



Memorandum

Date: 4/22/2025

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 25-240

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron Bert	425-556-2786
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DEPARTMENT STAFF:

Public Works	Vangie Garcia	Deputy Public Work Director
Public Works	Steve Gibbs	Capital Division Manager
Public Works	Eric Dawson	Capital Division Supervisor

TITLE:

Job Order Contracting (JOC) Introduction - an Alternative Delivery Method for Smaller Public Works Projects

OVERVIEW STATEMENT:

Job Order Contracting (JOC) is an alternative delivery method for smaller Public Works projects. Unlike the other alternative public works contracting methods, agencies seeking to use JOC do not need to obtain the approval of the state Project Review Committee. Public Works would like to provide an overview of what JOC is and how Public Works plans to use it.

Job Order Contracting is a construction procurement method similar to an on-call contract. It uses pre-established unit prices for various construction tasks, allowing for quick project initiation and reduced administrative overhead compared to traditional bidding processes. Typical projects that use this method are facility renovations, repair and maintenance work, and small construction projects across multiple locations.

The proposed JOC terms are for a two-year, \$2 million contract, with the option for a one-year, \$1 million extension, for a not to exceed total amount of \$3 million. The contract terms also provide a guaranteed minimum of \$25,000 in work. Individual task orders will not exceed \$500,000. For task orders over \$300,000, staff would seek Council approval prior to executing the task order.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

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- **Relevant Plans/Policies:**

N/A

- **Required:**

N/A

- **Council Request:**

N/A

- **Other Key Facts:**

Public Works will present the JOC contract at the May 6, 2025 Planning and Public Works Committee.

OUTCOMES:

The use of the Job Order Contracting (JOC) project delivery method will improve efficiency by reducing total lead time and administrative overhead for construction of smaller Public Works projects.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**

Public Works has coordinated with the Facilities Division, who is expected to be the primary partner for use of the JOC.

- **Outreach Methods and Results:**

N/A

- **Feedback Summary:**

N/A

BUDGET IMPACT:

Total Cost:

N/A

Approved in current biennial budget:

☐ Yes

☐ No

☒ N/A

Budget Offer Number:

N/A

Budget Priority:

N/A

Other budget impacts or additional costs:

☐ Yes

☐ No

☒ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

None

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☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
Click and select a date, or click and press delete if none.	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
5/6/2025	Committee of the Whole - Planning and Public Works	Provide Direction
5/20/2025	Business Meeting	Approve

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Job Order Contracting (JOC) Outline Brief