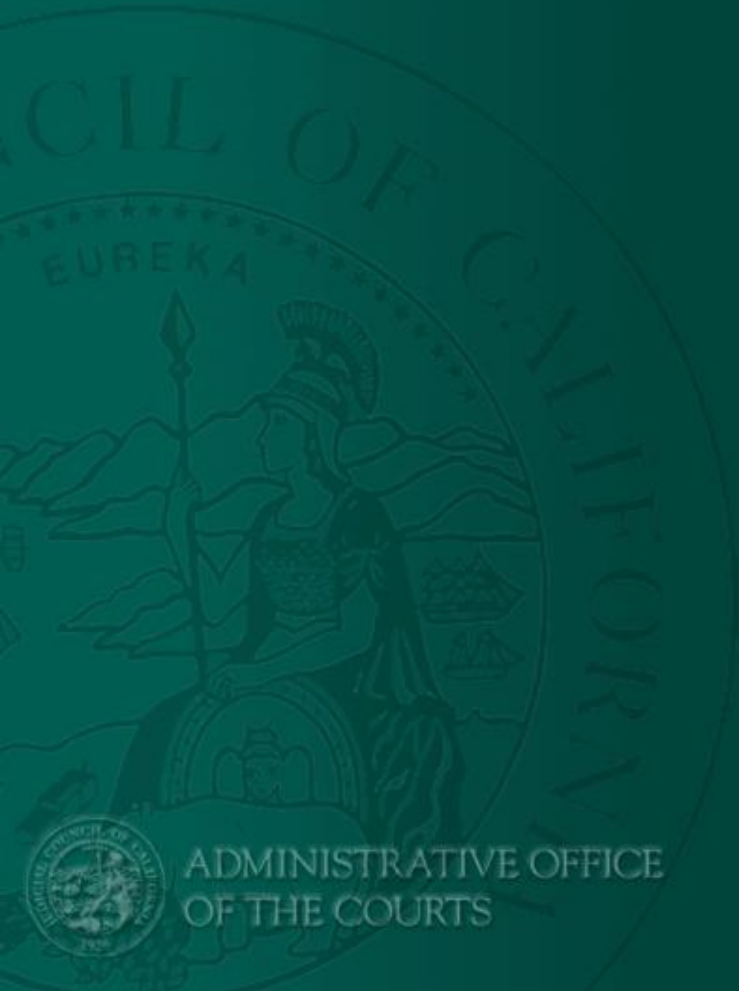


# Office of Court Construction and Management

## Facility Operations and Management Services RFP

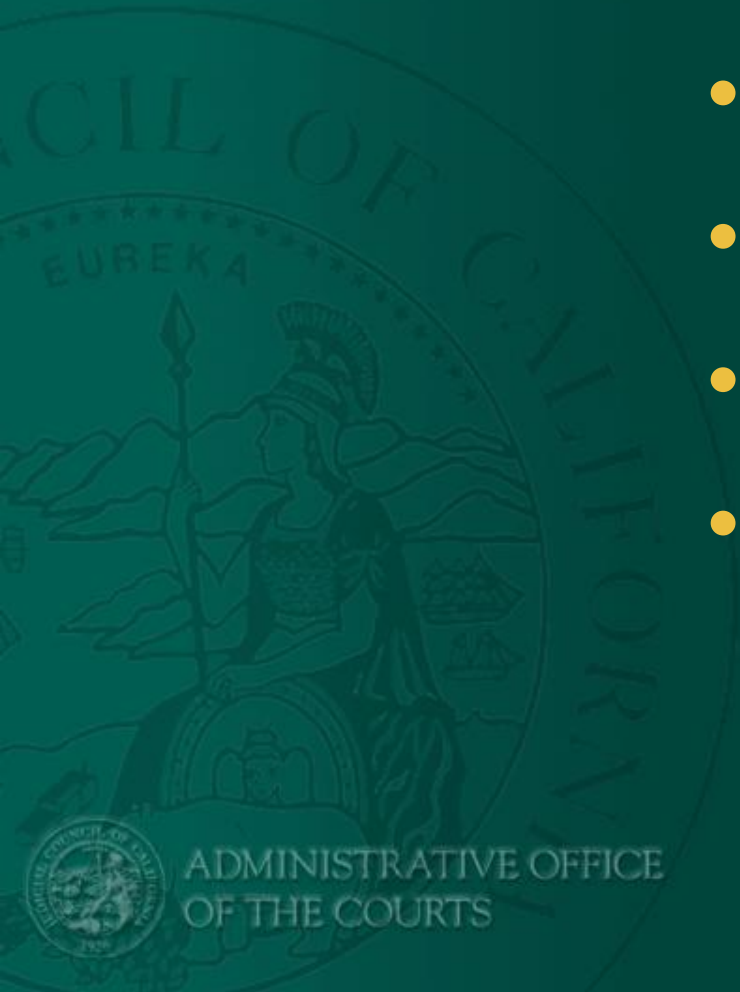
# Welcome & Introductions



**Contractor's Interface Meeting**

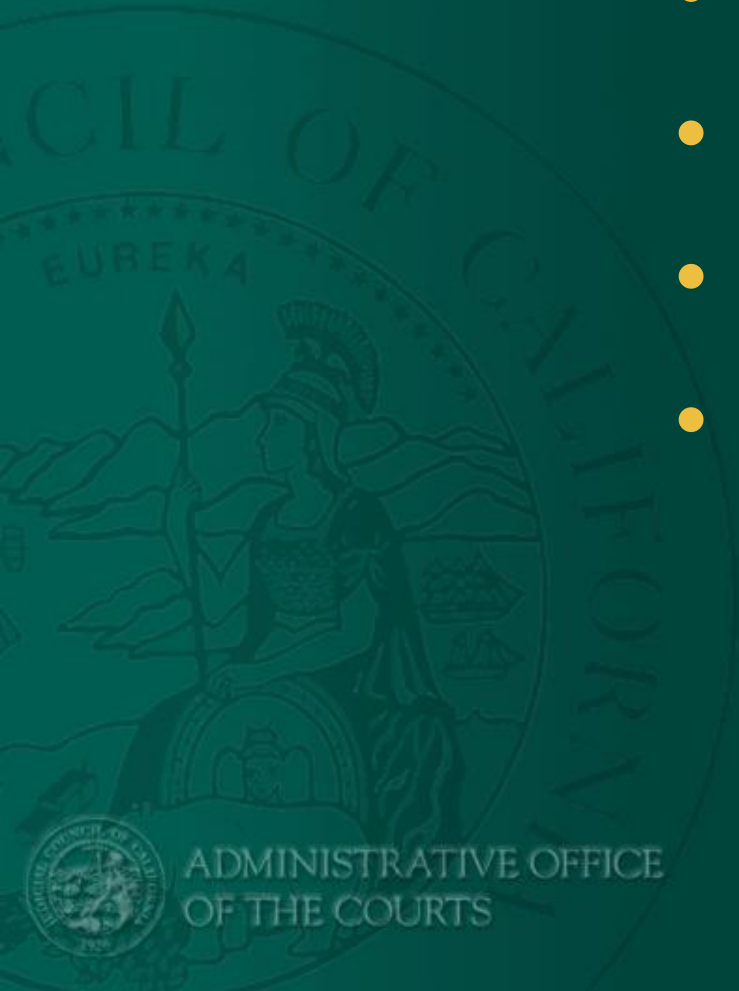
# Review of Critical AOC Procurement Policies

- Questions & Answers will be posted to AOC Website
- Mandatory CIM & Site Visits
- Minimum Qualifications
- Best Value Evaluation
- Confidential Information



# Procurement/Selection Timetable

- Deadline for Questions: 10/5
- Answers Posted: 10/14
- Proposals Due 10/31 @ 1pm
- Oral Presentations: 12/5-16
- Notice of Intent to Award:  
1/4/06

