20100](#) *et seq.* delineates the requirements and procedures that local officials must follow when awarding public works contracts.

**§4.6-103 Policy**

The County of Orange utilizes the Design-Bid-Build method for construction projects resulting in a Fixed-Price Contract, a Fixed-Price Indefinite Quantity Contract, or a Cost Plus Fixed Fee Contract. When using this method, it is required to utilize the prequalification process per Section 6.1.

**SECTION 5 - ALTERNATE PROJECT DELIVERY METHODS**



## **SECTION 5 - ALTERNATE PROJECT DELIVERY METHODS**

### **SECTION 5.1 - DEFINITION**

Alternate Project Delivery Methods shall include Job Order Contract (JOC), Construction Manager at-Risk (CMAR), and Design-Build. (Refer to [Public Contract Code Sections 6950, 6951](#)).

### **SECTION 5.2 - POLICY**

It is the policy of the County of Orange to solicit offers in full and open competition and award contracts that are consistent with the nature and requirements of the specifications or services to be procured utilizing the most efficient and effective project delivery method.

### **SECTION 5.3 - PURPOSE AND SCOPE**

The purpose of this section is to provide an overview of the County's options and alternate project delivery methods of contracting for construction, architectural, engineering, and construction-related services. The scope of this section covers Architect-Engineering (A-E) service contracts and/or public works construction contracts.

### **SECTION 5.4 - USE OF METHODOLOGIES**

This section establishes the available options and applicable statutory provisions for alternate project delivery methods for utilization by each County department. Alternate project delivery methods involve utilizing qualifications as the primary criteria for selection of construction services as an “alternate” to a price based selection (or low bid/Design-Bid-Build).

### **SECTION 5.5 - DESIGN-BUILD PROJECT DELIVERY METHOD**

#### **§5.5-101 Definition**

Design-Build (DB) is a qualification-based selection (QBS), in which both the design and construction services for a project are procured at the same time following the QBS and pursuant to statute, the contract is awarded either to the lowest responsible bidder or by best value to a single entity known as the design-builder or design-build contractor. In contrast to Design-Bid-Build, DB relies on a single point of responsibility contract and is used to minimize risks for the project owner and to shorten the delivery schedule by overlapping the design phase and construction phase of a project.

#### **§5.5-102 Statute**

- (1) Chapter 4 (commencing with [Section 22160](#)) of the Public Contract Code provides the general authority for DB procurement by local agencies. With Board of Supervisors approval, the County may use DB contracts for public works projects in excess of \$1,000,000, except for projects on the state highway system, and may award such contracts either to the lowest responsible bidder or by best value. Best value means a value determined by objective criteria related to price, features, functions, and life-cycle costs.
- (2) [Section 22161\(g\)\(1\)](#) defines “project” for the purposes of DB procurement as the construction of a building or buildings and improvements directly related to the construction of a building or buildings, county sanitation wastewater treatment facilities, and park and recreational facilities, but does not include the construction of other infrastructure, including, but not limited to, streets and highways,

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public rail transit, or water resources facilities and infrastructure. For a county that operates wastewater facilities, solid waste management facilities, or water recycling facilities, “project” also includes those facilities.

- (3) [Section 22169](#) provides that the statutes authorizing DB contracting are repealed as of January 1, 2025.
- (4) Pursuant to [Public Contract Code Section 22162.6](#), in addition to those projects permitted to be delivered by DB under [Public Contract Code Section 22161\(g\)\(1\)](#), DB contracts may also be used to deliver the following types of projects in Orange County:
  - a. Flood protection improvements
  - b. Harbor and beach improvements
  - c. Bikeway improvements

The County is limited to no more than one (1) DB project per year valued in excess of \$5,000,000 of the types listed in Subsections (a-c) above. [Section 22162.6\(c\)](#).

- (5) Pursuant to [Public Contract Code Section 22162.6](#), in addition to the requirements set forth in Section 22164, for a project authorized under Section (4) above, the county shall be responsible for the performance of, and county employees in Orange County Public Works may perform, project development services, including performance specifications, preliminary engineering, procurement services and the preparation of project reports, and construction inspection services, excluding specialty bridge inspections. The county shall also be the responsible agency for, and county employees in Orange County Public Works may perform, the preparation of documents that may include, but need not be limited to, the size, type, and desired design character of the project, performance specifications covering quality of materials, equipment, and workmanship, preliminary plans, and any other information deemed necessary to describe adequately the needs of the County of Orange.
- (6) Orange County Flood Control District may use the Design-Build project delivery method to design, build and perform projects for flood protection improvements. [Section 22162.7\(a\)](#). The District may perform no more than twelve (12) such projects with a dollar value greater than \$5 million prior to January 1, 2025. [Section 22162.7\(c\)](#).

### §5.5-103 Policy

DB is a procurement process in which both the design and construction of a project are procured from a single entity known as the design-builder or design-build contractor. The design-build method of project delivery affords a more collaborative approach, which may provide benefits, such as reducing project cost, expediting project completion, or providing design features, not achievable through the design-bid-build process. In addition, DB may yield cost efficiencies by shifting certain liability and risk for cost containment and project completion with the design-builder.

### §5.5-104 Process

DB projects must progress in a four-step process: Scoping, Request for Qualification of DB Entities, Requests for Proposal, and Evaluation of Proposals and Selection of DB Entities:

#### (1) Scoping

The County prepares a set of documents defining the scope of the project, generally called performance specifications and plans. These performance specifications and any plans shall be prepared by a design professional duly licensed and registered in California. If the County retains an architect or engineer to assist in the development of the scope or other project-specific documents for a design-build project,

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that architect or engineer is not eligible to participate in the preparation of a submittal with any DB entity for that project.

### (2) Request for Qualification (RFQ) of DB Entities

When utilizing DB procurement, the County shall initially use the RFQ process to identify the most qualified DB entities. Only those entities that are selected through RFQ process will be allowed to submit proposals in response to the County's subsequent DB Request for Proposal. Pursuant to [Public Contract Code Section 22164](#), the RFQ must include:

- a. Identification of the basic scope and needs of the project or contract;
- b. The expected cost range;
- c. Methodology that will be used to evaluate the Statement of Qualifications (SOQ)
- d. Significant factors that the agency expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price related factors
- e. And any other information deemed necessary by the contracting agency to inform interested parties of the contracting opportunity

### (3) Request for Proposal (RFP) Process

Based on the performance specifications and plans, the County shall prepare an RFP inviting those DB entities identified as most qualified through the RFQ process to submit competitive sealed proposals. Pursuant to [Public Contract Code Section 22164\(d\)](#), the RFP must include:

- a. The scope, expected cost range, and other information deemed necessary by the County to inform interested parties of the opportunity;
- b. The methodology that will be used by the County to evaluate proposals, specifically if the contract will be awarded to the lowest responsive, responsible respondent or whether it will be awarded based on best-value and other criteria, and significant objective factors that the County reasonably expects to consider in evaluating proposals, including cost or price and non-price-related factors; and
- c. The relative importance of weight assigned to each factor specifically whether evaluation factors other than cost or price are significantly more than, approximately equal to, or less important than cost or price.

