

Mental Health Treatment Act Citizen's Oversight Committee

Mendocino County Administration Center
501 Low Gap Road, Room 1010
Ukiah, CA 95482
707.463.4441
measureb@mendocinocounty.org



MEETING AGENDA

County Administration Center, Conference Room C
February 27, 2019 - 1:00 PM

1. OPEN SESSION / ROLL CALL

2. PUBLIC EXPRESSION

Members of the public are welcome to address the Committee on items not listed on the agenda, but within the jurisdiction of the Committee. The Committee is prohibited by law from taking action on matters not on the agenda, but may ask questions to clarify the speaker's comment. The Committee limits testimony on matters not on the agenda to 3 minutes per person and not more than 10 minutes for a particular subject at the discretion of the Chair of the Committee.

To best facilitate these items, please review and complete the public comment/speaker form available at the back of the conference room and present to the Clerk. If you wish to submit written comments, please provide 15 copies to the Clerk of the Board staff, located in the County Administration Center, Room 1010. All meetings are recorded, so speakers are reminded to announce their names as they approach to podium to speak

3. COMMITTEE MATTERS

3a) **Discussion and Possible Action Regarding Expenditure Report on Measure B Tax Funds**

The Auditor-Controller will provide a Measure B tax fund balance report.

3b) **Approval of Minutes of the January 23, 2019, Meeting**

3c) **Discussion and Possible Action Regarding Report from the Chair**

The Committee will receive a report from the Chair

3d) **Discussion and Possible Action Regarding Competitive Bidding Processes Related to the Development of Crisis Residential Unit(s), Crisis Stabilization Unit(s), and 24 Hour Psychiatric Inpatient Health Facility**

The Committee will receive an update regarding the competitive bidding process.

3e) Discussion and Possible Action Regarding Professional Staffing and/or Resources for Administrative and Project Management Support

The Committee will consider various staffing support options related to administrative and project management.

4. COMMITTEE MEMBER REPORTS

4a) Committee Member Reports Regarding Items of General Interest

5. COMMUNICATIONS RECEIVED AND FILED

Communications received and filed are retained by the Clerk throughout the Committee proceedings. To review items described in this section, please contact the Committee Clerk, in Room 1010.

ADJOURNMENT

The Committee complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting materials available in appropriate formats (pursuant to Government Code section 54953.2) Anyone requiring reasonable accommodation to participate in the meeting should contact the Committee clerk by calling (707) 463-4441 at least five days prior to the meeting.

Additional information regarding the Committee may be obtained by referencing: www.mendocinocounty.org/community/mental-health-oversight-committee

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3A

Meeting Date:	2/27/2019
Contact:	Lloyd Weer, Auditor-Controller
Time Allocated for Item: 5 mins	

AGENDA TITLE:

Discussion and Possible Action Regarding Expenditure Report on Measure B Tax Funds

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

The Committee will receive a report from the Mendocino County Auditor/Controller regarding the Measure B tax fund balance.

Mendocino County - Measure B Funds
Mental Health Treatment Act

Revenue and Expenses - Life to Date			Fund 1224, Budget Unit 4052	
Date	Invoice, CRP Journal No.	Description	Amount	Running Balance
Revenues:				
6/26/2018	CRP 186100	Measure B Sales Tax Proceeds - April 2018	(517,255)	(517,255)
7/25/2018	CRP 187369	Measure B Sales Tax Proceeds - May 2018	(591,270)	(1,108,526)
8/27/2018	CRP 188827	Measure B Sales Tax Proceeds - June 2018	(498,046)	(1,606,571)
9/25/2018	CRP 190117	Measure B Sales Tax Proceeds - July 2018	(638,771)	(2,245,342)
10/25/2018	CRP 191396	Measure B Sales Tax Proceeds - August 2018	(872,413)	(3,117,756)
11/29/2018	CRP 192854	Measure B Sales Tax Proceeds - September 2018	(941,205)	(4,058,961)
12/26/2018	CRP 194251	Measure B Sales Tax Proceeds - October 2018	(652,942)	(4,711,904)
1/25/2018	CRP 195438	Measure B Sales Tax Proceeds - November 2018	(654,379)	(5,366,283)
		Measure B Sales Tax Proceeds - December 2018		
		Measure B Sales Tax Proceeds - January 2018		
		Measure B Sales Tax Proceeds - February 2018		
		Measure B Sales Tax Proceeds - March 2018		
Expenses:				
5/4/2018	INV 2018-1	Lee D. Kemper - Behavioral Health Needs Assessment	13,011	13,011
6/18/2018	INV 2018-2	Lee D. Kemper - Behavioral Health Needs Assessment	10,282	23,293
6/30/2018	GEN JE 2703	Assessor Clerk Recorder - Election Costs	161,578	184,871
7/17/2018	INV 2018-3	Lee D. Kemper - Behavioral Health Needs Assessment	14,177	199,048
		Life to Date Revenue	(5,366,283)	
		Life to Date Expense	199,048	
		Life to Date Interest	(15,943)	
		Balance	(5,183,179)	