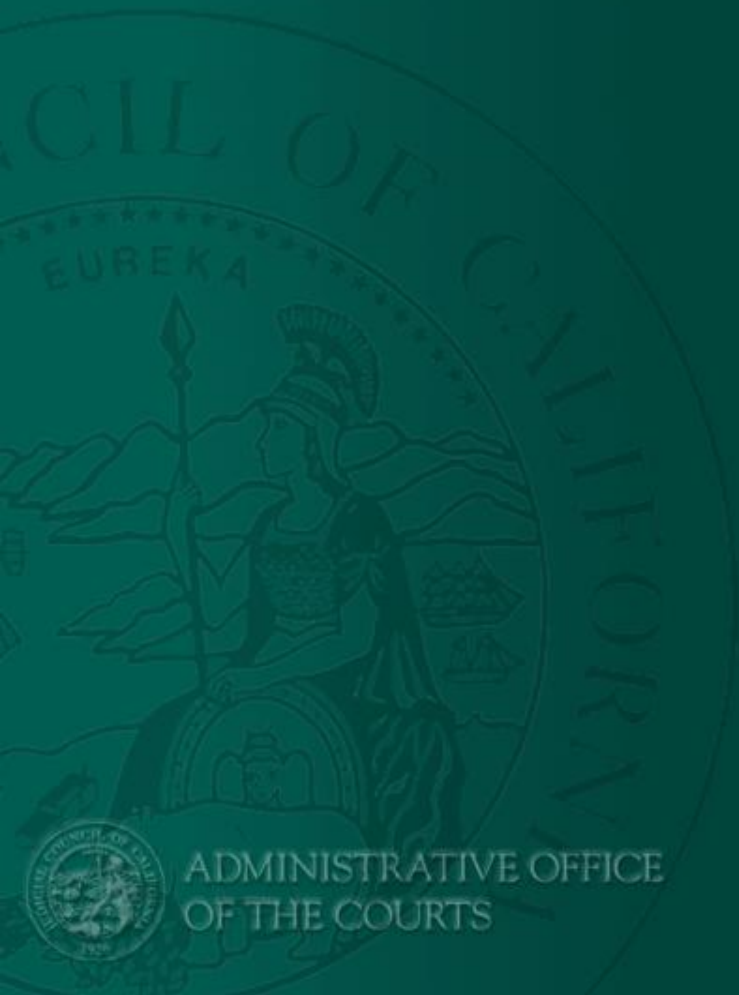


ADMINISTRATIVE OFFICE  
OF THE COURTS

**Contractor's Interface Meeting**

# Key Aspects To The RFP

- Quality
- Approach
- Cost
- Initiatives



ADMINISTRATIVE OFFICE  
OF THE COURTS

**Contractor's Interface Meeting**

# Transfer of Responsibility for Court Facilities Under Senate Bill 1732

- Current Statistics

- Transfers are behind schedule

- Schedule is *dynamic* and *fluid*

- 1 Completed – *Larson Justice Center, Indio*
- Programmed by June 2006

• <i>BANCRO</i>	<i>400,000 SF of court space</i>	<i>7 Facilities</i>
• <i>NCRO</i>	<i>460,000 SF of court space</i>	<i>55 Facilities</i>
• <i>SRO</i>	<i>820,000 SF of court space</i>	<i>58 Facilities</i>

- Total projected portfolio approximated at 10.1 Million Square Feet

- Breakdown

- 40% are completely AOC owned and occupied
- 40% are Shared-Use Facilities
  - 50% AOC Responsible
  - 50% County Responsible
- 20% are commercial leases
  - 70% straight leases
  - 30% Net-Zero Leases

# Transfer of Responsibility for Court Facilities Under Senate Bill 1732

- Current Statistics (continued)
  - New Construction
    - Currently Funded and in Pre-Construction Stages
      - 3 Trial Court Projects
        1. Contra Costa, New Antioch Court = 40,000 USF
        2. Fresno, New Fresno Area Juvenile Court = 64,720 USF
        3. Merced, New Merced Court = 58,000 USF
      - 2 Court of Appeal Projects
        1. Santa Ana = 55,000 USF
        2. Fresno = 61,000 USF
    - Long Term Program **(10 Years, \$7.7B)**
      - 201 Trial Court Projects **(14-17 Million USF)**
      - 2 Court of Appeal Projects
        1. San Jose = 45,000 USF
        2. San Diego = 65,000 USF