If the County reserves the right to hold negotiations with respondents, it must specify as such in the RFP and must include applicable rules and procedures to be observed by the County to ensure that any negotiations are conducted in good faith.

### (4) Evaluation of Proposals and Selection of the DB Entity

Final selection of the DB entity may be based on either a competitive bidding process resulting in lump-sum bids, with the award being made to the lowest responsible respondent, or based upon best value and other criteria. When the best-value method is selected, competitive proposals must be evaluated using only the criteria and selection procedures identified in the RFP and shall progress as specified by [Public Contract Code Section 22164\(f\)](#). At least 10 percent of the total weight of consideration must be given to each of the following: price, technical design, construction experience, life-cycle costs for at least 15 years, skilled labor force availability, and acceptable safety record.

Once the evaluation is complete, the highest scored responsive respondents are scored and the award

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made to the responsible respondent whose proposal is determined and documented to be most advantageous once award is authorized by the Board of Supervisors. The award and written decision will then be publicly announced.

If the County chooses to reserve the right to hold discussions or negotiations with responsive respondents, such right will be specified in the RFP. Applicable rules and procedures to be observed by the county will be published separately or incorporated into the RFP to ensure that any discussions or negotiations are conducted in good faith.

Pursuant to [Public Contract Code Section 22167](#), if the County elects to award a DB project, retention proceeds withheld by the County from the DB entity shall not exceed 5 percent if a performance and payment bond, issued by an admitted surety insurer, is required in the solicitation of bids per Public Contract Code.

### SECTION 5.6 - CONSTRUCTION MANAGER AT-RISK PROJECT DELIVERY METHOD

#### §5.6-101 Definition

Construction Manager at-Risk (CMAR) is an alternate project delivery method which entails a commitment by the Construction Manager (CM) to deliver the project within a Guaranteed Maximum Price (GMP). The CM acts as a consultant to the County in the development and design phases (“preconstruction services”) and as a general contractor during construction.

#### §5.6-102 Statute

- (1) [SB328 \(2013\)](#) amended [Public Contract Code Section 20146](#), allowing counties to use CMAR procurement for vertical construction. SB 914 (2018) expanded existing statute to allow counties, as well as other public entities for which the members of a county’s board of supervisors make up the membership of the governing legislative body (e.g., the Orange County Flood Control District), to use CMAR to deliver horizontal projects, in addition to vertical projects, subject to some limitations.
- (2) Pursuant to [Public Contract Code 20146](#), A county with approval of the board of supervisors, or a public entity, with approval of its governing body, may utilize construction manager at-risk construction contracts for the erection, construction, alteration, repair, or improvement of any infrastructure, excluding roads, and including, but not limited to, buildings, utility improvements associated with buildings, flood control and underground utility improvements, and bridges, owned or leased by the county. A construction manager at-risk construction contract may be used only for projects in the county in excess of one million dollars (\$1,000,000) and may be awarded using either the lowest responsible bidder or best value method to a construction manager at-risk entity that possesses or that obtains sufficient bonding to cover the contract amount for construction services and risk and liability insurance as may be required by the county or public entity. Any payment or performance bond written for the purposes of this section shall be written using a bond form developed by the county or public entity.
- (3) CMAR may not be used to construct roads. [PCC 20146\(a\)](#).
- (4) The authority to use CMAR terminates by operation of law on January 1, 2023. [Section 20146\(h\)](#).

#### §5.6-103 Policy

A CMAR contract is a qualification based, competitively procured contract that guarantees the cost of a project and furnishes CM services, including preparation and coordination of bid packages, scheduling, cost control, value engineering, evaluation, preconstruction services, and construction administration. Unlike DB, when utilizing a CMAR contract the County retains control of the entire design process.

**§5.6-104 Process**

- (1) On a CMAR project, the County typically retains the CM before or during design. The CM provides a contractor's perspective during design, assists in value engineering, and performs quality control to reduce common design problems such as coordination and constructability issues. The construction documents are divided into separate "trade packages" suitable for competitive bidding as separate contracts. The CM selects the trade contractors through procedures established by the County, and is responsible for scheduling, coordinating and completing the project for a GMP.
- (2) The CM is typically paid a fixed sum for its preconstruction services and receives a fee, calculated as a percentage of hard construction cost (e.g. labor, materials), for services during construction. The CM may also provide site services for the project, such as security and sanitation, and may, in some cases, perform portions of the work. If it does so, payment for that work may be in addition to the fees charged for preconstruction services.
- (3) The overall price for construction of the project, either a lump sum or GMP, is usually established late in the design phase or after all trade contracts have been bid. The price should change only if the County modifies the project, regulatory changes increase the cost of the work, or unexpected site conditions appear. As with other contracting methods, the County may prequalify the CM and/or subcontractors or set minimum qualifications requirements (which do not score but merely qualify the CM and subcontractors). It is important that a CMAR contract clearly identifies the risks the County would shift to the CM, and that the County's staff is well trained to use the contract to enforce those responsibilities.
- (4) Selection of the CMAR entity should be by best value, where "best value" means a value determined by objective criteria related to the experience of the entity and project personnel, project plan, financial strength of the entity, safety record of the entity, and price.

**SECTION 5.7 - ANNUAL CONTRACTS FOR REPAIR, REMODELING, OR OTHER REPETITIVE WORK [JOB ORDER CONTRACTS]**

**§5.7-101 Definition**

An annual contract for repair, remodeling, or other repetitive work based on unit prices including, but not limited to, a Job Order Contract (JOC) is a firm fixed price, competitively bid, unit priced, indefinite quantity contract designed to accomplish applicable projects as defined in [Public Contract Code Section 20128.5](#). Per statute, these contracts shall not include the performance of design or contract drawing services.