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3B

Meeting Date:	2/27/2019
Contact:	Karla Van Hagen, Committee Clerk
Time Allocated for Item: 5 mins	

AGENDA TITLE:

Approval of Minutes of the January 23, 2019, Meeting.

Mental Health Treatment Act Citizen's Oversight Committee

Mendocino County Administration Center
501 Low Gap Road, Room 1010
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January 23, 2019 Minutes

AGENDA ITEM NO. 1 – CALL TO ORDER AND ROLL CALL (1:00 P.M.)

Committee Members Present: Mr. Thomas Allman; Ms. Carmel J. Angelo; Dr. Ace Barash; Mr. Jed Diamond; Mr. Ross Liberty; Ms. Jan McGourty; Dr. Jenine Miller; Ms. Donna Moschetti; Ms. Shannon Riley; and Mr. Lloyd Weer.

COMMITTEE MEMBER MERTLE PRESENT: 1:02 P.M.

2) PUBLIC EXPRESSION

Presenter/s: Dr. Marvin Trotter.

3) COMMITTEE MATTERS

3a) Approval of Minutes from December 31, 2018, Meeting

Presenter/s: Chair Barash.

Public Comment: None.

Committee Action: Upon motion by Member Moschetti, second by Member Diamond, and carried unanimously, IT IS ORDERED that the December 18, 2019, minutes are hereby approved.

3b) Election of Vice-Chair of the Mental Health Treatment Act Citizen's Oversight Committee

Presenter/s: Chair Barash.

Public Comment: None.

Committee Action: Upon motion by Member Diamond, second by Member Liberty, and carried unanimously, IT IS ORDERED that Member Moschetti is hereby appointed as Vice-Chair of the Mental Health Treatment Act Citizen's Oversight Committee.

3c) Discussion and Possible Action Regarding Expenditure Report on Measure B Tax Funds

Presenter/s: Auditor-Controller Weer.

Public Comment: Ms. Carole Hester.

Auditor-Controller Weer provided an update on the Expenditure Report. He stated that the only change from the December report was the addition of the October tax proceeds in the amount of \$652,942.00, which brought the total tax proceeds \$4,711,904.00, to date. He continued by stating that there are no new expenditures, and to-date interest was \$3,400.00, for a current total fund balance of \$4,516,255.00

Committee Action: No action taken.

3d) Discussion and Possible Action Regarding Update from County Counsel Regarding Legal Issues Raised by the Committee

Presenter/s: Ms. Katharine L. Elliott, County Counsel.

Public Comment: Ms. Carole Hester; and Mr. John McCowen.

Ms. Elliott reported that the Board of Supervisors unanimously approved County Counsel's participation in the Committee without any charge to the Measure B fund. She continued that she had received questions from the Committee regarding outstanding legal issues. The first question was, "*A legal opinion regarding the City of Willits claims as to jurisdiction over utilizing the old Howard Hospital as a Psychiatric Health Facility (PHF).*" She continued that as this question was posed by Member Liberty, she had met with Mr. Liberty prior to the meeting to discuss some of the complications. She continued that her simple answer was that the County oversees County-owned property, and the County is subject to County rules, and not City rules. Her secondary answer was, depending on what type of certification is sought from the State, the State could impose local restrictions from the local entity.

The second question addressed by Ms. Elliott was, "*The Board of Supervisors legal ability to spend Measure B funds on building and/or improving facilities not owned by the County.*" Ms. Elliott stated that the County can give money to enhance a building not owned by the County, and it would not be considered a gift of public funds if it the money was given for public good. She continued that although it is possible, she would recommend against it as the County would not have future legal oversight of the facility. Discussion ensued regarding current ownership of the Old Howard Hospital, a potential partnership with Adventist Health, the Orchard Avenue property, and the potential ability for the County to enter into long-term contracts for operations in non-county owned buildings.

