



## Meeting Agenda

**Date:** May 18, 2012  
**Time:** 8:30 am - 4:00 pm  
**Location:** **Sacramento Delta King**  
1000 Front Street  
Old Sacramento, CA 95814

### Joint meeting with California Counties Facilities Services Association (CCFSA)

Welcome/Introductions/Opening Remarks

Attendee list is attached

Operations participation in the design/construction/post-construction process

- *Operations involvement in design and spec development*
  - Consider Facility Operations as one of the clients
    - Schedule a distinct, focused programming meeting to discuss needs and objectives
    - Ask about what hasn't worked and what needs to be corrected, particularly in remodels
    - Divide involvement of Ops by division for guided, focused review
      - Enlist the Supervisor for acknowledgment of the importance to devote time and input
      - Include custodial/maintenance service contracting for their input
    - Identify a primary Ops liaison for the project
  - Develop and maintain design guidelines/standards for key systems and equipment
  - Approaching new technologies
    - Keep it simple; if it offers energy savings, or what does it take to operate?
    - It is important for both sides to be flexible in selection, as well as designing for future flexibility since functions and organizations will change
    - Keep it practical, straightforward - recognize inventory count of items (such as lamps)
    - Consider staff capabilities and workforce skills
  - Quality of equipment assembly/fabrication, quality control may need to be verified
  - Provide interactive training sessions, hands-on and video-taped, and scheduled to recognize Ops staff have day jobs outside the project
  - Consider having Project and Ops staff job shadow each other to get an appreciation for their colleague's work and issues
  - Maintenance Management system - capturing and maintaining asset history
  - Consider including a post-occupancy evaluation in contracts to review project 1 to 2 years following completion and move-in
  - Retro-commissioning older buildings can offer significant savings/efficiencies
  - Include 1-year warranty/commissioning review in contracts
  - Have end-user included in such reviews
- *Transition from Construction to Operations*
  - Placer County holds a "close-out planning" meeting of internal DGS divisions that have some responsibility for the project/building/assets/records
    - Scope review to identify needs, such as update drawings if existing building, or record new drawings; assess staffing requirements; identify new utility accounts/payees and timing; plan recording of new assets/equipment or disposition of old; plan accounting changes
- *Making Commissioning work - establishing expectations and assuring total system performance*
  - Use and independent commissioning agent
    - Few counties self-perform
  - Run systems as a whole, simulate variety of situations

- Use integrated system test plans
- Work with utilities to develop load shed options to test load shed operations
- *Translate incremental maintenance/operational facility modifications to accurate as-built drawings*
  - Placer – FAMIS system accepts CAD polylined plans, using pdf format for portability in field use
  - Important to establish a task to update equipment assets when replaced by a maintenance WO
  - Translation of BIM data to CMMS is a new issue, determining which level of data to transfer, apps and staff capability, means and responsibility for import and verification
    - Consider ability to scan bar-codes on tablets in field to ID equipment
  - Resources to update as-builts and maintenance asset data are difficult to justify
  - Leased facilities often managed separately, so collaboration with Real Estate is important
  - Processes to maintain up-to-date data while tracking historical information and changes is a constant challenge; what level of data and history is important and supportable?
    - Routine equipment changes need to be captured
  - GPS-linked facilities map with building data can be useful for emergency operations
  - Photo documentation of construction progress to monitor concealed work can be very useful
    - A formal process of regular progress photos at set key locations that may shift through the work can be particularly useful for future repairs
  - The format and timing of As-Built delivery is inconsistent
    - The industry is still working through ownership of BIM models, whether it is a product of service or a means of production
    - There are a variety of formats and systems requirements, that do not always communicate
    - Indemnification is an issue to be resolved
  - Use of “backgrounds” for future, follow-on remodel projects has been a recognized use
    - Contract language should address ownership and license for use/re-use
    - Ownership of liability for conditions on re-use can be contentious
    - Standard should address “clouding” RFIs, ASIs, Change Orders, and should be stipulated in the contract
  - Construction project “partnering” process should include key Operations personnel