**§5.7-102 Statute**

- (1) [Public Contract Code Section 20128.5](#) provides the statutory authority for these contracts for repair, remodeling, or other repetitive work only, and may not be used for new construction. Unit-price contracts may only be up to one year in duration.
- (2) The Board of Supervisors delegates to the Director the ability to utilize Job Order Contracts awarded by the Board of Supervisors to perform activities described in [Public Contract Code Section 20128.5](#).
- (3) These contracts may be awarded up to \$3,000,000 plus an annual Consumer Price Index adjustment based on the annual Consumer Price Index published by the California Department of Industrial Relations ([Public Contract Code Section 20128.5](#)).

**§5.7 -103 Policy**

- (1) Job Order or Annual Contracts may not be used for new construction. Job Order Contracts may only be used for repair, remodeling, or other repetitive work to be done according to unit prices. Job Order Contracts shall only be awarded to the lowest responsible bidder and shall be based on plans and specifications for typical work provided by the County. "Unit price" as used herein means the amount paid for a single unit of an item of work, and "typical work" means a work description applicable universally or applicable to a large number of individual projects, as distinguished from work specifically described with respect to an individual project. See [Public Contract Code Section 20128.5](#).
- (2) No task orders may be issued against a Job Order Contract after expiration of the term of contract; provided, however, that the Director may extend the term of a Job Order Contract for a period of six (6) months for the sole purpose of completing any work or project already ordered prior to the expiration of the original term of the Job Order Contract when work has already commenced on that work or project. No new task orders may be issued against a Job Order Contract after expiration of the original term of the contract, except that work already ordered by task order and commenced prior to expiration of the original term of the JOC contract may be modified by supplemental task order so long as (a) the modification does not substantially alter the character of the work already in progress, (b) the changes ordered in all supplemental task orders do not result in an increase in cost of more than 50% in aggregate above that of the original task order, and (c) the supplemental task order does not extend the time to perform the contemplated work beyond six (6) months past the expiration of the original term of the Job Order Contract.

**§5.7 -104 Process**

- (1) The annual unit-price contracts program is carried out by either developing in house, or contracting out for the professional services for, the development and customization of a Unit Price Book (UPB) and technical specifications for typical work. A UPB includes pre-priced construction tasks that are specifically tailored for the type of work that the County intends to accomplish and includes labor, material and equipment costs. All unit prices incorporate federal labor standards including Davis-Bacon requirements and other Federal and State wage rate requirements, if applicable. A UPB is work-segment based and incorporates local activity, climate, and geographic features. Technical specifications take into account quality of materials and workmanship, performance specifications, and detailed specifications furnished on a project by project basis.
- (2) Contractors bid on adjustment factors for work performed during normal working hours and non-normal working hours. These adjustment factors will be applied against the prices set forth in the unit price book and are used to price out fixed price work orders by multiplying the adjustment factors by the unit prices and quantities. Subcontractors rates are subject to the prime contractor's bid factors. The contractor with the lowest composite factor will be considered the apparent low bidder.
- (3) Subcontractors proposed to be used to perform work under a prime contractor's contract must be identified in a potential contractor's bid, if known at time of bid, or must be approved in writing by the County if identified at a later date. All subcontractor costs and labor are subject to the prime contractor's bid factor.
- (4) Once a contract is awarded, the County will conduct a meeting with the contractor to determine the actual work to be done for each project or task order to be performed under the contract. The contractor will be issued a request for task proposal and will be required to develop a proposal for the work required. The contractor will submit its proposal to the County and this proposal will be evaluated. If the contractor's proposed units are found reasonable, a work order may be issued at the agreed-upon units, which when multiplied by the unit price and appropriate contract adjustment factor will establish the firm fixed price for the task order.

**§5.7-105 California Environmental Quality Act (CEQA)**

Annual contracts are awarded to the lowest responsive, responsible bidder based on plans and specifications for typical work. Based on the fact that the County may award an annual contract without having identified the specific tasks that are to be performed, or their potential environmental impacts, the contracting department must perform a basic CEQA analysis of tasks subsequently ordered under the contract in case those tasks trigger the need for a new CEQA declaration or finding. Applicable CEQA findings must be included in the file for the project.

**SECTION 6 - ADDITIONAL GOVERNMENT CODES AND POLICIES**



## **SECTION 6 - ADDITIONAL GOVERNMENT CODES AND POLICIES**

### **SECTION 6.1 - PREQUALIFICATION CRITERIA**

#### **§6.1-101 Definition**

[Public Contract Code Section 20101](#) authorizes the County to establish procedures to prequalify prospective bidders for the construction of public works projects.

In order to prequalify, prospective bidders are required to complete and submit standard prequalification documents and provide specified supporting documentation verified under penalty of perjury by the contractor as set forth in this DCPM. Only prospective bidders that are prequalified may bid on the project.

Prequalification cannot be used to score prospective bidders, but only to determine whether they meet minimum project qualification requirements such that they would be eligible to submit proposals for a specific project.

#### **§6.1-102 Purposes of Prequalification**

- (1) To ensure that the County obtains qualified contractors who have the proven capability and the experience to complete projects similar to the project being considered.
- (2) To prevent poor project quality and late delivery (going over budget and/or over schedule) due to the lowest bidder's inexperience or ineptitude.

#### **§6.1-103 Use of Prequalification**

The County will require prequalification of prospective prime contractors for the following types of public works contract construction bid packages:

- (1) Single specific projects identified by Department Heads as suitable for prequalification due to uniqueness or complexity of all or a portion of the project.
- (2) All large projects (estimated construction cost over \$5,000,000). If the Director determines that prequalification is not in the best interests of the County for such a project, then the corresponding request for Board of Supervisors action should recommend proceeding without prequalification and provide a justification.
- (3) Formally bid projects under \$5,000,000 will be prequalified by a streamlined prequalification process, unless the Director determines that prequalification is not in the best interest of the County, then the corresponding request for Board action should recommend proceeding without prequalification and provide supporting justification.
- (4) Projects involving the use of the state or Federal Funds may not be able to utilize the DCPM prequalification process. A review of specific funding source guidelines is necessary to determine allowance or to establish an alternate process.

#### **§6.1-104 Prequalification of Subcontractors**

Nothing in this section shall preclude the County from prequalifying or disqualifying a subcontractor. The Director may prequalify subcontractors as determined to be in the best interest of the County. However, the disqualification of a subcontractor by the County does not disqualify an otherwise prequalified potential prime contractor. If a subcontractor is not qualified, the potential prime contractor will be given an opportunity to

replace that subcontractor with another, which may either be a new subcontractor subject to prequalification, or a subcontractor already prequalified by the County, at the prime contractor's discretion.

