

Section 505 – Capital Facilities Project Development & Delivery Protocols

A. Purpose

The purpose of this policy is to communicate a standardized method for review, development, and delivery of capital projects, including all major real estate and leasing projects.

B. Definition of Facility Projects Subject to Review

1. Capital projects are those that consist of a major alteration, remodel, or other improvements to County owned facilities over \$100,000 shall be submitted for review prior to the design phase commencing.
2. Maintenance and repair projects of existing equipment or other infrastructure that are the responsibility of the General Services Department that cost \$100,000 or less, will not be reviewed under this policy, unless funding is requested for those repairs.
3. County public infrastructure projects under the authority of the Department of Public Works will not be subject to review, unless funding is requested.

C. Capital Projects Management

All projects will be managed by the General Services Department or the Capital Projects Division of the Department of Public Works in consult and coordination with a designated department representative who has authority to approve changes in scope of work, cost increases, or any other aspects of the project.

D. Capital Projects Review Committee

1. A Capital Projects Review Committee (Committee) will provide an established framework for reviewing all proposed capital project improvements to ensure uniformity and consistency related to development and delivery of projects, improve communications and identify opportunities for partnership, and to ensure that funding is utilized appropriately and efficiently. The Committee shall also provide an advisory role for all major real property and leasing projects that affect County facilities.
2. The Committee is comprised of voting member representatives and general staff support.

- a. Voting Members: Representatives from the County Administrative Office, Public Works, General Services, Auditor-Controller Treasurer-Tax Collector
- b. Committee support shall be provided by County Administrative Office staff, in coordination with Public Works and General Services.
- c. The Committee shall meet bi-monthly or more frequently as needed. Department representatives may be invited to attend meetings as needed to provide information on projects.

B. Capital Project Approval

All capital projects must be submitted to the Committee for review and approval prior to beginning the design process.

C. Framework for Capital Project Development

The committee shall develop and approve the framework for Capital project development from design through post-construction review.

D. Project Ranking for Funding Prioritization

1. Projects will be reviewed, scored, and ranked for approval to proceed based on the following (may be modified as needed):
 - a. If the project is required in order to meet legal, compliance, or regulatory mandates;
 - b. If the project is required to address a health and/or safety issue;
 - c. The extent the project aligned with County's Strategic Plan, Operational Plan, and/or Department's Strategic Plan;
 - d. The extent the project is aligned with the Long Range Facility Plan;
 - e. Whether the project will address inequities within our community;
 - f. Consideration of cost savings or return on investment calculations; and
 - g. Project funding status, including grant funds and any associated timelines related to those funds.

E. Real Property and Leasing Acquisitions

Annually, the Chief Real Property Agent shall provide to the Committee a summary of leases for review, along with any recommendations for opportunities to terminate and/or consolidate leases for transition to County facilities.

F. Following Approval

Once the Committee has provided approval for a project, the General Services or Public Works project management representative shall keep the Committee apprised of major milestones regarding the project.

G. Appeal Process

The County Administrative Officer shall be designated as the Appeal Officer for projects where the Department and the Committee disagree.