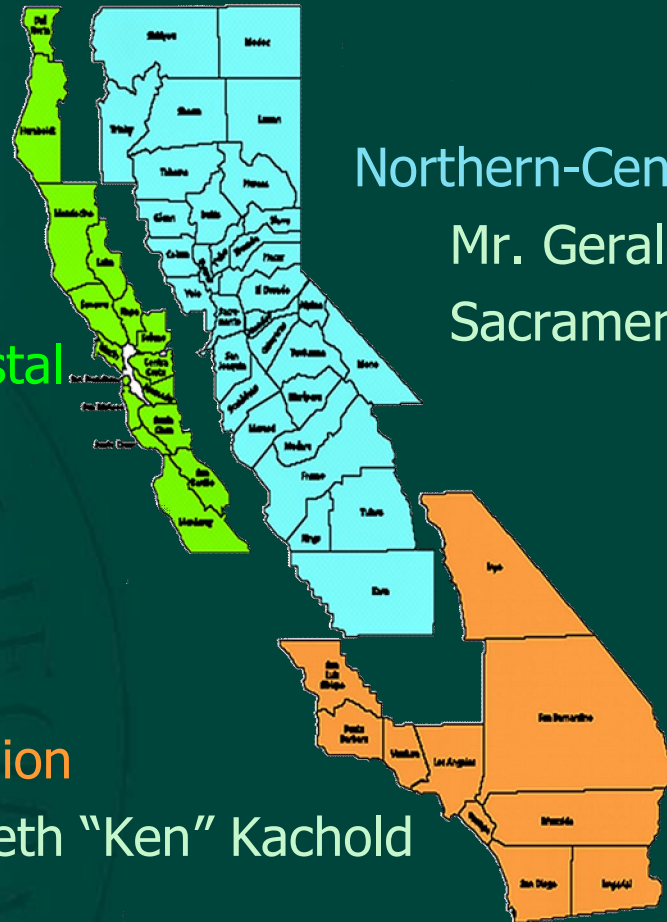
# Facility Management Unit -

**Mr. Fred Stetson, Senior Manager**

## Mission Statement

- To promote excellence in the building environment in support of equal access to justice.
- To provide reasonable, diligent and reliable facility management in a manner that is reflective of the dignity of the Courts.
- To provide the highest standards of professionalism, practices and ethics equally to all Courts.
- To exceed the expectations of clients and constituents.
  - Quality, Approach, Costs and Initiatives

# Facility Management Unit - Regional Management



Northern-Central Region

Mr. Gerald "Jerry" Pfab  
Sacramento

Bay Area Northern Coastal  
Region

Mr. Nick Cimino  
San Francisco

Southern Region

Mr. Kenneth "Ken" Kachold  
Burbank



ADMINISTRATIVE OFFICE  
OF THE COURTS

Contractor's Interface Meeting



# Facility Management Unit - Staff Management

- Customer Service Center
- Facility Plant Engineering
- Resource & Asset Management
- Continuous Quality Management
- Reports & Analysis

# Facility Management Unit - Objectives

To Provide ...

- Annual Maintenance Plans
- Tracking of real property and assets
- Single point customer service
- Highest quality O&M services