The third question presented to Ms. Elliot was, "*Conditions in which Measure B funds could be used for construction of facilities without paying prevailing wage rates.*" Ms. Elliott responded that there were no conditions, if the facility being constructed was a County building, the County would be required to pay prevailing wages. Mr. Mertle then raised the question would the same situation apply if the money was donated to a business to improve their building. Ms. Elliott stated that she could not answer that question on behalf of the recipient of the funds, as they may have their own particular requirements.

Committee Action: No action taken.

3e) Discussion and Possible Action Including Review of Kemper Report, as Recommended by the Behavioral Health Advisory Board and Adoption of Recommendations Contained Therein

Presenter/s: Member McGourty.

Public Comment: Mr. John Haschak; Mr. John McCowen; and Ms. Camille Schraeder.

Ms. McGourty opened by stating that, at the Committee's request, Mr. Kemper did an analysis of the County behavioral health needs and provided specific recommendations based on their report. She continued that the Behavioral Health Advisory Board (BHAB) reviewed the report in depth, and the Committee should as well. She stated that the BHAB found that some of the contained recommendations were general and others vague, so Ms. McGourty prepared a study guide to better approach the report. She began the review by directing the Committee to the Program Services area, and the need for a Psychiatric Health Facility (PHF) or other inpatient psychiatric care facility created. She continued that the Committee had previously discussed the need for a Request for Proposal (RFP), or a Request for Information (RFI). The Committee discussed the difference between each request, and the need to determine the most practical and useful next step. Discussion ensued regarding the recommendations contained in the Kemper Report and the need for a guide and/or a strategic plan to help prioritize the committee's future actions.

The question was raised as to which was the top priority of each committee member. Each member then in turn stated their top priority/priorities. Those receiving the highest mentions in the following order were Psychiatric Health Facility; Crisis Residential; and Crisis Stabilization.

Committee Action: Upon motion by Member Diamond, Second by Sheriff Allman, and carried unanimously, IT IS ORDERED that the Mental Health Treatment Act Citizen's Advisory Committee hereby accepts the Kemper Report as a guideline for the Committee to make recommendations to the Board of Supervisors regarding program, priority and funding.

3f) Discussion and Possible Action Including Approval of Recommendation to the Board of Supervisors Regarding a Request for Proposal (RFP) for a Biddable Design of a Combined Residential, Crisis Stabilization and Crisis Access Facility in the Ukiah Valley

Presenter/s: Chair Barash.

Public Comment: Mr. John McCowen; Ms. Tammy Moss Chandler; and Mr. Dan Anderson.

Chair Barash began the discussion regarding the need for the Committee to move forward with a crisis residential stabilization unit. He continued that the Board of Supervisors had already approved it, and that the Committee ultimately needed to determine whether they approved utilization of Measure B funds for the project; and how to proceed with an RFP for a biddable design or design/build, and the possible locations for such facility. It was suggested that one possible approach could be that the Committee make a recommendation to the Board of Supervisors to move forward with research of crisis stabilization in a crisis residential unit.

At the Committee's request, Mr. McCowen provided some clarity regarding previous Board of Supervisors action in respect to the Orchard Avenue building. Mr. McCowen stated that the Board had supported a grant application that had not been funded. Ms. Moss Chandler directed the Committee members to the agenda packet, which contained all previous Board of Supervisors actions. She continued by clarifying the previous actions related to the Orchard Street property. Clarification regarding the funds used to purchase the property, the current status of the property, as well as the fact that there were not any restrictions was provided by Mr. Anderson of Redwood Community Services.

CHAIR BARASH PASSED THE GAVEL TO VICE-CHAIR MOSCHETTI. CHAIR MOSCHETTI PRESIDING.

Committee Action: Upon motion by Member Angelo, second by Member Barash, and carried unanimously, IT IS ORDERED that the Mental Health Treatment Act Citizen's Oversight Committee makes recommendation to the Mendocino County Board of Supervisors to explore utilizing Measure B funds for the development of a Crisis Stabilization and Crisis Residential Facility and a 24-hour Psychiatric Facility. Further, that the Board of Supervisors direct staff to research options associated with such facility including design/bid/build and potential property or facility locations.