**§6.1-105 Methodology for Preparation**

- (1) Prospective bidders seeking prequalification are required to submit to the County completed prequalification documents, which include the Prequalification Questionnaire and all the documents required by the Prequalification Questionnaire. This Prequalification Questionnaire and financial statement shall be verified by oath when provided to the County. [Public Contract Code Section 20101\(a\)](#).
- (2) Pursuant to [Public Contract Code Section 20101](#), the submitted Prequalification Questionnaire and financial statement are not public records and are not open to public inspection. They shall be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification or investigation of the statements contained therein or in a hearing. Finally, [Section 20101](#) provides that the names of prospective bidders applying for prequalification status are public records subject to disclosure, and the first page of the Prequalification Questionnaire shall be used for this purpose. Agencies unsure about whether any information is disclosable under the Public Records Act should seek the advice of County Counsel.
  - a. Each prospective bidder will be determined as either qualified to bid as to each bid package for which it requested prequalification or not qualified based on the County uniform rating system. No rating other than a positive or negative qualification determination shall be established by this process. The contracting department will evaluate the completed Prequalification Questionnaire and supporting documents to determine whether the prospective bidder is qualified or not qualified to bid on the bid packages identified in the Prequalification Questionnaire.
  - b. It is mandatory that prospective bidders who intend to submit a bid for any of the identified bid packages provide a Prequalification Questionnaire and any supporting documents requested and are subsequently determined qualified to construct the work required by the bid packages identified on the Prequalification Questionnaire. The County may not accept any bid from a prospective bidder that has not prequalified by this process.
  - c. The County's determination that a prospective bidder is qualified shall apply only to the project(s) identified in the prequalification documents. The Prequalification Questionnaire may request information regarding the prospective bidder's specialized expertise or demonstrated experience pertaining to the individual project as long as such information will not unnecessarily restrict the pool of qualified prospective bidders to unfairly exclude any otherwise qualified prospective bidders.
  - d. While it is the intent of this prequalification policy to assist the County in determining bidder responsibility prior to bid and to aid the County in selecting the lowest responsible bidder, the prequalification of a prospective bidder will not preclude the County from post-bid consideration of whether a prospective bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work and has demonstrated the requisite trustworthiness. After consulting with County Counsel, the County may waive minor irregularities and omissions in the information contained in the Prequalification Questionnaire and supporting documents.
  - e. The County may modify the prequalification determination assigned to a prospective bidder based on subsequently learned information. Prospective bidders previously deemed qualified then subsequently disqualified will be given notice and an opportunity to be heard consistent with the procedures set forth herein.

### §6.1-106 Prequalification Standards and Notifications

A prospective bidder must meet the following requirements in order to be prequalified:

- (1) The prospective bidder's Prequalification Questionnaire must be completely filled out and verified under penalty of perjury and all the required supporting documents must be submitted as required by the Prequalification Questionnaire. The completed Prequalification Questionnaire and supporting documents must be submitted to the County within the timeline described therein.
- (2) The prospective bidder must successfully meet or exceed the passing threshold established by the awarding department in accordance with recommendations promulgated by the California Department of Industrial Relations.
- (3) The prospective bidder must not provide any false or misleading information in the Prequalification Questionnaire and/or supporting documents.

The prospective bidder's completed Prequalification Questionnaire and supporting documents must comply with the following submittal requirements:

- a. All supplemental documents are to be submitted on 8½" by 11" sheets and must be organized and identified in accordance with the requirements of the Prequalification Questionnaire.
- b. Prequalification Questionnaires must be signed under penalty of perjury in the manner designated at the end of the Prequalification Questionnaire by an individual who has the legal authority to bind the prospective bidder on whose behalf the person is signing. See e.g. [Corporations Code Section 313](#).
- c. If any information provided by a prospective bidder becomes false or inaccurate subsequent to the submittal of a Prequalification Questionnaire and supporting documentation, the prospective bidder must immediately notify the County and provide updated accurate information in writing under penalty of perjury.
- d. The completed Prequalification Questionnaire and supporting documents must be submitted to the County per the instructions on the solicitation. Late submittals will not be considered by the County. Prospective bidders are encouraged to submit the Prequalification Questionnaire and supporting documents as soon as possible so that they may be notified of omissions of information which can be remedied or of their prequalification determination well in advance of bid advertisement for the project.
- e. The County may accept the Prequalification Questionnaire fully electronically through the County's online bidding system, if the instructions for that specific project state that it is a fully electronic solicitation.
- f. Completed Prequalification Questionnaires and supporting documents must be sealed and marked "Confidential" in a suitable envelope and mailed or delivered to the following:  
  
County of Orange  
[DEPARTMENT  
NAME] [ADDRESS]  
[CITY, CA. ZIP]  
Attn.: [NAME], DPA
- g. The County will inform prospective bidders, in writing, of the prequalification determination upon receipt and evaluation by the County of the completed Prequalification Questionnaire and

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supporting documents. If a prospective bidder receives a negative prequalification decision, the County will, in its notification of the decision, advise the prospective bidder of the reasons for that determination.

- h. Joint ventures may prequalify as prospective bidders if (i) at least one of the jointly venturing entities holds the appropriate license at the time that prequalification is conducted, (ii) each of the jointly venturing entities completes the prequalification questionnaire, (iii) the jointly venturing entities, when examined as a whole, meet the prequalification requirements, and (iv) the joint venture is properly licensed at the time of contract award.

### **§6.1-107 Prequalification Protest Hearing Procedure**

Where the prospective bidder has made a timely and complete submittal of prequalification documents that result in a determination that the contractor is not qualified, the prospective bidder can contest the department's decision via administrative hearing.

To petition for a hearing, the prospective bidder must deliver written notice of its desire to contest the department's decision to County of Orange within seven (7) calendar days of the date of County's notice of determination. Failure to file a timely notice shall result in the prospective bidder's waiver of any and all rights to challenge the prequalification determination, whether by administrative process, judicial process, or any other legal process or proceeding.

The prospective bidder may request the County to advise it in writing of the basis for the prequalification determination and any supporting evidence that was received from others or adduced as a result of an investigation by the County.

A Hearing Panel shall be established and consist of three panelists from various County of Orange infrastructure departments, with a maximum of one (1) panelist from the procuring department.

