

RESOLUTION NO. 2003-853

ADOPTED BY THE SACRAMENTO CITY COUNCIL

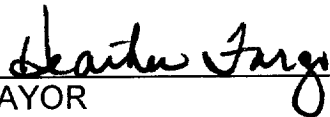
DEC 0 2 2003

ON DATE OF _____

**ADOPT POLICIES AND PROCEDURES FOR DELIVERING SMALL
PROJECTS AND AUTHORIZE USE OF DEPARTMENT OF
PUBLIC WORKS PRIOR YEAR CARRYOVER**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

- The small project policies and procedures detailed in Exhibit A of the resolution be adopted;
- Authorize the use of \$300,000 in support of small projects and established for this purpose in the Fiscal Year 2003-04 Budget.
- The City Manager is authorized to enter into a consultant services agreement with Smith Culp Consulting; and
- In the Department of Public Works use of \$100,000 from FY 2000/01 department carryover be authorized.


MAYOR

ATTEST


CITY CLERK

FOR CITY CLERK USE ONLY

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Exhibit A
SMITH CULP RECOMMENDATIONS BY CATEGORY AND IMPLEMENTATION STRATEGIES
 (Item Numbers are Smith Culp Recommendation Numbers)

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Category	Smith Culp Recommendation	Staff Proposed Policies and Procedures
<p>Small Projects</p>	<p>Efficient handling of small projects is an important element in the effective implementation of the City CIP. Small projects could be more effectively implemented by:</p> <ul style="list-style-type: none"> • Improved front end planning – the most critical element. 	<ul style="list-style-type: none"> • Use project approval form for projects not programmed through the CIP. For all projects use the form for coordination of Department and City Manager approval of scope increases or major project changes. • Hold project kickoff meeting(s) and include all affected parties (including as appropriate client department/agency, delivery department, maintenance provider, and Council office) to define and scope project and to define roles, responsibilities, and expectations. • Where projects have cost uncertainty, adjust the budget at incremental stages as work progresses: establish a budget for scoping, establish a budget for design at the conclusion of scoping and for construction at the construction contract award. • Develop Milestone Schedule • Issue associated policy and procedure directive. • Use standard project folder with scope development checklist, funding information and other planning information to transition from project development to design phase of work. • Standard project checklist for use Citywide

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Category	Smith Culp Recommendation	Staff Proposed Policies and Procedures
	<ul style="list-style-type: none"> Develop standard project procedures for small projects. Use of large project procedures on small projects does not produce good results. Develop standard designs for projects that have the same repetitive elements. Clearly identify the cost of adding to or changing these standard designs so that customers can make informed decisions on making such changes. 	<ul style="list-style-type: none"> Affected parties checklist Define small projects as having a construction cost of \$250,000 or less. Delivery costs are in addition to. Maximum of two community meetings. Limit design submittals to 1 or 2 progress submittals, when design is needed. If project is very simple and doesn't require permits, eliminate design and use specifications and/or site plans only. Use 90% design completion plans to start building permit or other permit review process. Bundle small projects into a single larger project when possible to reduce delivery costs. Use in-house design staff if possible, if not, use readily available consultants from the master list. (See Recommendation below). Use pre-qualified contractors from master list. (See Recommendation below). Use standard specifications, file system, standard letters and forms, quality assurance/control checklists, and procedures. Standardized park restrooms, gateway and neighborhood signage, concession stands, fire stations, police substations, libraries, wading pools, swimming pools, guard houses, security systems, sewer pipe replacement, sewer rehabilitation, water main and transmission main, storm drainage pump station, storm drain

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Category	Smith Culp Recommendation	Staff Proposed Policies and Procedures
	<ul style="list-style-type: none"> • Make more extensive use of an annual solicitation of qualifications of consultants to establish an on-call list of pre-approved consultants to avoid the time-consuming and costly RFQ/RFP process for the many smaller projects implemented by the City. Similarly, make more extensive use of minimum qualifications for contractors. • Maintain a core management group for small projects. 	<p>pipe, french drains, detention basins, and pump station electrical equipment replacement.</p> <ul style="list-style-type: none"> • Issue directive. • Implement through future reports to Council with recommendation on a standard for the subject capital improvement. • Include consultant services: architecture, engineering (civil, electrical, geotechnical, mechanical, structural), construction management, construction inspection, materials testing, surveying, landscape architecture, project management. • Include contractor services: general contractor, fencing, plumbing, mechanical, electrician (power), electrician (lighting), landscape contractor, signs, concrete, playground equipment, carpenter, painter, abatement (mold, asbestos, lead), floor/roof installation and repair. • Public Works' Project Delivery Division will designate 2-3 project managers as small project specialists and train them in small project procedures. • All Project Managers in all departments will be trained in small project policies and procedures. • Affected departments will designate a specialist in small project delivery. • Small projects in client departments will not be charged indirect costs by Public Works.

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Category	Smith Culp Recommendation	Staff Proposed Policies and Procedures
	<ul style="list-style-type: none"> • Raise the \$5,000 limit on discretionary contracts for public projects to streamline the standard contracting procedures that are a burden for small projects. 	<ul style="list-style-type: none"> • Small projects in the General Fund and managed by Public Works will receive annual appropriations made in support of small projects for all indirect costs. • The treatment of indirect costs is to be a pilot program to allow measurement of the impact on the General Fund. This approach will be evaluated during the budget process. Consideration will be given to expending this approach to Parks projects. • Establish an Inter-Coordination Committee that will meet beginning in October. Committee to be chaired by the CMO and is charged with: Review of projects, combining projects where possible, setting priorities, training programs, best practices (standards, bidding procedures, planning procedures and project procedures). • Increase the discretionary contract limit on capital projects from \$5,000 to \$25,000. • Allow the discretionary limit to increase for "Public Projects" as defined by SCC 3.60. This would exclude maintenance as defined. Janitorial contracts, for example, would <u>not</u> be included. • Continue to encourage bid solicitation for any contract as defined in SCC 3.56 and API #1. • Include any discretionary let contracts in annual ESBD participation statistics.

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