CHAIR BARASH PRESIDING

4 COMMITTEE MEMBER REPORTS

4a Committee Member Reports Regarding Items of General Interest

5 ADJOURNMENT

THERE BEING NOTHING FURTHER, THE MENTAL HEALTH TREATMENT ACT CITIZENS OVERSIGHT COMMITTEE ADJOURNED AT 3:20 P.M.

Attest: KARLA VAN HAGEN
Committee Clerk

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**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3C

Meeting Date:	2/27/2019
Contact:	Ace Barash, District 1 Representative
Time Allocated for Item: 10 mins	

AGENDA TITLE:

Discussion and Possible Action Regarding Report from the Chair

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

The Committee will receive a report from the Chair regarding the Committee's Recommendation to the Board of Supervisors on February 5, 2019.

On February 5, 2019, Tammy Moss Chandler and Chair Barash presented the Committee's recommendation that the Board of Supervisors pursue options associated with constructing or acquiring a crisis residential unit, crisis treatment unit, or 24 hour psychiatric health facility utilizing Measure B funds.

The Board of Supervisors took the following resulting action:

Upon motion by Supervisor Haschak, seconded by Supervisor McCowen, IT IS ORDERED that the Board of Supervisors receives the update regarding the recommendations from the Mental Health Treatment Act Citizen's Oversight Committee and directs staff to proceed with researching options associated with the development of Crisis Residential Unit(s), Crisis Stabilization Unit(s), and 24 Hour Psychiatric Health Facility utilizing Measure B Funds, including design, bid and/or build potential properties or facilities locations. Said options to be presented to the Board of Supervisors at a future meeting for discussion and/or direction as appropriate.

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3D

Meeting Date:	2/27/2019
Contact:	Mendocino County Executive Office
Time Allocated for Item: 30 Mins	

AGENDA TITLE:

Discussion and Possible Action Regarding Competitive Bidding Processes Related to the Development of Crisis Residential Unit(s), Crisis Stabilization Unit(s), and 24 Hour Psychiatric Inpatient Health Facility

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

There are several options associated with the development of Crisis Residential Unit(s), Crisis Stabilization Unit(s), and 24 Hour Psychiatric Health Facility. Said processes are considered a public project, and as such, are subject to the Public Contract Code and/or Uniform Construction Cost Accounting guidelines.

County staff will be working with outside consultants that specialize in Public Projects of this nature to identify the appropriate competitive processes and necessary resources to conduct said processes, including the following:

- Construction Project Management;
- Architectural Design; and/or
- Design, bid and/or build

All of the development projects are subject to prevailing wages. The Department of Industrial Relations (DIR) has ruled in numerous cases that if a structure is built with the intent of using it as a publicly funded building it is covered work. It also requires prevailing wages on any building modified if 50 plus 1 % will be used by the public agency.



COUNTY OF MENDOCINO
Executive Office
Central Services Division

CARMEL J. ANGELO
CHIEF EXECUTIVE OFFICER
PURCHASING AGENT

841 Low Gap Road
Ukiah, CA 95482-3734

Email: ceo@co.mendocino.ca.us
Website: www.co.mendocino.ca.us

Office: (707) 234-6050
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General Information for Construction Contractors

Contractor's License

All Contractors and sub-contractors performing work for the County must hold a valid and current State of California license for the type of work for which they were contracted.

Insurance

Contractor, at his/her expense, shall secure and maintain at all times during the entire period of performance under this Contract, insurance as set forth below with insurance companies acceptable to the County of Mendocino.

Contractor shall provide to the County of Mendocino certificates of insurance with endorsements properly executed by an officer or authorized agent of the issuing insurance company evidencing coverage and provisions as stated below:

Insured

Name the County of Mendocino, its elected or appointed officials, employees, agents and volunteers as additional insured with regard to damages and defense of claims arising from: (a) activities performed by or on behalf of the Named Insured, (b) products and completed operations of the Named Insured, (c) Premises owned, leased or used by the Named Insured, or (d) Ownership, operation, maintenance, use, loading or unloading of any vehicle owned, leased, hired or borrowed by the Named Insured, regardless of whether liability is attributable to the Named Insured or a combination of the Named Insured and the County of Mendocino, its elected or appointed officials, employees, agents and volunteers.

Severability of Interest

Provide that the inclusion of more than one named insured shall not operate to impair the rights of one insured against another insured, and the coverages afforded shall apply as though separate policies had been issued to each insured.