The Hearing Panel shall render its decision based on all potentially relevant evidence submitted by either the County or the prospective bidder, including but not limited to, the administrative record and testimonial evidence. The prospective bidder may submit on the record, or provide other evidence, including testimony given under oath, to rebut the department's determination of non-qualification. Such a hearing is conducted in an informal manner, and all relevant evidence is admissible. The department rendering the initial determination may rebut any evidence proffered by the prospective bidder in writing or through its own testimony. Finally, the Hearing Panel may ask questions of either the prospective bidder or department before making its decision.

If the prospective bidder requests to provide testimony, the hearing shall be conducted within five (5) business days after the County's receipt on notice of appeal and no later than 20 business days prior to the last date of receipt of bids on the project. Within three (3) business days after the conclusion of the hearing, the Hearing Panel will render its decision in writing.

The decision of the Hearing Panel shall be the County's final administrative decision and any judicial review thereof shall be instituted no later than the time period specified in [Section 1094.6 of the Code of Civil Procedure](#).

## **SECTION 6.2 - DETERMINATION OF NON-RESPONSIBILITY**

### **§6.2-101 Definition**

A responsive, responsible bidder is "a bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the public works contract" ([Public Contract](#)

[Code Section 1103](#)). In other words, the term “responsible” in the context of public works bidding is not employed to denote a bidder who is merely generally trustworthy, but also refers to the bidder’s ability to perform in accordance with the requirements of the bid solicitation.

#### **§6.2-102 Purpose**

Prior to a contract being awarded by the County, the County may determine that a party submitting a bid or proposal is non-responsible for purposes of that contract. In the event that the County determines that a bidder is non-responsible for a particular contract, said bidder shall be ineligible for the award of that contract.

#### **§6.2-103 Procedures**

It is important that County Counsel be consulted when a department considers a non-responsibility determination. Because of the particular nature of a non-responsibility finding, the bidder found to be non-responsible is entitled to certain due process protections before a determination of non-responsibility is made.

The County may take into account numerous factors in determining responsibility, including the financial capabilities of the bidder, the bidder’s experience and familiarity with the type of work of the project, the bidder’s work on previous projects (including any prior failure to perform), and the bidder’s resources and facilities. Non-responsibility is determined on a case-by-case basis, so these factors are merely examples enumerated by the courts, and are by no means an exhaustive list. Because prequalification is a method of determining responsibility prior to bid, basic considerations may also include those listed in the standard Prequalification Questionnaire, such as whether:

- (1) Bidder possesses a valid and current California contractor’s license for the project;
- (2) Bidder has sufficient liability insurance and bonding capacity;
- (3) Bidder has current workers’ compensation insurance;
- (4) Bidder can provide a financial statement demonstrating the capacity to perform the project;
- (5) Bidder has had its license revoked in the past, and the reasons for such revocation;
- (6) A surety has completed a project on behalf of the bidder;
- (7) Bidder is barred from bidding or being awarded a contract under California law;
- (8) Bidder has been debarred by another jurisdiction;
- (9) Bidder or any of its owners, officers, or other principals have been convicted of a crime relevant to the bidder’s trustworthiness or ability to perform the contract.

The responsibility of each bidder must be evaluated independently. No consideration can be made of each bidder’s relative responsibility among all bidders, so once a finding has been made of the bidders’ responsibility all such bidders are deemed equally responsible.

#### **§6.2-104 Notice of Non-responsibility Hearing**

A bidder subject to a potential finding of non-responsibility for a particular contract shall be given 30 day advance written notice of the hearing in which that bidder’s responsibility is to be determined, sent by the Director and approved by County Counsel, and sent via certified mail to the bidder’s last known address (or to the bidder’s attorney, if applicable).

- (1) The notice shall include the date, time, and place of the hearing as described above before the Director or designee.
- (2) The notice must specify the basis for the proposed recommendation of non-responsibility and a summary of any evidence to support such recommendation.
- (3) The notice shall advise the bidder that the parties may agree to submit the matter on the basis of documentary evidence only; otherwise, the bidder is required to confirm with the department that the

bidder or its representative intends to attend the hearing as described above, and bidder's failure to appear may result in the bidder waiving all rights to a hearing.

#### **§6.2-105 Non-responsibility Hearing Procedure**

The bidder shall be given the opportunity of a hearing at which to contest the County's determination.

- (1) A hearing officer will be designated, who cannot be the same person as the staff who conducted the non-responsibility investigation. It is strongly recommended that the hearing officer be a neutral third party - e.g., not an employee of the County. At the hearing, the burden of proof is on the department and must be established by a preponderance of the evidence. The hearing is conducted in a relatively informal manner, and the formal rules of evidence do not apply. The hearing officer may consider any relevant information presented at the hearing as described above. County Counsel may provide legal advice to the department and hearing officer.
- (2) The County's administrative record will be considered, so it shall contain adequate evidence of the basis of the County's determination as well as evidence that the bidder has been given adequate notice and opportunity to rebut that determination.
- (3) The Director should designate a Project Manager who will investigate information concerning bidder's non-responsibility, and who will present such findings at the hearing.
- (4) The bidder or its representative will then have the opportunity to present evidence, through witnesses and/or submitted documents, rebutting the County's finding of non-responsibility, as well as evidence that it is qualified to perform the work. In the event the evidence or documentation is new or was unavailable to the County when the non-responsive determination was made, information can still be considered.
- (5) Each party will then have the opportunity to rebut evidence previously presented by the other.
- (6) The Director may ask questions, seek clarification, and request additional information from the parties at any time during the hearing. The hearing officer has discretion to continue the hearing to a later time or date as necessary.
- (7) The Director shall close the hearing after the presentation of all evidence; no evidence submitted after the close of the hearing will be considered unless otherwise specified by the hearing officer.

#### **§6.2-106 Decision**

The Director shall consider evidence proffered by the department and contractor in rendering its decision.

- (1) The Director will present the proposed decision and recommendation to the Board of Supervisors based on the record of the hearing regarding whether the contractor should be found non-responsible.
- (2) The Director shall give notice to the bidder via certified mail of the proposed decision and recommendation, which will also specify the date, time, and place of the Board of Supervisors hearing.
- (3) The final decision as to non-responsibility lies with the Board of Supervisors. The Board may limit any further hearing to the presentation of evidence not previously presented. The Board can modify, deny, or adopt the recommendation of the Director. The Board of Supervisors' findings are final, and if a finding of non-responsibility is determined, the bidder is ineligible for award of the contract.