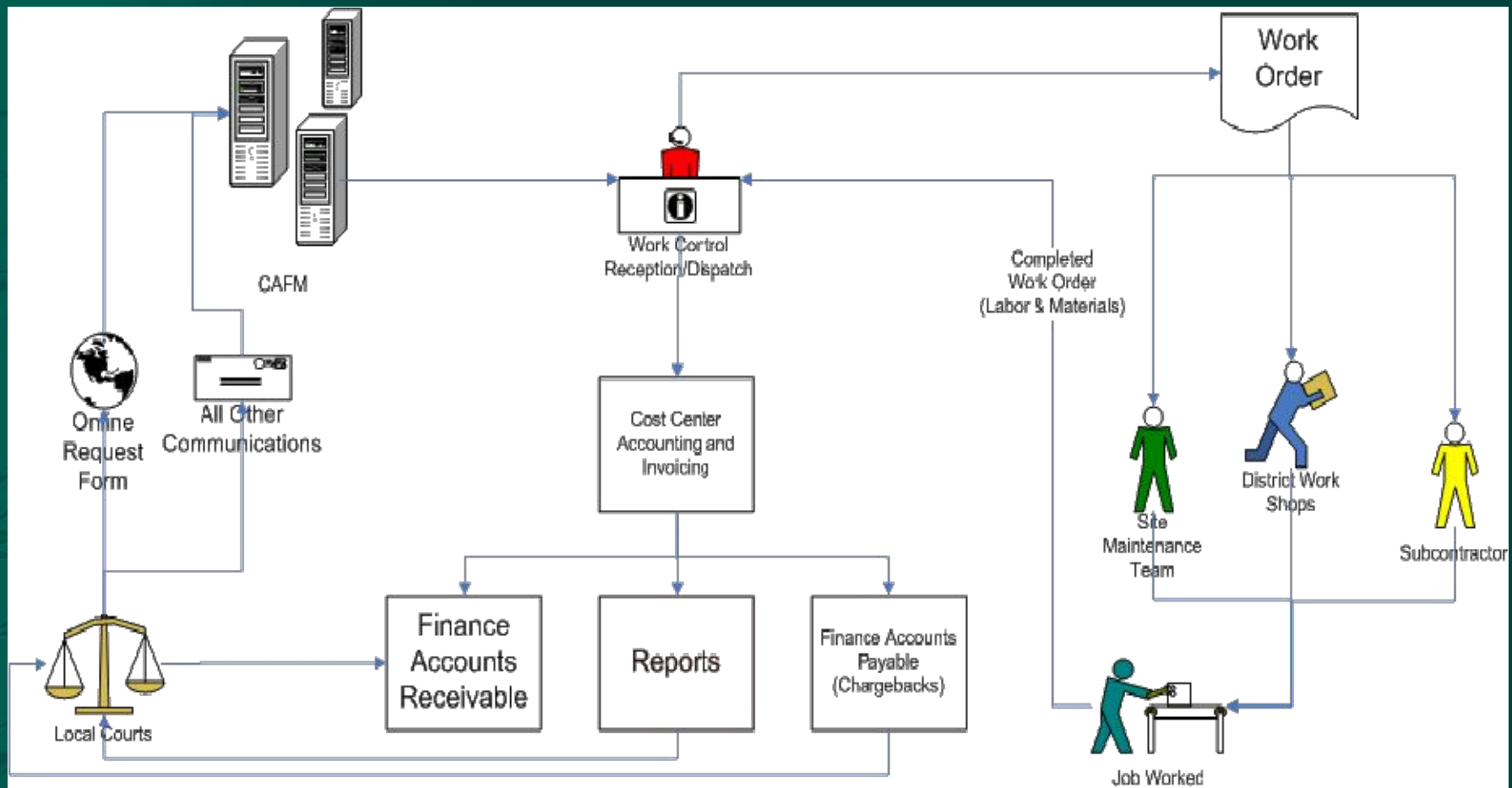
# Facility Management Unit - Plan

- Customize services recognizing Court diversity
- Standardize O&M functions for efficiency
- Standardize functions to achieve economies of scale

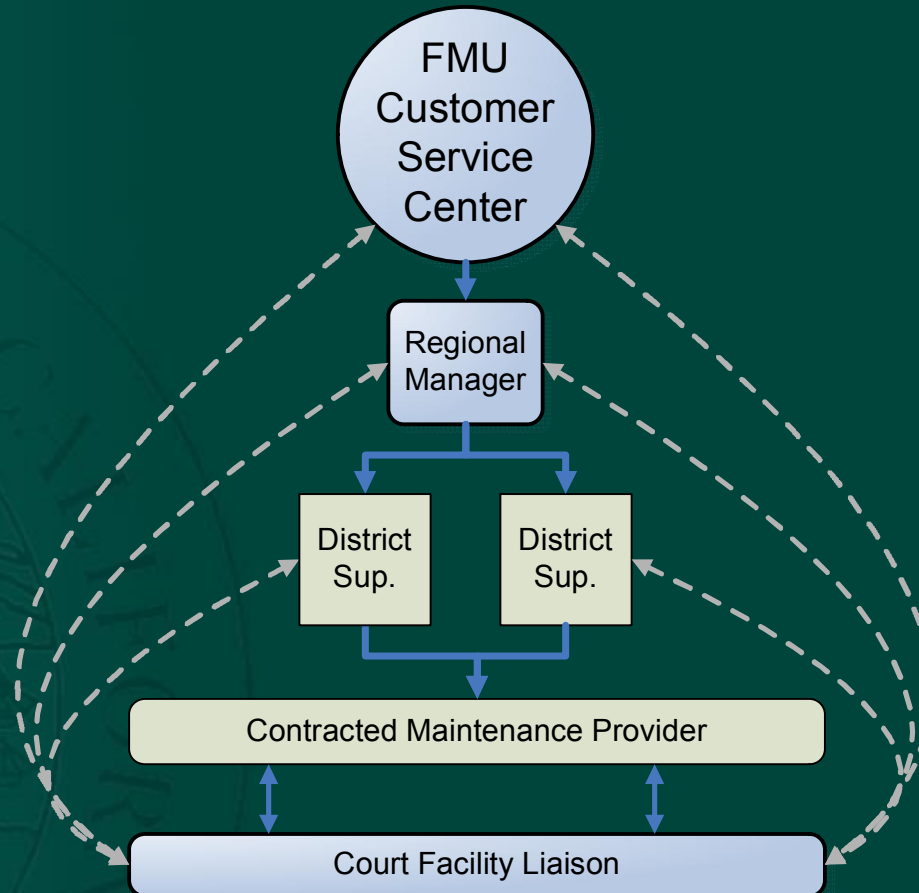
# Facility Management Unit - Approach to Services