Contribution Not Required

Provide that as respects: (a) work performed by the Named Insured on behalf of the County of Mendocino; or (b) products sold by the Named Insured to the County of Mendocino; or (c) premises leased by the Named Insured from the County of Mendocino; or (d) ownership, operation, maintenance, use, loading or unloading of any vehicle owned, leased, hired or borrowed by the Named Insured, the insurance afforded by this policy shall be primary insurance as respects the County of Mendocino, its elected or appointed officials, employees, agents and volunteers; or stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the County of Mendocino, its elected or appointed officials, employees, agents and volunteers shall be excess of this insurance and shall not contribute with it.

Coverage Below Minimum Required Notice

Provide that the limits of insurance afforded by this policy shall not fall below the minimum requirements of the County of Mendocino without notice to the County of Mendocino by certified mail return receipt requested. Such notice shall be addressed to: County of Mendocino, 841 Low Gap Road, Ukiah, California 95482, Attn: Risk Management.

Cancellation Notice

Provide that the insurance afforded by this policy shall not be suspended, voided, canceled, non-renewed or reduced in coverage or in limits except after thirty (30) days prior written notice, delivered in person or by First Class U.S. Mail, has been given to the County of Mendocino. Such notice shall be addressed to: County of Mendocino, 841 Low Gap Road, Ukiah, California 95482, Attn: Risk Management.

Contractor shall furnish to the County of Mendocino certificate(s) of insurance evidencing Workers Compensation Insurance coverage to cover its employees. The Contractor shall require all subcontractors similarly to provide Workers Compensation Insurance as required by the Labor Code of the State of California for all of the Contractor's and subcontractors' employees.

The Contractor shall not commence work, nor shall he allow his employees or subcontractors or anyone to commence work until all insurance required and provisions contained herein have been submitted to and accepted by the County of Mendocino. Failure to submit proof of insurance as required herein may result in awarding said contract to another bidder. Failure to comply with the insurance requirements set forth herein shall constitute a material breach of contract and, at County of Mendocino's option, shall subject this contract to termination.

Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor for liability in excess of such coverage, nor shall it preclude the County of Mendocino from taking such other action as is available to it under any other provisions of this contract or otherwise in law.

Scope of Liability Coverages

Contractor shall furnish to the County of Mendocino certificates of insurance evidencing at the minimum the following:

- Public Liability-Bodily Injury (not auto) \$500,000 each person; \$1,000,000 each accident; and
- Public Liability-Property Damage (not auto) \$500,000 each occurrence; \$1,000,000 aggregate.

---or---

- Combined Single Limit Bodily Injury Liability and Property
- Damage Liability (not auto) \$1,000,000 each occurrence.

- Vehicle-Bodily Injury \$500,000 each person, \$1,000,000 each occurrence; and
- Vehicle-Property Damage \$1,000,000 each occurrence.

---or---

- Combined Single Limit Vehicle Bodily Injury and Property Damage Liability \$1,000,000 each occurrence.

WORKERS COMPENSATION CERTIFICATION

Contractor certifies as follows: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract". (Labor Code Section 1861)

Hold Harmless Agreement

Contractor agrees to indemnify and hold harmless County, its elected or appointed officials, employees or volunteers against any claims, actions, or demands against them, or any of them, and against any damages, liabilities or expenses, including costs of defense and attorneys' fees, for personal injury or death, or for the loss or damage to property, or any or all of them, arising out of or in any way connected with the performance or non-performance of this Agreement by Contractor.

Compliance With Labor Code

Contractor, and all subcontractors employed on this job, shall comply fully with all provisions of the California Labor Code, Sections 1770 and 1773 (General Prevailing Wage Rates) and Section 1777.5 (Apprentices) relating to public works projects. A copy of the prevailing rate of per diem wages is on file, for each labor classification, at the County Purchasing Division office or online at the State's website at <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>. The prevailing wage rates shall be posted by contractor at each job site. At County's request, Contractor shall provide County copies of certified payroll records evidencing compliance with prevailing wage requirements.

