

FAQ

How do I get a proposed capital improvement project considered?

As part of the annual budget preparation process, Facility-Related Budget Requests may be submitted by County Departments for services or projects in December of each calendar year for consideration in the next fiscal year.

What are the types of services or work that may be requested?

- Construction
- Major Facility Repair
- Space Refurbishment
- Space Reconfiguration
- Space Planning

What if I didn't submit a Facility-Related Budget Request during the annual budget preparation process?

Approved projects have been included in the adopted Public Improvement Fund Program fiscal year budget approved by the Board of Supervisors and are a mandate. Therefore, requests not submitted as part of the annual budget process are typically deferred to the following fiscal year.

GENERAL CONTACT INFORMATION

GENERAL SERVICES DEPARTMENT

Capital Projects Administration

(209) 468-8920 - Phone

Hours of Service:

Monday through Friday
8:00 am - 5:00 pm

Shelly Theis
Capital Projects Administrator
shellytheis@sjgov.org



GENERAL SERVICES DEPARTMENT

CAPITAL PROJECTS ADMINISTRATION

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Vision Statement

Manage the design and construction of all capital projects in a professional, open, and ethical manner while resolute to exceed the expectations of our County customers and their clientele.

Mission Statement

Provide support for our customers for the planning, design, construction, and preservation of San Joaquin County's facilities and infrastructure through leadership in project management; collaborative, comprehensive, and transparent planning; excellence in technical expertise and sustainable design; and quality construction based on strategic, operational, functional, and financial goals, professionalism, and reliability.

Customer Support

209-468-8920
sjccapitalprojects@sjgov.org

Description of Services

The management and coordination of capital improvements are the responsibility of the General Services Department. Staffing and other project-related administrative costs are included in the Capital Projects Administration budget. Staff duties include project planning and administration; construction contract procurement, negotiation and monitoring; construction administration; and project fiscal administration.

The general descriptions of the types of services or work are as follows:

Construction

Major construction projects are complex and take a considerable amount of planning and coordination. They require programming to identify needs, budgeting, design development, completion of construction documents, bidding, construction, and transition into the new facility. Many of these types of projects will be multi-year efforts.

Major Facility Repair

This category includes major repairs to existing buildings such as re-

roofing, major structural repairs, replacement of mechanical systems, re-surfacing of parking lots, etc.

Space Refurbishment/Reconfiguration

Space refurbishment is not considered maintenance. Projects may include replacement of items for reasons other than failure or wear, upgrades, replacement of mechanical or electrical systems for reasons other than failure, new security systems, windows, new cabinets, new walls, major wiring for data or telephone systems, new flooring, painting, etc. Space reconfiguration may include moving and relocating the above items in order to repurpose the space. These projects do not include major construction such as moving walls and doors.

Space Planning

If your Department will require more space for service areas, offices or for storage, please request this service. Please include a complete description of the type of work and/or services to be performed in the new space. Provide specific information on the type and the amount of new space required. Other helpful information may include number of new hires anticipated in the next fiscal year or type and amount of items to be stored.

Job Order Contracting (JOC) Program

California Public Contract Code identifies public project work to be "repair, remodeling, or other repetitive work to be done according to unit prices."

The JOC Program is an annual program that is administered by Capital Projects Administration and only the Director of General Services Department and Assistant Director are authorized by the Board of Supervisors to approve Job Orders under Job Order Contracts with multiple B General Building Contractors. In general, the JOC Program allows the General Services Department, and other County Departments through the General Services Department, to complete projects in a cost-effective, timely, and collaborative manner.

JOC Program work proposed by County Departments in County owned facilities and in non-County owned facilities when the proposed project or work includes the use of County funds shall be submitted by the County Department to the General Services for consideration in the JOC Program. Depending upon project complexity, County Department funding, existing General Services Department workload and capacity, etc., the General Services Department will evaluate the project for inclusion in the JOC Program.