

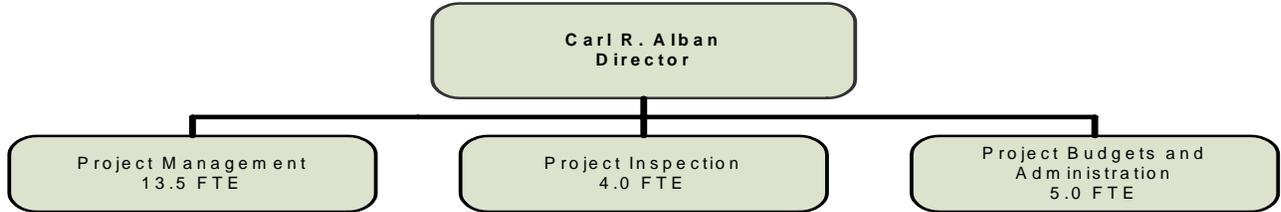
ARCHITECTURE AND ENGINEERING

Carl R. Alban

I. MISSION STATEMENT

The mission of the Architecture and Engineering Department (A&E) is the cost effective and timely planning and implementation of the design and construction of projects included in the county’s Capital Improvement Program, providing quality improvements and ensuring accessible and safe environments for county departments and the public they serve.

II. ORGANIZATIONAL CHART

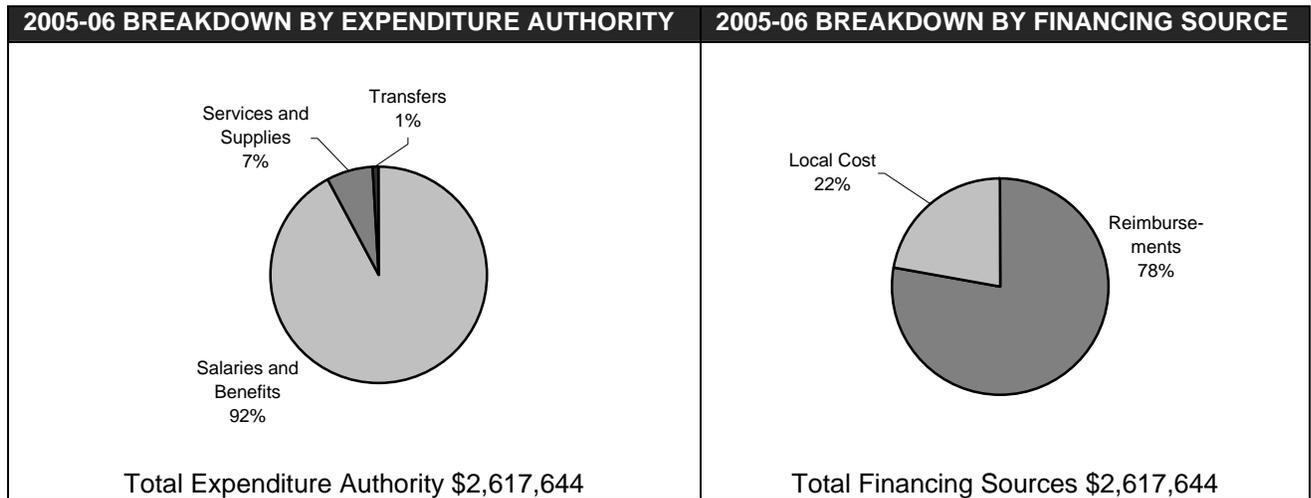


III. DESCRIPTION OF MAJOR SERVICES

A&E is responsible for planning and implementing the quality design and construction of projects included in the county’s Capital Improvement Program, as well as other Regional Parks, Airports, and Community Development and Housing Department projects. The department collaborates with other county agencies, the County Administrative Office, and the Board of Supervisors to determine project scope, schedule, and budget. A&E administers projects from conceptual design through construction to completion. Staff issues requests for proposals to secure consultant services, prepares the bid package, solicits competitive construction bids, obtains the appropriate jurisdictional approvals, and provides inspection and construction management services.

A&E strives to be a competitive public service organization dedicated to delivering successful projects and quality services for San Bernardino County in a timely and cost effective manner. A&E takes pride in its ability to respond quickly to changing organizational needs and priorities, while continuing to provide quality improvements for the benefit of county departments and the public they serve.

IV. 2005-06 BUDGET



V. GOALS & 2006-07 OBJECTIVES AT CURRENT FUNDING LEVELS

GOALS	2006-07 OBJECTIVES
1. Improve the quality and cost-effectiveness of design and construction management services.	A. Reduce administrative costs through A&E reorganization.
2. Decrease the average time required for completion of Capital Improvement Program and other construction projects.	A. Increase the number of completed projects.

The underlying principle of the A&E mission is to provide cost effective and timely planning and implementation of quality project design and construction. The 2006-07 goals were selected to assist the department in achieving its mission, which can impact the ability of other departments to accomplish their missions.

The first goal seeks to improve both the quality and cost effectiveness of design and construction management services. By reorganizing the department, administrative overhead costs will be reduced and the number of project managers will be increased. Project Managers are directly responsible for the implementation of projects, and their labor costs are completely reimbursed in service rates received through project revenues. Increasing the number of project managers will allow the department to complete more projects, distributing overhead costs among a larger number of projects, resulting in lower administrative costs. During the reorganization, each position will be evaluated in the context of departmental needs and project efficiencies. As a result of this evaluation, some positions are expected to be reclassified to lower positions, resulting in salary savings. This savings will be used to support requests to increase the project management staff thereby reducing the cost of services for project administration, which directly influences service rates. In addition, increasing the number of project managers will decrease individual workloads, improving the quality of services provided by the department.

The first step in the departmental reorganization resulted in downgrading a Chief Building Construction Engineer position to an administrative position. In addition to other fiscal and administrative tasks previously performed by the Chief Building Construction Engineer, this position will be responsible for the statistical documentation of the various parameters associated with construction projects. This documentation will enable the department to react to trends in the various cost categories and select the most cost effective methods in an effort to reduce project costs.

The second goal seeks timely completion of most projects within a two-year timeframe. The accurate development and maintenance of project schedules is fundamental to successful project management. With a focus on reducing the project backlog, the department began working toward this goal in the middle of 2004-05 and will continue through 2005-06. The addition of project management staff will help reduce or eliminate the project backlog by the end of 2005-06, making it possible for A&E to focus on completing projects within a two-year timeframe beginning in 2006-07. The completion of projects within a two-year period will assist other county departments in meeting their stated goals and objectives.

VI. PERFORMANCE MEASURES AT CURRENT FUNDING LEVELS

OBJT.	MEASUREMENT	2006-07 (Projected)
1A.	Project administration costs for each completed project over \$25,000 and less than or equal to \$500,000 are less than 10% of the total project cost. (The current rate is 83%.)	90% of completed projects
2A.	Percent of projects completed within two years. (The current rate is 70%.)	75%

If there are questions about this business plan, please contact Carl R. Alban at (909) 387-5025.