Signature Authority

The County Purchasing Agent has authority to enter into maintenance contracts up to \$50,000. Above \$50,000, maintenance contracts are required to have Board of Supervisors approval. The County has adopted the Uniform Public Construction Cost Accounting *alternative procedures* for public projects. Under the UPCCA, the Board of Supervisors has authorized the Purchasing Agent to contract for public projects up to \$45,000. Public projects between \$45,000 and \$175,000 may also be executed by the Purchasing Agent, but are subject to the informal bid requirements specified in the UPCCA. Public projects over \$175,000 must be approved by the Board of Supervisors and must be let to formal bid.

For public projects less than \$45,000, the County may use County workforce or have the work performed by contract. While there is no requirement to do so, the County adheres to 'best practices' in competitive bidding, as follows: \$5,000 (1 bid); \$5-10,000 (2 bids); \$10-45,000 (minimum of 3 bids); over \$45,000 is to be informally bid; over \$175,000 formally bid.

Bid Package

The County's formal and informal bid packages include detailed job specifications, and directions on what documents are to be included with the bid: How a bid will be awarded, what documents require a Notarized signature, and where to deliver the bid.

If there are any changes made to the specifications, contractors will receive a written addendum. Contractors are advised to bid based on the written bid unless a written addendum changing the specifications has been received. If contractors wish to offer something other than what is specified, they may complete the bid as requested and then add additional sheets of paper describing an alternate offer. It is critical that the bid be filled out and signed as required by the bid instructions in order to assure a bid to be considered.

Contractor Selection Process

Contractor selection must meet the requirements and procedures of the California Public Contracts Code, the Uniform Public Construction Cost Accounting Act and the County of Mendocino General Services Agency/Central Services Division.

Public projects with a contract value between \$5,000 and \$45,000:

- Written bids are informally solicited from selected contractors from the General Services Agency/Central Services Division's list of contractors.
- The Facilities and Fleet Division Manager and/or Purchasing Agent directly negotiate public projects with a contract value of less than \$10,000 (utilizing the 'Best Practices' competitive bidding process).
- A construction project agreement will be awarded to the lowest responsive and responsible bidder.
- The contract is executed by the Purchasing Agent.

Public projects with a contract value over \$45,000 but under \$175,000 are subject to the informal bidding process required for such projects by the UPCCA.

- Bid documents are distributed to contractors on the approved list by the Mendocino County General Services Agency/Central Services Division and the North Coast Builders' Exchange is notified. Bids are received by the General Services Agency/Central Services Division
- The construction project agreement is awarded to the lowest responsive and responsible bidder and a contract is issued for the work.
- The contract is executed by the Purchasing Agent.

Construction projects with a contract value over \$175,000 are subject to the formal bidding process required for such projects by the UPCCA:

- Invitations for Bids are published in local newspapers and the required Builders' Exchanges and notification is provided to the required Builders' Exchanges.
- Bids are received and opened by the County Purchasing Agent. Bidders' names are removed from bid copies forwarded to the Facilities and Fleet Division Manager for evaluation.
- The project is awarded to the lowest responsive and responsible bidder by the Board of Supervisors.
- The contract is executed by the Board of Supervisors.

Bonding

Bonds are generally required on projects valued at \$25,000 or more. Bonds guarantee that the bidder on a project will enter into the contract and furnish the required payment and performance bonds. A bond is usually for 10% of the total project cost. Bonds may be required for projects less than \$25,000.

CHAPTER 2.33 - ALTERNATIVE PROCEDURE FOR BIDDING FOR PUBLIC CONTRACTS

Sec. 2.33.010 - Definition.

"Public project," as defined by Section 22002 of the Public Contract Code, shall mean the construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any County-owned, leased, or operated facility; and the painting or repainting of any County-owned, leased, or operated facility; provided, however, that "public project" shall not include maintenance work as defined in Section 22002 of the Public Contract Code.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

Sec. 2.33.020 - Contracting Procedures—Dollar Amount Limitations.

- (A) Public projects, with limits as defined by Section 22032 of the Public Contract Code, may be performed by County employees by force account, by negotiated contract, or by purchase order.
- (B) Public projects with limits as defined by Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth herein.
- (C) Public projects, with limits as defined by Section 22032 of the Public Contract Code, shall, except as otherwise provided in Article 3 of Public Contract Code Section 22000 et seq., be let to contract by formal bidding procedure.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

Sec. 2.33.030 - Informal Bidding Procedure.