- Courts call FMU for service
- FMU requests service from the Service Provider
- Service Provider schedules services with the Courts
- FMU and Courts evaluate work performed

# Facility Management Unit - Work Flow Chart



# Facility Management Unit - Relationship Structure



# Key Issues

- Janitorial work is excluded from this RFP
- Special Repairs & Facility Modifications may be issued as individual FFP tasks to each provider
- AOC will provide licensing, training and access to Contractor Support Center Personnel
  - AOC will provide a three day CAFM training class in San Francisco for up to ten contract employees
  - AOC CSC will allow the contractor to have two employees sit in CSC in Sacramento for up to two-weeks to enhance learning and develop coordination and communications.
- Facility Transfer Lists will be updated monthly, and contractors will be provided up to 60 days prior notification of pending transfers.

# Cost Proposal

- **Cost Proposal broken into 4 Sections**
  - Direct Cost
  - Management and Support Cost
  - Performance-Based Compensation Percentage
  - Phase-In/Phase-Out Cost
- Pricing Sheets are at Appendix I
  - Complete all 12 Sheets (if bidding on all regions) and Direct Labor Cost Breakdown Worksheet



## Pricing Sheet for Less Than 40,000 Square Feet of Responsibility

### Northern/Central Region

#### Section 1 Direct Hours Section 9.6.1

Employee Type	Work Type	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
		Sacramento County	Kern County	Modoc County	Shasta County	Alpine County
Carpentry	Maintenance	\$48.88	\$47.84	\$41.94	\$44.82	\$41.94
Plumbing	Maintenance	\$52.16	\$48.25	\$47.28	\$47.16	\$47.16
HVAC	Maintenance	\$56.21	\$49.31	\$49.21	\$50.48	\$49.21
Electrical	Maintenance	\$49.53	\$46.55	\$48.76	\$48.76	\$48.93
Electronics	Maintenance	\$49.53	\$48.46	\$48.19	\$47.53	\$47.53
Groundskeeping	Maintenance	\$31.64	\$36.08	\$28.64	\$28.64	\$29.05
Painting	Maintenance	\$42.83	\$44.28	\$40.91	\$39.83	\$39.83
General Maintenance Worker	Maintenance	\$33.96	\$31.66	\$31.96	\$31.96	\$34.06
Carpentry	Repair	\$48.91	\$44.59	\$45.91	\$48.17	\$45.91
Plumbing	Repair	\$52.21	\$49.59	\$49.21	\$50.03	\$49.21
HVAC	Repair	\$54.39	\$50.99	\$50.39	\$50.39	\$51.27
Electrical	Repair	\$49.44	\$48.76	\$48.44	\$49.10	\$48.44
Electronics	Repair	\$49.44	\$49.03	\$48.44	\$48.44	\$49.12
Maintenance Engineer	Planning	\$51.12				
Planner	Planning	\$46.67				
Environmental Technician	Planning	\$45.62				
Average of Sample Hourly Rates		\$49.86				
Average yearly anticipated wage increase for period 2005 - 2010			2.8			

#### Section 2 Management and Support % Section 9.6.2

1%

#### Section 3 Performance-Based Compensation % Section 9.6.3

5%

#### Section 4 Phase-In/Phase-Out Cost Section 9.6.4

Phase-In	\$30,000
Phase-Out	\$5,000



# Cost Proposal

- **Direct Cost**

- Cost of all services in Section 6 of RFP.
- Direct Charge work must have a task number.
- Contractor will be reimbursed actual cost .
- Estimated cost vs. actual cost will be a Performance Based Compensation consideration.
- Most work over \$50K will be done as a negotiated Firm Fixed Price effort .