#### Networking Lunch

#### CCAEA Business

##### Secretary’s Report

- In the 5/17 conference call, the Board approved a Web developer proposal to implement the new CCAEA Web site
- CCAEA has a new LinkedIn Group, to which all members and colleagues on the contact list have been invited to join. A closed Group, it is open only to CCAEA members and those in their departments they choose to invite

##### Treasurer’s Report

- The current bank balance is \$5,664.22.
- The bank balance used to run an average of around \$2,000. In recent years there have been only 2 or 3 meetings annually. We’ve been very conservative in spending allowing the bank balance to grow to what it is today. Last year we netted \$291.41 credits over costs with the one time \$400.00 payment for the Non-profit application; would have been \$691.00 ahead in a ‘normal’ year.

##### Membership Outreach Report

- Membership has been stable, with indications that the benefits of membership will draw an increase as economic conditions permit.
- A joint meeting with CCFSA on an annual or two-year schedule would be very beneficial. Suggested we work to an annual joint meeting, not just at the CGSA Academy.

##### CCAEA Awards Program

- Kanon Artiche presented the proposed strategies for the awards program, attached. Suggestions for polling the membership on fee for non-member counties, and proposed categories will be followed up on.

## Meeting Dates and Topics

- Dates
  - Fall Program – September or October, in Orange County if Ed can accommodate
  - Winter Program – January or February 2013, Santa Clara, Ken will host
  - GSA Academy – proposed for April 2013, Sonoma County (TBD)
- Suggested topics
  - Project Delivery – Design-Build, JOC, Labor Compliance
  - DGS Organizational Change and considerations
  - Jail design and operations best practices
  - Insurance requirements and best practices; OCIP experience
- Potential joint topics with CCFSAs
  - Energy projects, “zero cost” projects and PPAs – how to fund and assure practicality
  - Capital planning process, including county/campus strategic plans
  - Technologies to support PM and operations, and best practices for sharing data

## Roundtable Discussion and Individual County Reports – suggested topics

### *Butte County – Benjamin Matray and T.J. Cowles*

- Benjamin Matray has recently joined Butte County as the first County Architect. He has been inquiring about role and liability for stamped plans.
  - Standard of Care, full and open disclosure with sensitive recognition for notice to those that can report to the executive level
- Staff expanding with Facilities Services, adding staff to 4 CIPMs for specific projects
- CIPM rate is \$70 fully loaded
- Building to LEED Silver standard, without certification
- Limited stimulus funds; received HUD loan for Vet Hall facility; grant for Park & Ride in Oroville as part of a long term park improvement project
  - Major remodel of County lab, to support work for neighboring counties
  - Behavioral Health projects being supported by salary savings from staff vacancies, including repurposing of the old Community Hospital in Chico for Behavioral Health programs
  - Rehabbing County buildings to collapse leases, under a \$1M project
  - County Center Master Plan to the BOS in June, includes AB109 funds for day reporting facility
  - Oroville Vet Hall demo work exposed a large void below the entry steps; used a UC Davis developed “geo foam” to fill much of the void to support final concrete infill
  - In the plan stage of a new Hall of Records
  - An Oroville County Campus Design is in the final stages to help the County plan where new buildings should go

### *Yolo County – Gene Wais*

- Dealing with a couple of \$million deficit; Parks consolidated into GS
- Bill rate is \$75 per hour, including vehicle
- Beginning a 6-10 meg project with PG&E from grid power, 5-6 months to construction
- GS had limited stimulus funded work
- \$5-6M Juvenile Hall gym under SB81 is in schematic design
- Just below cutoff in round 2 AB900; site diligence and planning done in anticipation
- Currently doing minor projects only; 3 libraries completed 3 years ago under a local bond program