**NOTE:** On awarding the contract to the lowest responsible bidder, the Board of Supervisors must also make the finding that any lower bidders were deemed non-responsible and are therefore excluded from consideration.

## **SECTION 6.3 - BID PROTEST & APPEAL**

### **§6.3-101 Policy**

Any bidder, respondent, or contractor who alleges an error or impropriety in the solicitation or award of a contract may submit a grievance or protest to the awarding department and the following procedures will apply.

### **§6.3-102 Procedure**

Prior to the filing of an Agenda Staff Report (ASR) for award of contract for Board of Supervisor approved contracts, the Deputy Purchasing Agent (DPA) shall transmit a Notice of Intent to Award a Contract to all participating vendors and also submit a copy of said Notice to the Clerk of the Board. This Notice shall initiate the protest period as follows:

- (1) Bidders, respondents, or contractors will have five (5) business days from the date of the Notice described above in which to file a protest concerning the award of the Contract.
- (2) Protests relating to a proposed contract award which are received after the five (5) business day deadline will not be considered by the County.
- (3) During the five (5) business day protest period subsequent to the release of the County's Notice of Intent to Award, the solicitation information, including bid summaries, proposals, and final evaluator score sheets with the names of individual evaluators redacted, are subject to public disclosure.
- (4) Upon expiration of the five (5) business day period or proper resolution of a protest/appeal, the department may move forward with the contract award or, if necessary, filing the item for approval by the Board of Supervisors.

### **§6.3-103 Protest Process**

- (1) In the event of a timely protest, the County shall not proceed with award of the contract until the DPA, or the Director, renders a decision on the protest, unless the exception in Section (3) below applies.
- (2) Upon receipt of a timely protest, the DPA will within ten (10) business days of the receipt of the protest, issue a decision in writing which shall state the reasons for the actions taken.
- (3) The County may, after providing written justification to be included in the procurement file, make the determination that an immediate award of the contract is necessary to protect the substantial interests of the County. The award of a contract shall in no way compromise the bidder's right to exercise the protest procedures outlined herein.
- (4) If the protesting bidder disagrees with the decision of the DPA, the protestor may submit a written appeal to the Office of the Director requesting an appeal, in accordance with the process stated below.

### **§6.3-104 Appeal Process**

- (1) If the protesting bidder wishes to appeal the decision of the DPA, the protesting bidder must submit, within three (3) business days from receipt of the DPA's decision, a written appeal to the Office of the Director.
- (2) Within (15) business days, the Office of the Director will conduct a third-party review of all materials in connection with the grievance, assess the merits of the protest and provide a written determination that shall contain his or her decision.
- (3) The decision of the Director will be final and there shall be no right to any administrative appeals of this

decision.

## **SECTION 6.4 - JUSTIFICATION OF VARIANCE FROM ENGINEER'S ESTIMATE**

### **§6.4-101 Definition**

An engineer's estimate is a point in time estimate based on a defined estimation methodology.

### **§6.4-102 Purpose**

- (1) The County relies on an engineer's estimate prior to bidding out a project, primarily for budgetary purposes. It is also used to determine which procedures should be used for advertising and awarding a project.
- (2) Bidders use the engineer's estimate range to determine whether the project is within their capacity to perform and/or to ability to obtain bid bonds.
- (3) There is no legal requirement that the County prepare an estimate, nor any prohibition of such a process.

### **§6.4-103 Use**

A cost estimate should be prepared for all projects regardless of size and complexity.

- (1) Cost estimates for projects not requiring Board of Supervisors approval may be completed by the contracting department or contracted out.
- (2) Estimates for projects requiring Board of Supervisors approval shall be prepared by an engineer or third-party estimator.
- (3) A certified engineer's estimate shall be obtained for all capital construction prior to solicitation.

### **§6.4-104 Methodology for Preparation**

- (1) Types of engineer's estimates:
  - a. Unit cost line item (bid history);
  - b. Cost-based estimating;
  - c. Combination;
  - d. Rough Order of Magnitude (Calculations based on industry standards or data such as cost per square foot or cost per acre if and when applicable); and
  - e. Other best practices.
- (2) Methodology/approach should be provided to and reviewed by project staff.
- (3) Engineer's estimates may be provided in-house or contracted out. They should be reviewed and validated by County staff.
- (4) When possible, departments should include a secondary review of their engineer's estimates. This may include other County departments or a contracted professional estimator.
- (5) The final engineer's estimate should be completed in a timely manner to ensure that estimated figures are not adversely affected by market conditions.
- (6) All A-E design contracts should include an engineer's estimate as part of the A-E's Scope of Work as a deliverable.



#### **§6.4-105 Bids Above/Below the Engineer's Estimate**

- (1) Because it is a point in time estimate, it is common for the engineer's estimate to deviate from the lowest responsible, responsive bid.
- (2) When the bid is either above/below the engineer's estimate, the bid and the estimate should undergo an additional review. This review shall be performed by a qualified County staff member or by contract with a third party. These reviews and justifications shall depend on the value of the project as follows:
  - a. If a project is above \$200,000, but less than \$1,000,000, the threshold for explaining the difference is 20 percent.
  - b. If a project is greater than \$1,000,000, the threshold is 10 percent.
- (3) Any review conducted and justification required from the above thresholds shall be discussed in the background of the ASR.

#### **§6.4-106 Release of the Engineer's Estimate**

The engineer's estimate may be released when the Notice of Intent to Award for the contract is released. It will be included in the body of the ASR in a table which includes all of the bids with the engineer's estimate included in the list from lowest to highest. In the ASR, it should be stated, that, "The lowest responsive and responsible bid submitted by XXX for this Project is approximately XX% above/below the Engineer's Estimate of \$XXX." An explanation of any deviation over 20 percent, or 10 percent, as indicated by the preceding subsection must be included (e.g., identifying changed economic conditions such as price of fuel, cost of supplies, rental prices, or the competitive bidding environment).

### **SECTION 6.5 - OPERATIONS & MAINTENANCE FUTURE COSTS**

#### **§6.5-101 Applicability**

This policy applies to all public works new construction and major renovation projects requiring Board of Supervisors approval to advertise or award.

#### **§6.5-102 Definition**

Operations and Maintenance (O&M): The recurring, day-to-day, periodic, or scheduled work required to preserve, control deterioration and provide for the basic operation of a facility. This type of maintenance is routine and is based on frequency schedules, responding to service requests, or through periodic inspection and correction efforts. O&M is typically funded through operational budgets.

