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DEPARTMENT OF  
GENERAL SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

5730 - 24TH STREET  
BUILDING FOUR  
SACRAMENTO, CA  
95822-3699

OFFICE OF THE DIRECTOR

916-449-5548

March 28, 1990

DIVISIONS:

Budget and Finance Committee  
Sacramento, California

COMMUNICATIONS  
FACILITY MANAGEMENT  
FLEET MANAGEMENT  
PROCUREMENT SERVICES

Honorable Members In Session:

SUBJECT: REQUEST FOR NEW POSITION TO SERVE AS  
CONSTRUCTION CONTRACT ADMINISTRATOR

SUMMARY

This report requests that a new position with contract administration skills be authorized, for the Facility Development Section of the Facility Management Division, to free the Architects and Engineers from contract preparation, negotiation and administration to do the planning and design work for which they are trained.

BACKGROUND

The Facility Development Section of the Facility Management Division is responsible for the planning, design and construction of the City's new and remodeled buildings. The number of such building and remodeling projects has increased in recent years to where the Project Managers (Architects and Engineers) have been forced to delay projects because of the amount of paperwork involved in writing and administering contracts which is not the best use of their skills and time. Each delay increases the ultimate cost of the project.

In FY 86-87, the Facility Development Section was responsible for the planning, design and construction or remodeling of 53 projects. Today, they are involved in 99 projects valued at \$9.9 million. Adding to that are 55 future construction projects valued at an estimated \$94.7 million scheduled to begin shortly. Contract administration is very time consuming, involving soliciting proposals from consultants followed by countless meetings to negotiate formal contracts; preparing bid documents and conducting pre-bid conferences with contractors; analyzing bids for base price, discounts, payment terms, etc.; preparing the reports for Council action; evaluating requests for contract modifications ("Change Orders"); assisting in negotiating the final prices and then preparing the necessary paper work to implement them.

Budget and Finance Committee  
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**ANALYSIS**

More effective and efficient use of professional employees' time and talents is necessary if the City is to meet the deadlines of the numerous CIP projects and control their costs. Hiring a Construction Contract Administrator would increase the efficiency of the Capital Improvement Project operation.

**FINANCIAL DATA**

The proposed new position should be priced at approximately the same level as an Administrative Services Officer, \$49,199 (with fringe benefits) a year; however, this determination cannot be made until the Personnel Department has made its review. Since all of the position's time would be charged to CIPs, there would be no effect on the General Fund.

**POLICY CONSIDERATIONS**

The primary consideration is whether the City should, at this time, hire an individual to administer the CIP construction contracts. The alternative is to continue the current practice of using Architects and Engineers to perform this task.

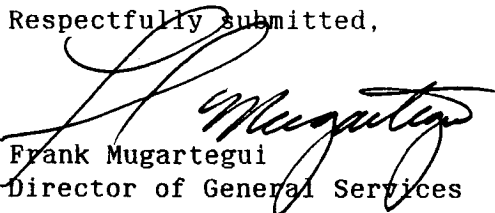
**MBE/WBE EFFORTS**

None.

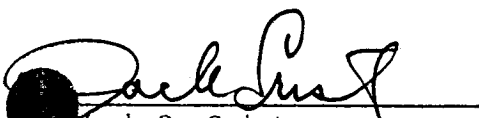
**RECOMMENDATION**

Staff recommends that the Budget and Finance Committee approve this request and forward it to the City Council for approval of the attached resolution creating a Construction Contract Administrator in the Facility Development Section with funding coming from the various CIP projects.

Respectfully submitted,

  
Frank Mugartegui  
Director of General Services

Recommendation Approved:

  
Jack R. Crist,  
Deputy City Manager

April 3, 1990  
All Districts

Contact: Duane Wray, Facility Manager, 449-5445.

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF April 3, 1990

## RESOLUTION CREATING A POSITION OF CONSTRUCTION CONTRACT ADMINISTRATOR

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

1. That one position of Construction Contract Administrator be created in the Facility Development Section of the Facility Management Division; and
2. That the FY 89-90 budget for the Facility Development Section be amended to increase it by \$8,200 (101-190-1938-4101) and that it be funded from the CIP labor reimbursement account (101-190-1938-4710).

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_