### *Placer County – Joel Swift, Doug Hawk, Jerry Minta, Dennis Salter*

- Have been able to hold staff steady

- AB900 application was 7<sup>th</sup> of 7; waiting to see about funding transfers from counties nor moving forward
- Wrapping up jail project in 2-3 months
- Community Development Resources Agency is moving
- Working on 3 bridges in Auburn regional park
- County Government Center design-build preparations underway on programming for RFP end of the year; working with CostCo on a possible site in the Center
- Used JOC for a Community Development project in Tahoe, some work for DPW; find it useful to supplement staff depleted by budget

*Monterey County –Benny Young, Rick Sauerwein*

- Dealing with substantial deferred maintenance and unfunded capital needs; looking at energy projects for cost avoidance
- Division with 8 PMs 4-years ago lost 3 contract positions last July following prior loss of 2; have been able to rehire 1 contract position recently
- Now totally direct-funded by current active projects, so an associate architect bills at about \$215/hour up to \$300/hour for senior staff
  - There is no GF allowance for strategic planning, pre-planning or referral efforts (see Parking Lot topics for discussion)
- \$2.5M ARRA funds - \$1M for ground-mounted solar project in DPW yard; Another \$1M was provided for Energy Efficiency Audits and implementation, identified over \$4M of energy efficiency measures; Auditor & Counsel recommended on-bill financing not proceed without a vote of the public since it obligates the County to additional debt
- Purchased a new Probation facility for joint reception facility under AB109
- On the cusp for phase 2 of AB900 for possible \$36M, but that funds only ½ (300 beds) the project
- Received \$35M SB81 grant award to rebuild juvenile facility, estimated at \$91M; being reshaped into phases
- Has there been an update to the '09 building cost comparison? (see Other Topics for discussion)

*Sonoma County – Mark Hummel, Rich Van Anda*

- There have been no staff impacts, from benefits of employee turnover; have transitioned from 22 to 15 currently, with a couple of open positions
- 1.6M sq ft owned facilities; have reviewed replacement value and forecast need, but funding is inadequate; GF has declined due to economy; Assessor has approx. \$3.5M in reserves for a consolidation project, but that is insufficient to address the impacts on other departments
- Rates are stable at \$145-150 per hour; have an acting Architect, consolidating Real Estate functions
- Implementing a comprehensive energy project including \$22M fuel cell; PPA for 2<sup>nd</sup> half of a 1.25Mw array
- Stimulus fund projects undertaken 2 years ago including some small grant opportunities for energy
- Medium size capital projects – radio infrastructure JPA, some renovations in jail for inmate population from realignment
- New State courthouse project moved out a year, with numerous impacts to the county center
- Local participation goals have been helped by the JOC program
- A BOS negotiation item addresses pension reform, with a 3% reduction in salary for all employees

*Alameda County – Jerry Loeper*

- Have fewer small TIs; while there have been no technical services layoffs, losses by attrition are not being replaced
- Smart Grid project at the Santa Rita jail using fuel cell, solar array and controls using cheapest source to maximize savings
- Highland Hospital Acute Tower project is county's largest, with distinct staff; phase 1 completed
- East County Hall of Justice is a \$138M design-build project, received DBIA award for medical

- Began JOC program with 2-\$1M JOCs, have transitioned to 3-\$300K for maintenance projects
- Evaluating a PLA for Peralta Oaks project
- ADA at jails has become an issue; have been cited at Santa Rita

*Solano County – Kanon Artiche*

- Kudos to Rich Van Anda on his retirement, and thanks for his continued contributions to the profession and the Association
- Have improved from a \$19M budget structural deficit to less than \$8M, avoiding layoffs this next FY, though there are travel restrictions
- Rates are direct bill by position, ranging from \$85 to \$110 per hour; A87 now outside of the operating budget
- Energy policy recently adopted by Board and presentation allowed opportunity to showcase reduction in energy use; opportunity costs; accomplishments and history; 52% of energy consumed is either self-generated (Co-generation Plant) or from alternative sources (photovoltaic arrays)
- AB900 project for 362 bed jail bids week of May 21
- ARRA grant for \$3.5 million dental clinic associated with design-build health facility
- \$58.3M design-bid-build project; Twin campus project over 5 years; resulted in regional forensics lab and partnering with university in the clinic to produce revenue for County
- Finished major renovation in four Vets buildings
- Constructing improvements in parks for accessibility
- JOC caught in election year politics; performed local outreach but additional forum with construction community is desired by Board Chair, so may have to reissue; very favorable .66 factor received under current solicitation
- Transferred original County building constructed in 1911 to the State outside of court transfer – State will renovate for Civil Court use
- Doing an organizational assessment for integration of Facilities Operations, Real Estate Services and Projects
- Reviewing UCCAP