#### **§6.5-103 Policy**

- (1) Departments shall ensure that O&M costs for new facilities have been considered and include appropriate staff during the planning and design phases of renovation and new construction projects. Project operating and maintenance impact estimates shall include the following:
  - a. The effect of infrastructure replacement and upgrades required for the facility in the year(s) of occurrence; and
  - b. Projections and funding plans for direct costs to County departments for maintenance, internal services and utilities.
- (2) These O&M costs shall be included in all public works renovation and new construction project ASR's or as

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part of the attachments to the ASR. The ASR and/or ASR attachments should also indicate if any of the following were conducted:

- a. Industry standards and other locality approaches were considered prior to initiation of infrastructure replacement or upgrades;
- b. Any County attempts at value engineering;
- c. Any total life cycle cost analysis conducted; and/or
- d. Development of an O&M manual was included in the statement of work of the project.

### **§6.5-104 Sample ASR Language for Ongoing Maintenance Costs**

- (1) “The subject project will require an additional annual maintenance cost of approximately \$ XXX for a period of X years. The above mentioned costs are based on a life cycle cost analysis conducted by staff as shown in Attachment X. Life cycle cost is the sum of all recurring and one-time (non-recurring) costs over the full life span of this asset. It includes total project costs, operating costs, maintenance and upgrade costs, and remaining (residual or salvage) value at the end of ownership or its useful life.”
- (2) “No new operations and maintenance costs are anticipated as a result of this project.”
- (3) “This project is anticipated to reduce annual operations and maintenance costs by approximately \$XXX for a period of X years.” [If appropriate, include language referencing a life cycle cost analysis as in Section (1) above].

## **SECTION 6.6 - REGULATORY PERMIT APPROVALS**

### **§6.6-101 Applicability**

This policy applies to all public works construction projects requiring Board of Supervisors approval to advertise or award.

### **§6.6-102 Definition**

Any application, plan, permit, letter, report, agreement, waiver, memorandum of understanding or other document requiring approval by an Authority Having Jurisdiction (AHJ) over the project in any capacity. Examples may include Building & Grading Permits, Construction General Permits, Biological Opinions, Waste Excavation Permits, Construction Quality Assurance Plans, Geotechnical Reports, Environmental Impact Reports, Mitigation Monitoring Plans, or Development Agreements.

### **§6.6-103 Policy**

- (1) Departments shall ensure that all necessary Regulatory Permit Approvals from all AHJs are secured prior to approval of the advertisement by the Director. If an approval has not been secured by the date that the related ASR is due to the County Executive Officer, the ASR is to be delayed.
- (2) In certain cases, a determination may be made to proceed with the advertisement without a regulatory approval, such as when delaying advertisement may jeopardize funding. In these cases, departments shall indicate in the ASR that not all Regulatory Permit Approvals have been secured. The ASR background shall also indicate the following:
  - a. Which Regulatory Permit Approvals have not been secured;
  - b. Why they have not been secured;

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- c. When they are likely to be secured;
- d. Why the Director recommends proceeding with advertisement prior to approval; and
- e. What the likely risks are of proceeding without approval. At a minimum, cost, scope, and schedule should be addressed.

### SECTION 6.7 - EMERGENCY PROCUREMENT

Emergency procurement shall be conducted in accordance with [Public Contract Code Section 22050](#).

### SECTION 6.8 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

- (1) The majority of public works projects will require compliance with the California Environmental Quality Act (CEQA) and any projects involving federal funding may additionally require compliance with the National Environmental Policy Act (NEPA). Such requirements must be complied with before approval of the project.
- (2) For projects that do not require approval by the Board of Supervisors:
  - a. The Director shall ensure that he or she has received a memorandum from the OC Public Works/Development Services Division documenting that the requirements of CEQA have been complied with;
  - b. If a negative declaration or mitigated negative declaration has been prepared, the declaration must be signed by the Director or designee; or
  - c. If OC Public Works/Development Services Division determines that the project is statutorily or categorically exempt, then it shall provide to the Director a memorandum specifying the exemption and the facts supporting its determination.
  - d. The Director shall file the appropriate Notice of Determination or Notice of Exemption, as applicable.

### SECTION 6.9 BONDS

- (1) [Public Contract Code Section 20129](#) requires bidder's security and performance bonds.
- (2) All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security in an amount not less than 10 percent of the bid: cash; a cashier's check made payable to the County; a certified check made payable to the County; or a bidder's bond executed by an admitted surety insurer, made payable to the County.
- (3) Upon an award to the lowest bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the county beyond 60 days from the time the award is made.
- (4) The person to whom the contract is awarded shall execute a bond to be approved by County Counsel and CEO/Risk Management for the faithful performance of the contract.
- (5) [Civil Code §9554](#), the labor and materials payment bond must be for at least 100 percent of the total amount of the public works contract.
- (6) Faithful-performance bonds and labor-and-materials bonds shall be submitted on the forms approved

by County Counsel and shall be subject to approval by CEO/Risk Management and County Counsel.

#### **SECTION 6.10 - CONTRACT AWARD AND NOTICE TO PROCEED**

- (1) Contracts are awarded by the Board of Supervisors and signed by the Director or designee pursuant to the Board of Supervisors' authorization, unless authority to award and sign a contract without further Board of Supervisors action has been appropriately delegated to the Director.
- (2) Upon approval of the contractor's bonds and insurance after award of the contract and on satisfaction of any other prerequisites to the contractor's performance, a Notice to Proceed will be issued which begins the performance period of the contract.

