



Job Order Contracting Project Selection Guidelines and Project Development Protocol

May 22, 2019

General Project Selection Guidelines

- Small one-time remodeling and infrastructure projects. Qualifying projects shall generally have a budget less than \$350,000. The Finance and Administration Committee will be notified in advance for projects exceeding \$350,000.
- Repetitive replacement or remodeling projects. Qualifying projects shall generally exceed \$350,000 and phased over multiply years. The Finance and Administration Committee will be notified in advance for repetitive projects exceeding \$350,000.
- Emergency repair or replacement projects as deemed appropriate by party declaring the emergency and the JOC project advisory group. The Finance and Administration Committee will be ratified for emergency projects exceeding \$350,000.
- Change Order work related to major capital construction projects as deemed appropriate by Construction Program Manager and the JOC project advisory group. The Finance and Administration Committee will be notified in advance for change orders exceeding \$350,000.
- Projects approved by the sole source ad-hoc committee that could qualify for implementation using Job Order Contracting. The Finance and Administration Committee will be notified in advance for sole source projects exceeding \$350,000.
- Other projects deemed to be in the best interest of the County utilizing the Job Order Contracting procurement method. The Finance and Administration Committee will be notified in advance for projects exceeding \$350,000.

All projects selected for JOC implementation shall have a majority of the project's components contained in the CTC as a pre-priced construction component.



Project Development Protocol

Step 1 – Facilities and Construction Services Evaluation Process

- Document project scope of work, prepare preliminary budget, and develop initial schedule for each JOC candidate project.
- Validate project information against Project Selection Guidelines for Job Order Contracting.
- Validate project scope to determine that the majority of the project components will be pre-priced units from the CTC.

Step 2 - JOC Project Advisory Group

- The JOC Project Advisory Group shall be an ad-hoc group convened for the purpose of reviewing the use of Job Order Contracting for each proposed JOC project.
- The JOC Project Advisory Group shall be made up of the following members;
 - Director of Finance and Administrative Services
 - Director of Facilities and Construction Services
 - Purchasing Agent
 - Facilities Manager
 - Construction Program Administrator
- The JOC Project Advisory Group shall evaluate the proposed project based on the following criteria;
 1. Proposed scope of work
 2. Estimated preliminary budget
 3. Estimated preliminary project schedule
 4. Evaluation of adherence to Project Selection Guidelines for Job Order Contracting
 5. Evaluation of past performance of JOC contractor
 6. Validation of the use of pre-priced project components for the majority of the project scope.
- The JOC Project Advisory Group shall make a recommendation on the use of Job Order Contracting for each specific project based on the evaluation factors listed above.

Step 3 – CIP Annual Budget Request

- As part of the annual CIP budget request, projects will be identified that the JOC Project Advisory Groups recommends should utilize the JOC procurements method.
- Project identified mid-year not included as part of the annual CIP budget request will follow steps one and two. Projects exceeding \$350,000 will be presented to F&A.

Step 4 – Finance & Administration Committee JOC Update

- When a JOC project exceeds the \$350,000 amount for a project, that project must be presented to the F&A Committee for discussion and consensus to proceed with JOC procurement method.