# Cost Proposal

- **Direct Cost (cont.)**
  - Prevailing Wage minimum required.
  - Pricing Sheets, Section 1
    - Start with Tab 1, Direct Labor Cost Breakdown Worksheet
      - The data will be for average of the sample Employee Types listed on the Pricing Sheets for work in Sacramento County.
      - Determine the direct hourly wage for the sample employee types.
      - Average the hourly wage, insert into Item 1 of worksheet.
      - Determine the Overtime and Doubletime wages.

## DIRECT LABOR COST BREAKDOWN WORKSHEET

**Instructions:** Provide costs for a typical worker based on the average sample hourly rates (Section 1 of Appendix D) for Sacramento County.

ITEM	DESCRIPTION	STANDARD TIME	OVER TIME	DBL. TIME
1	DIRECT WAGES	\$30.00	\$45.00	\$60.00
2	VACATION (PAID TIME OFF)	\$.77	\$.77	\$.77
3	HOLIDAY (PAID TIME OFF)	\$.84	\$.84	\$.84
4	SICK PAY AND OTHER PAID TIME OFF	\$.45	\$.45	\$.45
5	SUB TOTAL OF LINES 1 - 4	\$32.06	\$47.06	\$62.06
6	OASDI/HOSPITAL INSURANCE Current Rate _____ Dollar Limit \$ _____	\$1.90	\$1.90	\$1.90
7	FEDERAL UNEMPLOYMENT INSURANCE (FUI) Current Rate _____ Dollar Limit \$ _____	\$.20	\$.30	\$.40
8	STATE UNEMPLOYMENT INSURANCE (SUI) Current Rate _____ Dollar Limit \$ _____	\$.20	\$.30	\$.40
9	WORKERS' COMPENSATION INSURANCE Manual Rate _____ Exp. Modification Rate _____	\$1.00	\$1.00	\$1.00
10	COMMERCIAL GENERAL LIABILITY, BUSINESS AUTO, CRIME COVERAGE/FIDELITY BOND	\$.20	\$.20	\$.20
11	HEALTH AND WELFARE	\$5.30	\$5.30	\$5.30
12	PENSION, 401k, ETC. (IF APPLICABLE)	\$4.00	\$4.00	\$4.00

13	SUB TOTAL OF LINES 1-4 AND 6-12	\$44.86	\$60.06	\$72.26
14	APPRENTICE TRAINING FUND (IF APPLICABLE)	\$ .15	\$.15	\$.15
15	UNIFORMS, CLOTHING, ETC. (IF APPLICABLE)	\$1.00	\$1.00	\$1.00
16	PERSONAL PROTECTIVE EQUIPMENT	\$.50	\$.50	\$.50
17	TRAINING	\$.25	\$.25	\$.25
18	EXPENDABLE SUPPLIES	\$.50	\$.50	\$.50
19	ROUTINE DAILY TRAVEL COST* (VEHICLE, ETC.)	\$2.25	\$2.25	\$2.25
20	ASSIGNED TOOLS, EQUIPMENT (OTHER THAN FOR TRANSPORTATION)	\$.25	\$.25	\$.25
21	OTHER DIRECT COST ITEMS**	\$.10	\$.10	\$.10
22	SUBTOTAL OF LINES 6 - 21, EXCLUDING LINE 13	\$17.80	\$18.00	\$18.20
23	TOTAL OF LINES 5 AND 22 (DIRECT COST HOURLY RATE)	\$49.86	\$65.06	\$80.26
24	LABOR COST FACTOR (LINE 22 DIVIDED BY LINE 5)***	.56	.38	.29

# Cost Proposal

- **Direct Cost (cont.)**

- Determine cost of Paid Time Off for Items 2-4
- Add Items 1-4 to determine Item 5.
- Determine hourly cost of Items 6-12.
- Add Items 1-4 and 6-12 to determine Item 13.
- Determine hourly cost for Items 14-21.
- On a separate sheet provide a detailed list of items and cost for any items included in Item 21.
- Add Items 6-12 and 14-21 to determine Item 22.
- Add Items 5 and 22 to determine Item 23.
- Divide Item 22 by Item 5 to determine line 24.