#### **SECTION 6.11 - PAYMENTS**

- (1) The contracting department prepares and processes all documents necessary for preparation and issuance of payments to the contractor in accordance with the terms established in the contract documents.
  - a. Projects less than \$5,000 will be paid in full upon acceptable completion of the work and receipt of an invoice from the contractor and approved by the contracting department.
  - b. Projects from \$5,000 to \$75,000 may be paid by progress payments or by payment upon completion of the work as established in the contract documents. The contracting department will prepare and process payment(s) up to 95 percent of the actual value of the work completed. Not less than 5 percent of the total contract price shall be withheld until the work is complete in accordance with [Public Contract Code Section 9203](#).
  - c. Projects of \$75,000 or more will be paid by progress payments. The contracting department will prepare and process payments up to 95 percent of the actual value of the work completed. Not less than 5 percent of the total contract price shall be withheld until the work is complete in accordance with [Public Contract Code Section 9203](#).
- (2) If, after 50 percent of the project has been completed and the contracting department finds that satisfactory progress has been made, the contracting department may make any of the remaining progress payments in full for actual work completed in accordance with [Public Contract Code Section 9203](#).
- (3) "Complete" shall mean acceptance, as evidenced by a notice of completion, beneficial occupancy accompanied by cessation of labor, a cessation of labor for 100 continuous days or more due to factors beyond the control of the contractor, or a cessation of labor for 30 continuous days following the filing of a notice of completion or a notice of cessation in accordance with [Public Contract Code Section 7107](#).
- (4) At the Directors option, the contracting department may, withhold amounts for up to 30 days in accordance with "Stop Notice Rules" corresponding to work in dispute pending resolution of the dispute in accordance with [Public Contract Code Section 7107](#).
- (5) All funds, including withheld funds, will be paid in accordance with the time frames specified in accordance with [Public Contract Code Section 7107](#).
- (6) The contractor may substitute securities for funds withheld in accordance with the [Public Contract Code Section 22300](#). (7) Escrow agreements for security deposit in lieu of retention shall be approved by County Counsel.

## **SECTION 6.12 - LIQUIDATED DAMAGES CLAUSE FOR USE IN PUBLIC WORKS CONTRACTS**

Sample Language: "In accordance with [Government Code Section 53069.85](#), contractor agrees to forfeit and pay to County the sum of (\$ XXX ) per day for each calendar day work is delayed beyond the time allowed, and such sum shall be deducted from any payments due to or to become due to contractor. Contractor will be granted an extension of time and will not be assessed liquidated damages for unforeseeable delays beyond the control of and without the fault or negligence of contractor including delays caused by County."

Changes to the standard Liquidated Damages provision may be made upon County Counsel approval.

## **SECTION 6.13 - LOBBYING**

Capital projects published in RFPs, RFQs, and bid advertisements shall not include "no lobbying" verbiage as standard language without express approval of the Board of Supervisors. Capital projects that are greater than \$25,000,000 and involve special circumstances because of the complexity and scope of work may insert the "no lobbying" clause after Board of Supervisors approval is obtained. This approval can be obtained via subcommittee, consent agenda, or formal Board of Supervisors agenda action. Procurement staff, or a County Counsel representative, can assist if further information is needed.

## **SECTION 6.14 - CONTACT PROTOCOL FOR COUNTY EMPLOYEES**

Procurement documents including RFQs, RFPs, and construction contracts will include language that prohibits contacting County staff by outside interested parties during an active, ongoing procurement process. Architects, engineers, or independent contractors are not allowed to receive information concerning any bid details of the specific procurement process except with the designated Procurement staff member who is managing the procurement process. This prohibition extends to the firm's employees, representatives, agents, lobbyists, attorneys, sub-consultants, or anyone else acting on the behalf of the interested party. Contacts that are prohibited include those with members of the evaluation panel, the County Executive Officer, and other County staff; provided, however, this prohibition shall not extend to members of the County's Board of Supervisors or members of their respective staffs.

## **SECTION 6.15 - NOTICE OF COMPLETION**

The contracting department will file a notice of completion for all public works projects (those requiring payment of prevailing wage) of \$5,000 or more; these notices do not need to be approved by the Board of Supervisors. Notices of Completion shall be recorded in the Clerk Recorder's Office within 15 days of the earlier of (1) acceptance of the project by the Director or (2) cessation of labor on a work of improvement for a continuous period of sixty (60) days. [Civil Code Sections 9200, 9204 and 9208.](#)

## **SECTION 6.16 - GENERAL REQUIREMENTS**

- (1) Projects are not to be intentionally split in order to avoid informal or formal bidding or to avoid approval by the Board of Supervisors per [Public Contract Code Section 22033](#).
- (2) All contractors performing public works projects shall be properly licensed in accordance with the requirements of the State of California Contractor's License Board.
- (3) All contractors performing public works projects shall pay prevailing wages in accordance with the [California Labor Code Section 1720](#).
- (4) All contractors must register with the Department of Industrial Relations, per [Labor Code Section 1771.1\(a\)](#) and [1725.5](#).

**SECTION 6.17 - CUSTODIAN OF DOCUMENTS**

All standardized design and construction services documents shall be the sole documents utilized for purposes of County business. The Director shall be the custodian of these documents and provide the appropriate updates and controls and shall be authorized to modify, add or delete documents as necessary.

**SECTION 6.18 - COMPLIANCE REVIEW**

The Director shall secure an independent compliance review of design and construction services procurement records and processes biennially (every other year) to be performed by the Internal Audit Department, County Procurement Office, or a Board-approved contractor with requisite experience. Upon completion of the review, the Director and/or designated procurement staff shall meet with the independent compliance review team to discuss the findings and recommendations for corrective action. A final written report will be submitted to the Director, designated procurement staff, and Board via memo.

## **HISTORICAL SUMMARY OF DCPM AMENDMENTS AND UPDATES**

- January 27, 2015: Board of Supervisors approved the initial 2015 Design and Construction Procurement Policy Manual (DCPM) to ensure countywide standardization and oversight of the design and construction contracting processes.
- August 9, 2016: Board of Supervisors approved the 2016 DCPM which provided updates to the 2015 DCPM that clarify and enhance further standardization of contracts, as well as, providing administrative direction on projects requiring the procurement of design and construction services.
- January 24, 2017: Board of Supervisors approved Amendment No. 1 to the 2016 DCPM, which updated Section 6.1-107, regarding Hearing Procedures.
- April 25, 2017: Board of Supervisors approved Amendment No. 2 to the 2016 DCPM, which updated Section 3.3-105(2), Term of Contract, for On-Call A-E Services contracts, revising the contract term to three years, with the option to renew for two additional years, upon Board of Supervisors approval and DCPM Section 3.3-107(1), Consultant Selection Methods, eliminating the initial approval of consultant lists in the award process of On-Call A-E Services contracts.
- September 25, 2018: Board of Supervisors approved the 2018 DCPM which provided updates to the 2017 DCPM, which clarified policies and further enhanced standardization of A-E and public works construction contracts, as well as, administrative guidelines regarding the utilization of on-call A-E Service contracts.
- January 29, 2019: Board of Supervisors approved Amendment No. 1 to the 2018 DCPM reflecting changes to various statutes effective January 1, 2019.

*Note: This 2019 revision incorporates all the above mentioned amendments and updates.*