*Sacramento – Janet Cornelius, Chris Bryson*

- Have a new CEO, from Riverside County
- No news on potential budget yet; have transitioned from 45/50 over past 5 years, 11.8 in last 3 years; joined FPM, A&E and CM in DGS
- Projects have been impacted by “raids” on funds for debt reduction; doing some HVAC, roofing and electrical improvements
- Some energy projects with SMUD grants, for retrofit and lighting
- No major projects currently, largest is \$1M fire alarm replacement
- Next in line for AB900 if there are additional funds; could fund 2 positions
- No design-build due to BOS interest in close involvement in design; prior projects have resulted in cost and schedule overruns
- Small JOC projects

*San Diego – Tom Fincher*

- County Operations Center project phase 1B will complete in June for occupancy move-in to begin in late July through September.
- Acquired 7+ acres adjoining the campus to the north and beginning design for \$56M Registrar of Voters building.
- Working with Sheriff and Community Corrections Partnership under AB 109 realignment for a potential \$39M 400-bed expansion at the East Mesa Detention Facility.
- Women’s Detention Project in CD development proceeding to early site work in mid-July; AB900-eligible work will begin this Fall, so will know upon reimbursement that Phase 2 will be funded.

- Staff is generally stable, one PM position vacant until capital forecast is updated in budget.
- Coordinating two small (\$3M) design-build projects in East County – Sheriff Substation and Fire Station – with uniform RFP and concurrent schedules for mid-course and submittal.
- Advertising for JOC contract #175, continuing broad JOC program for major maintenance and repair work averaging over \$20M per year..
- Rates are direct bill for Project Managers and Inspectors, at \$144.45 for FY2012-13 at 2.1% increase over current FY.

*Other discussions*

- Labor Compliance
  - Can other local programs be used, such as school districts?  
*The DIR application for approval of a local LCP includes a discussion of sharing between awarding bodies. See attached LCP Application, appendix.*
  - How is this impacted by PLAs  
*The CMU program is not required on projects under an PLA*
- Reminder that retention has been reduced to 5%; some agencies have included a line item for “Close out” activities to provide leverage in lieu of retention
- “Duty to defend” clause in consultant contracts has been suggested as uninsurable by insurance agents (per Tim DeWitt of Rainforth-Grau Architects)

Adjourned at 4: 25 PM

**Contact Information:**

Tom Fincher, CCAEA Secretary, Meeting Coordinator,  
[thomas.fincher@sdcounty.ca.gov](mailto:thomas.fincher@sdcounty.ca.gov)  
 (858) 694-2153

**Suggested format of  
Application to Director for Approval of Awarding Body's Labor Compliance Program  
(8 CCR §16425)**

NOTE: If necessary, you may attach additional sheets.

The Director may ask for additional documentation as to any information provided or any other information that may have a bearing on your ability to do labor compliance enforcement.

Awarding Body Seeking Approval:

_____
Name
_____
Address

Awarding Body's Contact Person:

_____		
Name		
_____		
Address		
_____		
Phone	Fax	E-Mail

- A. Identify the individuals who will be enforcing the Labor Compliance Program (LCP).  
(Note: If using outside consultants or an approved third party contract provider, identify the awarding body personnel who will monitor or supervise the outside work as well as the individuals and affiliations of the individuals who will perform the enforcement work.)

