

### **Roles and Responsibilities**

The General Services Department (GS) is responsible for working with the various departments to develop revenue sources and manage the design and construction of new facilities. The services of design consultants and construction contractors will be required to complete the Program within the eight-year period shown on the Program Master Schedule. It is proposed that the departments be involved in the selection of consultants and contractors, and provide input into the design so that the facilities meet their needs and are functional public buildings. To effectively implement the Program, a “Project Charter” and a “Project Development Team” has been assembled for the seven projects that have started. The project charter defines the Project Development Team, the roles and responsibilities for each member, the goals of the project, and may briefly outline the schedule and budget. Copies of the signed project charters for six of the projects are included in this section. The Project Development Teams are generally made up of representative from the following groups:

- 1) General Services
- 2) Department Project Sponsor(s)
- 3) Design Consultant and/or Contractor
- 4) County Administrators Office

The general role and responsibilities of each group are defined below.

#### **General Services-**

General Service’s role is one of overall Program management. More specifically, GS has the following responsibilities:

- ❑ Provide a manager for each project.
- ❑ Solicit consultants and contractors and assemble selection committees as needed.
- ❑ Hire consultants and contractors and effectively manage their contracts.
- ❑ Prepare environmental Initial Study and Categorical Exemption documentation if applicable.
- ❑ Provide design input.
- ❑ Provide construction management services.
- ❑ Provide data and telephone lines.
- ❑ Assist in moving department into new building.
- ❑ Co-Lead Design Team meetings.
- ❑ Administer COPs and submit reports as required.
- ❑ Update Program Strategic Plan.

## **Section IV – Implementation**

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### **Department Project Sponsors-**

Each department is expected to provide a representative to participate in all phases of project development. More specifically, each department has the following responsibilities:

- ❑ Participate in the selection of consultants and contractors.
- ❑ Provide space requirements and other design input.
- ❑ Participate in Design Team meetings.
- ❑ Assure debt service payments are available and transferred annually.
- ❑ Handle public and client relations during construction.

### **Consultants and Contractors-**

Private consultants and contractors play a vital role in implementing the Program. GS will hire consultants to provide services which are beyond the means of County staff. Specifically, consultants and contractors may provide the following services depending on the project:

- ❑ Preliminary studies.
- ❑ Environmental analysis, studies, and Environmental Impact Reports (EIR), if applicable.
- ❑ Architectural design and technical specifications.
- ❑ Approvals and permits.
- ❑ Engineering (structural, soils, civil, surveying).
- ❑ Landscape design.
- ❑ Construction oversight.
- ❑ Construction.
- ❑ Landscape installation.

### **County Administrators Office-**

The County Administrators Office is expected to provide an analyst to participate in all phases of project development. More specifically, the analyst has the following responsibilities:

- ❑ Work with Departments to assure debt service payments are available and transferred annually.
- ❑ Work with GS to Administer COPs and submit reports as required.
- ❑ Provided design input.
- ❑ Assist in solving design challenges, resolving conflicts among other team members, and monitoring scope changes that may result in cost overruns.

## **Section IV – Implementation**

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Although not included on the development teams, the Planning and Development Departments for the jurisdictions where each project resides may also be involved in reviewing and approving the project plans as follows:

### **County Planning and Development**

The Planning and Development Department has the general role of providing project review and issuing necessary approvals. Specifically, the Department has the following responsibilities:

- ❑ Review and sign off on the environmental Negative Declaration, if applicable.
- ❑ Certify the EIR, if applicable.
- ❑ Make a finding of consistency with the Comprehensive Plan (65402 finding).
- ❑ Provide necessary approvals and permits.
- ❑ Provide design input.
- ❑ Provide building inspection services.
- ❑ Issue Certificate of Occupancy.

### **City Planning Departments**

For projects which are either located in the City of Santa Barbara, Lompoc, or Santa Maria, the County will work with the planning staffs to assure local requirements are met. Although the County is not required to obtain city review and permits, coordination will assure successful projects. Specifically, the City Planning Departments may have the following responsibilities:

- ❑ Assure zoning and General Plan designations are appropriate for proposed projects.
- ❑ Make a finding of consistency with the Comprehensive Plan (65402 finding).
- ❑ Provide input on any applicable environmental documents.
- ❑ Provide design input.
- ❑ Provide approval for water and sewer.

### **Monitoring Project Development**

As discussed in Section II, each project is defined by a project “baseline” which is established by the following parameters: scope, cost, schedule, funding. As each project develops, changes in these parameters will continue to be monitored and reported upon in future versions of this Plan. These parameters are related, and the ability to assure availability of funding sources to retire debt service is affected by changes in cost, which in turn is affected by the project scope and schedule. Catching deviations early is essential and construction estimates will be provided routinely during all phases of project development. Additionally, project schedules will be maintained on Microsoft Project and key milestones have been established to assist in monitoring progress.