



County of Santa Clara

Policy Name: Upgrade of County Facilities

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Policy Type: Administrative

Category: Facilities

Policy Name: Upgrade of County Facilities

Policy Owner: Facilities

Policy Purpose

The purpose of this policy is to ensure that departments follow proper procedure for all construction, repair, and renovation projects other than those undertaken by the Department of Parks and Recreation and the Health and Hospital System.

Policy Summary

The Facilities and Fleet Department oversees all capital projects, including the upgrade of County facilities, for most County departments. The Facilities and Fleet Department Capital Programs Division manages building construction, repair, and renovation projects, including carpet and furniture selection.

When undertaking a capital project, the Facilities and Fleet Department Capital Programs Division manages consultants who perform architectural and engineering services, facility planning, construction management, California Environmental Quality Act (CEQA) studies, and other services related to capital projects.

The Facilities and Fleet Department does not manage capital projects undertaken by the Department of Parks and Recreation or the Health and



Hospital System. These departments have their own capital project managers.

Procedures

Because of the complexity of capital projects and the amount of approvals, resources, and funding that must be committed to them, departments must begin planning their projects at least one fiscal year in advance. The following procedure is the typical procedure for a capital project spanning an entire fiscal year, but this timeline may be extended and additional steps added depending on the project's complexity.

Upgrading County Facilities

- 1) July: The **Facilities and Fleet Department Capital Programs Division** issues Budget Call Letter #1 requesting that all County departments submit their Concept Papers for projects expected to begin during the following fiscal year.
- 2) Mid-July to Mid-August: The **department** prepares, prioritizes, and submits a written Concept Paper to the Capital Programs Division.
- 3) August: A team composed of **Capital Programs Division staff, the Office of Budget and Analysis (OBA), and a County department selected on a revolving basis** reviews submitted Concept Papers for viable projects.
- 4) August through October: The **Capital Programs Division** reviews and submits Concept Papers for proposed projects to the Administrative Capital Committee (ACC) and to the Finance and Government Operations Committee (FGOC) for discussion and action.



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- 4a) The **Administrative Capital Committee** reviews and evaluates Concept Papers, makes project recommendations, amends the project listing, and forwards these recommendations and listing to the FGOC.
- 4b) The **FGOC** reviews and evaluates Concept Papers, makes project recommendations, and amends the project listing.
- 5) October through November: The **Capital Programs Division** issues Budget Call Letter #2 notifying OBA and all department heads of the relative priority of their projects as determined by the FGOC and notifying the requesting departments to prepare a Capital Budget Analysis (CBA).
- 6) November: The **department** completes the Capital Budget Analysis for all projects determined by the FGOC to be of sufficient priority.
- 7) November: The **Capital Programs Division** reviews the Capital Budget Analysis and prepares project cost estimates.
- 8) November through January: The **Capital Programs Division** provides support to requesting departments by performing and updating a definitive review of the project scope, budget and schedule after obtaining any additional information or project justification from the requesting department.
- 9) January: The **Capital Programs Division** forwards the Capital Budget Analysis papers (which form the basis of the agenda for a Capital Outlay Review for the Administrative Capital Committee) to OBA with copies to the relevant departments.
- 10) January: The **Capital Programs Division** provides support to the Administrative Capital Committee by reviewing the Capital Budget Analysis papers.



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- 11) February: The **Capital Programs Division** provides support to the Administrative Capital Committee by reconciling proposed projects with the County Budget by reconsidering priorities and possibly combining projects for the Capital Budget Analysis.
- 12) February: The **Administrative Capital Committee** makes project recommendations and amends the project listings.
- 13) February: The **Capital Programs Division** prepares the Capital Budget Papers (CPB) based on the Administrative Capital Committee's review and submits the papers to the FGOC.
- 14) February: The **FGOC** reviews and amends the priority listing as appropriate.
- 15) March: The **Capital Programs Division** submits the Capital Budget Papers to OBA and the Office of the County Executive for review and action.
- 16) June: The **Capital Programs Division** provides support to OBA in preparing the Capital Budget Papers for submission to the Board of Supervisors.
- 17) June: Upon completion of the next fiscal year's Capital Budget, the **Office of Budget and Analysis** prepares the appropriate agenda and budget items for discussion and approval by the Board of Supervisors as part of the annual budget hearings.
- 18) June: The **Board of Supervisors** acts on the Capital Budget.
- 19) Upon receiving approval and funding from the Board of Supervisors, the **Capital Programs Division** begins the programming process and project design, accepts bids on the construction contract when the design is complete, and manages the project through construction and completion.



Definitions

For the purposes of this policy, the following definitions apply:

- 1) **“Capital Project”** means any construction, repair or renovation project managed by the Facilities and Fleet Department Capital Programs Division. Generally, these projects will have a budget of \$25,000 or more, though smaller projects may also be managed by Capital Programs Division managers.
- 2) **“Concept Paper”** means a description of the capital project request as proposed by a County department.

Frequently Asked Questions

None.

Related Policies

- Emergency Repairs to County Facilities - <https://saecommon.sccgov.org/countypolicy/Emergency-Repairs-to-County-Facilities.pdf>

Related Forms and Information

None.

History

Date	Changes Made
2/3/2014	Policy uploaded. (John Myers)



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