Public projects may be let to contract by informal bidding procedures as established pursuant to Section 22032 et seq. of the Public Contract Code. If all bids received are in excess of the limits as set forth in Section 22032 et seq. of the Public Contract Code the Board of Supervisors may, by passage of a resolution by a four-fifths vote, award the contract, as set forth in Section 22032 et seq. of the Public Contract Code, to the lowest responsible bidder if it determines that the cost estimate of the County was reasonable.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

Sec. 2.33.031 - Contractors List.

A list of qualified contractors, identified according to categories of work, shall be developed and maintained by the Purchasing Agent in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost

Accounting Commission.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

Sec. 2.33.032 - Notice Inviting Informal Bids.

Where a public project is to be performed pursuant to the provisions of this section, a notice inviting informal bids, as set forth below, shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 2.33.031, or to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code, or both all contractors on the list for the category of work being bid and all construction trade journals specified in Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the agency head soliciting bids; provided, however, that if there is no list of qualified contractors maintained by the County for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the California Uniform Construction Cost Accounting Commission; or if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors. All mailing of notices to contractors and construction trade journals shall be completed not less than ten (10) calendar days before bids are due. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

Sec. 2.33.033 - Award of Bid.

The County Purchasing Agent is authorized to award contracts for public projects, let by informal bid procedures up to the limits as set forth in Section 22032 et seq. of the Public Contract Code. The contract shall be awarded to the lowest responsible bidder if the Purchasing Agent considers the bid to be reasonable, sufficient funds have been appropriated, and the bid is within the limits prescribed for award.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

Sec. 2.33.040 - Formal Bidding Procedures.

Formal Public projects, as set forth in Section 22032 et seq. of the Public Contract Code, shall, except as otherwise provided herein, be let to contract by formal bidding procedures. Notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published at least fourteen (14) calendar days before the date of opening the bids, in a newspaper of general circulation, printed and published in the county. The notice inviting formal bids shall

also be mailed to all construction trade journals specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. The notice shall be mailed at least thirty (30) calendar days before the date of opening the bids. In addition to notice required by this section, the agency head may also give such other notice as it deems proper.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

Sec. 2.33.050 - Public Projects Exempt From Bidding Procedures.

The limits wherein Public projects may be performed by County employees by force account, by negotiated contract, or by purchase order by the Purchasing Agent are set forth in Section 22032 et seq. of the Public Contract Code. Public projects exceeding the limits as set forth in Section 22032 et seq. of the Public Contract Code shall be let to contract by formal or informal bidding procedures as set forth herein.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

Sec. 2.33.060 - Procedures for Maintenance Work.

Pursuant to provisions of Section 22003 of the Public Contract Code, the Purchasing Agent may also utilize the above procedures when contracting for maintenance work as defined in Section 22002 of the Public Contract Code.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

Sec. 2.33.070 - Alternative Procedures.

Pursuant to the provisions of Section 22031 of the Public Contract Code, nothing in Section 2.33 shall prohibit the Board of Supervisors or the County Road Commissioner from utilizing, as an alternative to the procedures set forth in this section, the procedures set forth in Article 25 (commencing with Section 20390) of Chapter 1 of the Public Contract Code.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

Sec. 2.33.080 - Emergencies.

- (A) In cases of emergency when repair or replacements are necessary, the Board of Supervisors may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board of Supervisors, by contractor, or by a combination of the two.
- (B) In case of an emergency, if notice for bids to let contracts will not be given, the County shall comply with Chapter 2.5 (commencing with Section 22050) of the Public Contract Code.

(Ord. No. 4037, Sec. III, adopted 1999; Ord. No. 4205 (part), adopted 2008.)

**MENTAL HEALTH TREATMENT ACT
CITIZENS OVERSIGHT COMMITTEE**



Agenda Summary

ITEM 3E

Meeting Date:	2/27/2019
Contact:	Mendocino County Executive Office
Time Allocated for Item: 30 Mins	

AGENDA TITLE:

Discussion and Possible Action Regarding Professional Staffing and/or Resources for Administrative and Project Management Support

SUMMARY OF REQUEST / BACKGROUND INFORMATION:

In order to provide the level of support required to proceed with the various projects and/or work related to Measure B, the following staffing/resources and support will need to be considered:

- Administrative and project management which would assist in managing and/or coordinating the following:
 - Research and/or support based upon the action of the Mental Health Treatment Act Citizen's Oversight Committee
 - Consultant regarding public project management
 - Facility Development: Construction project manager/Architectural services/Bid-build