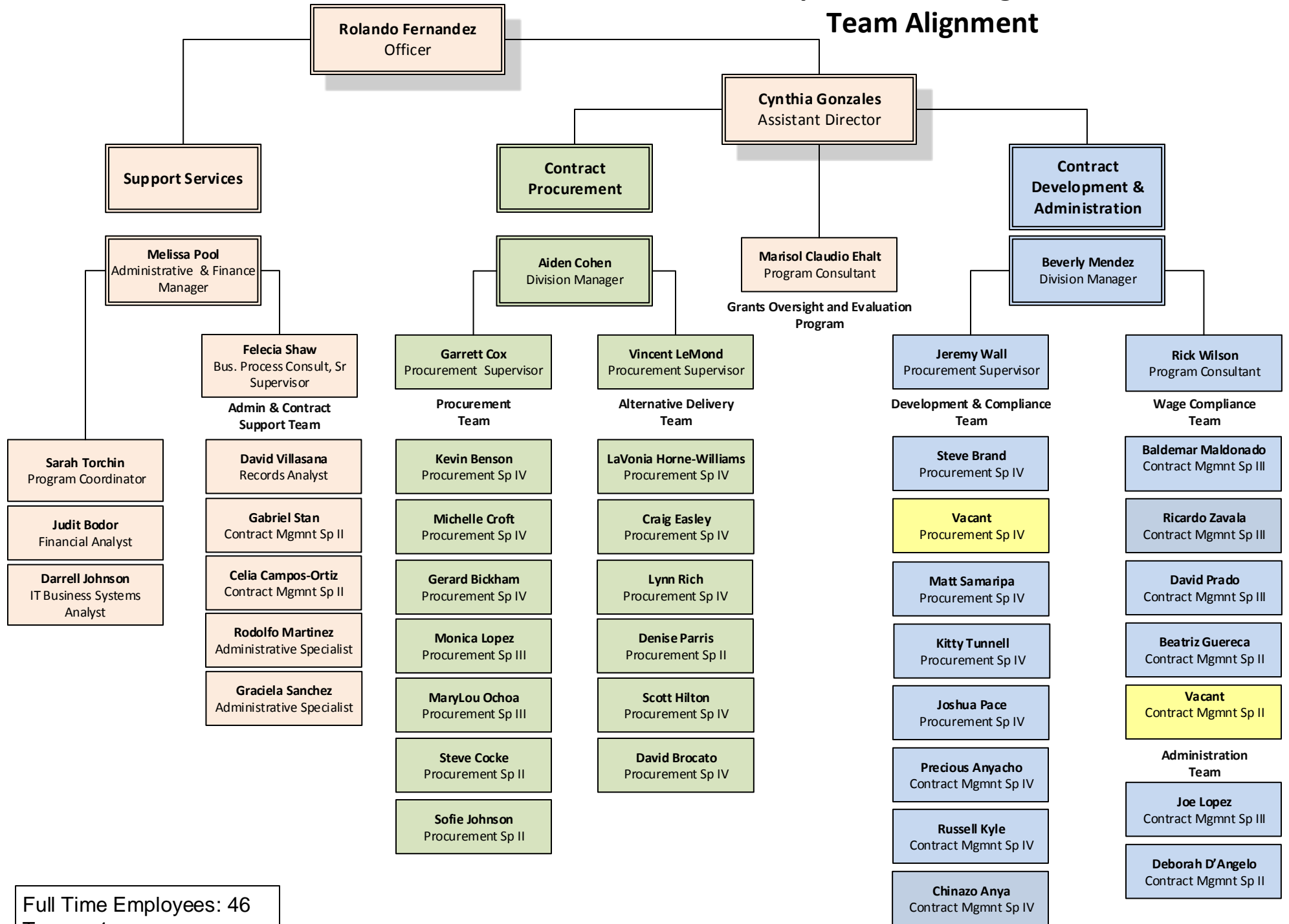


Capital Contracting Office

Team Alignment



Full Time Employees: 46
Temps: 1

As of: APRIL 2018

Capital Contracting Office

Operational Overview

Contract Procurement

(Garret Cox, Interim Division Manager)

Solicitation Issuance through Council Award

PRIMARY FUNCTIONS:

- Construction Procurement
- Professional Services Procurement
- Bond Program Coordination
- Alternative Delivery Procurement
 - Rotation List Management
 - JOC, CMAR, CSP, Design Build
 - Contract Management
 - Facilitate resolution of performance issues with contractors/consultants
 - Contract Management of key Contracts
- Small Business Construction Procurement Program
- RCA's for all contract awards
- Bid Prep (90%) for projects nearing bid time
- Bid Tabulations
- Protest resolution
- Anti-Lobbying Ordinance enforcement

Contract Development & Administration

(Cynthia Gonzales, Interim Assistant Director)

Contract Development & Contract Execution through Close-out

CONTRACT DEVELOPMENT & MONITORING:

- Maintain Contract Templates
- Professional Services Contract Development & Amendments
- Construction Contract Development & Change Orders
- Grants
- Financial Transactions
- CIP Contract Compliance Program
 - Change Order Tracking
 - Change Control Committee
- Consultant Rate reviews

EVALUATION PROGRAM:

- Consultant & Contractor Performance Evaluations

PREVAILING WAGE:

- Wage compliance for federal and non-federal construction projects
- Pre-con meetings
- Site observations
- Respond to wage compliance concerns

Office of the Director

(Melissa Pool Division Manager)

PRIMARY FUNCTIONS:

- RCA Program Administration
- Marketing & Communications
- Business planning, financial forecasting, budget preparation and monitoring
- Performance Management
- Performance measure data collection, monitoring, analysis and reporting
- IT Business Systems design and maintenance
- CCO Human Resources
- Payroll Administration
- Administrative and Executive Support
- Facilitation and development of CCO procedures
- Public Information Requests
- Facilities management
- Departmental procurement
- Records Management