# Cost Proposal

- **Direct Cost (cont.)**

- Item 23 for Standard Time will be put into the block for Average of Sample Hourly Rates on all Pricing Sheets.
- The cost of Items 1-4 for each employee type plus the multiplier from Item 24 will determine the Hourly Rates for the various employee types and locations on all Pricing Sheets.
  - Price Sheets are a sampling of estimated cost for some Labor Types and locations.
  - Actual reimbursement will be based on actual cost for Items 1-4 per employee plus the multiplier from Item 24.
- Rates may vary based on location and Square Footage of Responsibility.
- Insert the anticipated annual wage increase for the period 2005-2010.

# Pricing Sheet for Less Than 40,000 Square Feet of Responsibility

## Northern/Central Region

### Section 1 Direct Hours Section 9.6.1

Employee Type	Work Type	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
		Sacramento County	Kern County	Modoc County	Shasta County	Alpine County
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Average yearly anticipated wage increase for period 2005 - 2010			2.8			

### Section 2 Management and Support % Section 9.6.2

1%

### Section 3 Performance-Based Compensation % Section 9.6.3

5%

### Section 4 Phase-In/Phase-Out Cost Section 9.6.4

Phase-In	\$30,000
Phase-Out	\$5,000





# Cost Proposal

- **Management and Support Cost**
  - Cost of all services in Section 5 of RFP.
  - Cost of all overhead and management expenses.
  - Unlike Direct Cost work, no task number is provided, contractor is expected to do the work without specific tasking and direction.
  - Contractor will be paid a percentage added to the cost of direct labor and for subcontracted labor cost (when detail is provided).

# Cost Proposal

- **Management and Support Cost (cont.)**
  - Management Fee **will not** be added to materials, or subcontracted work that does not separate labor cost from materials and overhead or profit.
  - Management Fee **will not** be added to Firm Fixed Priced work.

# Cost Proposal

- **Management and Support Cost (cont.)**
  - Pricing Sheets, Section 2
    - Determine your Management Fee percentage and enter it in the Section 2 of the Pricing Sheets.
    - This percentage may vary from region to region and may change based on the Square Footage of Responsibility.
    - On a separate sheet provide a detailed list of all items included in this cost.

# Pricing Sheet for Less Than 40,000 Square Feet of Responsibility

## Northern/Central Region

### Section 1 Direct Hours Section 9.6.1

Employee Type	Work Type	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
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Average of Sample Hourly Rates		\$49.86				
Average yearly anticipated wage increase for period 2005 - 2010			2.8			

Section 2 Management and Support % Section 9.6.2 1%

Section 3 Performance-Based Compensation % Section 9.6.3 5%

Section 4 Phase-In/Phase-Out Cost Section 9.6.4	
Phase-In	\$30,000
Phase-Out	\$5,000

# Cost Proposal

- **Performance-Based Compensation (PBC)**
  - Similar to Federal “Award Fee”.
  - PBC can be earned in whole or in part based on performance. See PBC Plan.
  - Contractor will be paid a percentage of the cost of direct labor and for subcontracted labor cost (when detail is provided).
  - PBC **will not** be added to materials, or subcontracted work that does not separate labor cost from materials and overhead or profit.
  - PBC **will not** be added to Firm Fixed Priced work.

# Cost Proposal

- **Performance-Based Compensation (cont.)**
  - Pricing Sheets, Section 3
    - Determine your Performance-Based Compensation Fee percentage and enter it in the Section 3 of the Pricing Sheets.
    - This percentage may vary from region to region and may change based on the Square Footage of Responsibility.

# Cost Proposal

- **Phase-In and Phase-Out Cost**
  - This is a Not-to-Exceed cost based on square footage assigned.
  - Cost include all mobilization cost to include equipment, manpower, facilities, travel, training, etc.
  - Cost will be paid as square footage increases.

# Cost Proposal

- **Phase-In and Phase-Out Cost (cont.)**
  - Pricing Sheets, Section 4
    - Determine your Not-to-Exceed cost for Phase-In and Phase-Out.
    - Enter this amount in Section 4 of the Pricing Sheets.
    - This cost may vary from region to region.
    - Cost are cumulative and include all lesser included Square Footage of Responsibility.



# Open Discussion

- Review of Written Questions
  - Preliminary Answers
  - Final Answers will be posted
- Next Steps
  - Site Visits (mandatory)
  - Submittal of Questions
  - Answers Posted
  - Proposals Submitted

