

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SAN BERNARDINO  
AND RECORD OF ACTION**

January 5, 2021

**FROM**

**TERRY W. THOMPSON, Director, Real Estate Services Department – Project Management**

**SUBJECT**

Job Order Contract Consulting Services Contract with The Gordian Group, Inc. dba The Mellon Group

**RECOMMENDATION(S)**

Approve a three-year **Contract No. 21-01**, with two one-year options to extend, with The Gordian Group, Inc., dba The Mellon Group for a total not-to-exceed amount of \$2,000,000, for the period of January 12, 2021 through January 11, 2024, for consulting services for the County's Job Order Contracting Program.

(Presenter: Terry W. Thompson, Director, 387-5252)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

The contract with The Gordian Group, Inc. dba The Mellon Group (Gordian) will not result in the use of any additional Discretionary General Funding (Net County Cost). This contract is funded from projects approved by the Board of Supervisors (Board) as part of the Capital Improvement Program (CIP) or reimbursed from available funds in the budgets of the departments that initiate the projects.

**BACKGROUND INFORMATION**

Public Contract Code section 20128.5 authorizes the County to use Job Order Contract (JOC) Services to rapidly engage contractors to perform the repair, renovation, remodeling, or other repetitive work at existing public facilities utilizing a unit price structure. Experience with this process has shown that JOC offers several advantages over traditional procurement methods for construction services, including the savings of time and costs related to not needing to develop detailed bid documents, advertise a project, and obtain individual project related construction contract approval.

The recommend action will award a contract to Gordian for JOC Consultant Services. Gordian will provide experienced staff that is responsible for the implementation of the County JOC program. They provide current construction task catalogs specific to the County, a license agreement and technical support for eGordian information management software, document preparation, and training sessions for both County and contractor staff. The valuable savings of time and costs meets the goal of improving County government operations and operating in a fiscally-responsible and business-like manner.

### **PROCUREMENT**

On July 16, 2020, the County released a Request for Proposals (RFP) for JOC Consulting Services to interested and qualified firms for JOC consulting services through the County's Electronic Procurement Network (ePro). Email notifications were sent to 230 ePro contact addresses. On July 29, 2020, an addendum was released extending the submission date, providing clarifications, and responses to proposer's questions.

On August 7, 2020, three proposals were received. A selection committee composed of personnel from the Real Estate Services Department-Project Management (RES-D-PM) was established to review proposals received from this solicitation following RFP selection criteria and County Policies 11-04 and 11-04SP1. Proposals were graded by a committee using the following criteria in its evaluation and comparison of proposals submitted:

- Proposal Presentation
- Adherence to proposal submission criteria
- Firm Qualifications
- Individual Qualifications
- References
- Overall Program Design
- Adherence to the Scope Guidelines
- Automated JOC system and technical approach

On October 1, 2020, Denial of Award and Notice of Intent to Award (NOIA) letters were sent via USPS mail. Proposers had 10 calendar days of the issuance date of the NOIA to submit a formal protest in writing to the Purchasing Department. No protests were received.

After careful evaluation of the proposals submitted, RES-D-PM recommends the Board award a not-to-exceed \$2,000,000, three-year contract, with two one-year options to extend, to Gordian. Per County Policy 11-04, Board approval is required for contracts exceeding an annual cost of \$200,000.

### **REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Katherine Hardy, Deputy County Counsel, 387-5437) on November 10, 2020; Purchasing Department (Bruce Cole, Supervising Buyer, 387-2148) on November 18, 2020; Project Management Division (Don Day, Interim Deputy Director, 387-5000) on November 18, 2020; Real Estate Services Department (Jennifer Costa, Assistant Director, 387-5000) on November 18, 2020; Finance (Wen Mai, Principal Administrative Analyst, 387-4020) on December 8, 2020; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on December 14, 2020.

**Job Order Contract Consulting Services Contract with The Gordian  
Group, Inc. dba The Mellon Group  
January 5, 2021**

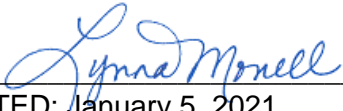
Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Janice Rutherford

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: January 5, 2021



cc: RESD/PMD- Costa w/agree  
Contractor- C/O RESD/PMD w/agree  
File- w/agree  
LA 01/5/2021