1. \_\_\_\_\_

Name
_____
Title

Experience/training on public works/labor compliance issues (Please provide specific dates, details and examples of public works prevailing wage rate enforcement activities, including whether such experience involve federal, state, or local law. In addition, please include private sector experience on behalf of unions or contractors or on a joint labor management committee pursuant to the federal Labor Management Cooperation Act of 1978 (29 U.S.C. section 175a). Furthermore, please include participation in any public works enforcement training provided by the Division of Labor Standards Enforcement (DLSE)):

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_____

LCP duties and responsibilities to be performed including percentage of time to be devoted to LCP work:

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_____
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2. \_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Experience/training on public works/labor compliance issues (Please provide specific dates, details and examples of public works prevailing wage rate enforcement activities, including whether such experience involve federal, state, or local law. In addition, please include private sector experience on behalf of unions or contractors or on a joint labor management committee pursuant to the federal Labor Management Cooperation Act of 1978 (29 U.S.C. section 175a). Furthermore, please include participation in any public works enforcement training provided by the Division of Labor Standards Enforcement (DLSE)):

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LCP duties and responsibilities to be performed including percentage of time to be devoted to LCP work:

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3. \_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Experience/training on public works/labor compliance issues (Please provide specific dates, details and examples of public works prevailing wage rate enforcement activities, including whether such experience involve federal, state, or local law. In addition, please include private sector experience on behalf of unions or contractors or on a joint labor management committee pursuant to the federal Labor Management Cooperation Act of 1978 (29 U.S.C. section 175a). Furthermore, please include participation in any public works enforcement training provided by the Division of Labor Standards Enforcement (DLSE)):

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LCP duties and responsibilities to be performed including percentage of time to be devoted to LCP work:

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\_\_\_\_\_  
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B. State the average number of public work projects the awarding body annually administers:

\_\_\_\_\_

C. State whether the proposed LCP is a joint or cooperative venture among awarding bodies; and, if so, how the resources and expanded responsibilities of the LCP compare to the awarding bodies involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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- D. Describe the awarding body's record of taking cognizance of Labor Code violations in the preceding five years, including any withholding of funds from public works contractors pursuant to LC 1726.

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- E. Identify the attorney or law firm available to provide legal support for the LCP, including handling of the LCP's responsibilities during the administrative review process set forth in Labor Code Section 1771.6.

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Attorney/Law Firm Name

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Address

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Contact Person & Phone Number

- F. Identify the method by which the LCP will notify the Labor Commissioner of willful violations as defined in Labor Code Section 1777.1(d):

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- G. Indicate whether the Awarding Body has established its own Labor Compliance Program in accordance with the requirements of Labor Code Section 1771.5(b) and subchapter 4 of chapter 8 of Title 8 of California Code of Regulations or has contracted with a third party that has been approved by the Director to operate a Labor Compliance Program in accordance with the requirements of Labor Code Section 1771.5(b) and subchapter 4 of chapter 8 of Title 8 of California Code of Regulations. If the Awarding Body has contracted with one or more persons or entities to operate all or any part of the Awarding Body's Labor Compliance Program, please identify (name, address, telephone, and principal contact) all of those persons or entities.

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- H. Indicate whether the Awarding Body intends to enforce labor compliance on all of its public works projects (*i.e.*, not limited to projects that are funded by bonds or other statutes that require the Awarding Body to have an LCP as a condition of funding). If not, please indicate the kinds of projects on which you intend to enforce labor compliance and whether you are required to have a labor compliance program as a condition for obtaining funding for the project or projects.

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- I. Attach a copy of the Awarding Body's resolution adopting the LCP and, if applicable, any other resolution approving any contracts with persons or entities identified in G above.

- J. Attach the proposed manual outlining the responsibilities and procedures of the LCP.

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Awarding Body's Representative  
Name and Signature

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Date Signed

**Mail two copies of this form and attachments to:**

**OFFICE OF THE DIRECTOR  
DEPARTMENT OF INDUSTRIAL RELATIONS  
455 GOLDEN GATE AVENUE, 10<sup>th</sup> FLOOR  
SAN FRANCISCO, CA 94102  
ATTENTION: EXECUTIVE ASSISTANT TO THE DIRECTOR**