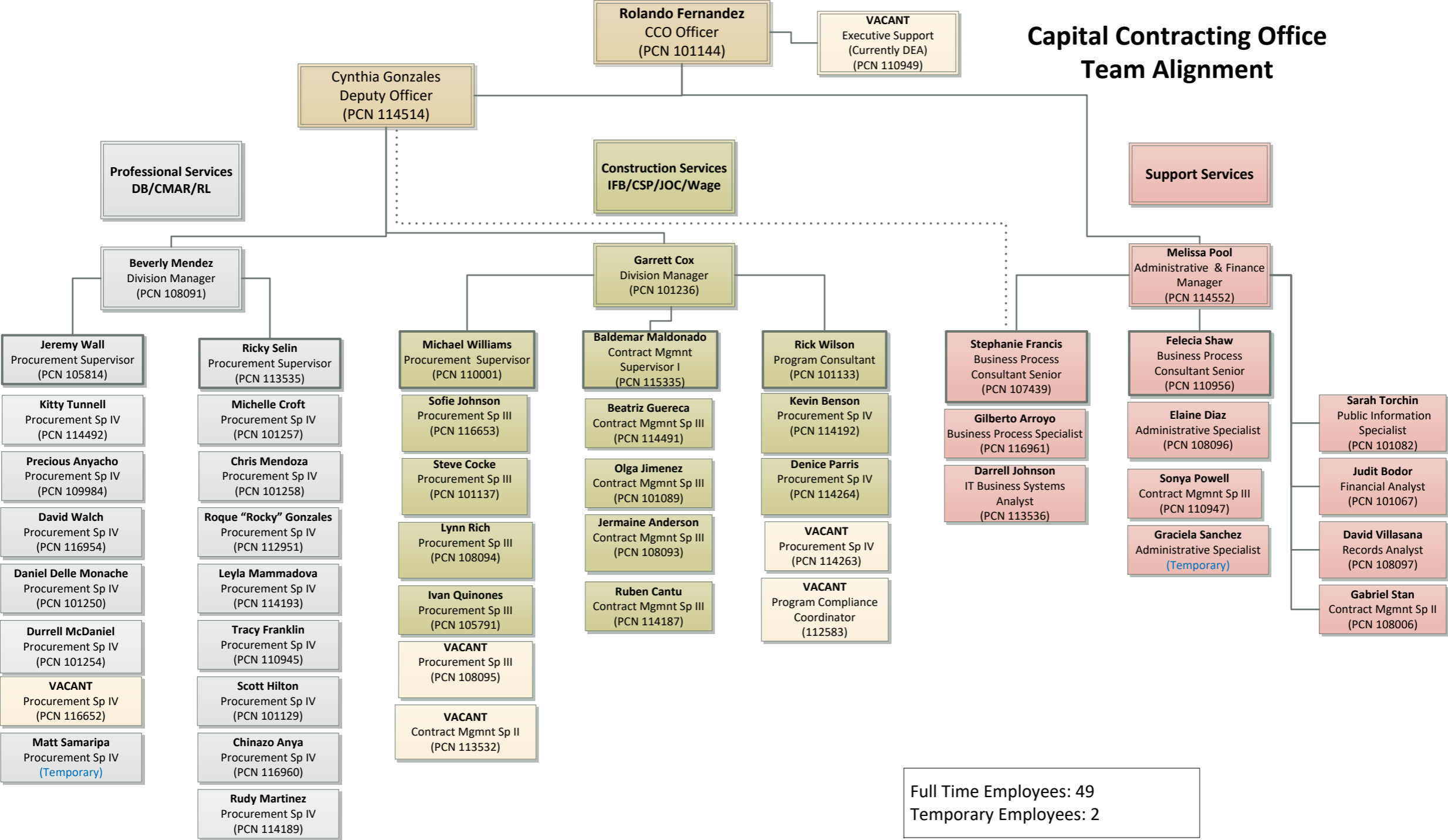


Capital Contracting Office Team Alignment



Full Time Employees: 49
Temporary Employees: 2

Effective April 27, 2020

Capital Contracting Office

Operational Overview

Construction Services

Aiden Cohen
Division Manager

Solicitation Issuance – Contract Close-Out

PRIMARY FUNCTIONS:

Construction Procurement
Bond Program Coordination
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
Construction Contract
Development & Change Orders ○
Change Control Committee
Construction contract compliance
JOC & CSP Alternative
Procurement & Contract
Management

PREVAILING WAGE:

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

Construction Training Program (CTP)

Professional, DB and CMAR Services

Beverly Mendez
Division Manager

Solicitation through Contract Close-out

PRIMARY FUNCTIONS:

- Professional Services Procurement
- Maintain Contract Templates
- Professional Services Contract Development & Amendments
- Professional Services and Alternative Delivery contract compliance
 - Change Order Tracking
 - Change Control Committee
- Consultant Rate reviews
- Alternative Delivery Procurement
 - Rotation List Management
 - CMAR & Design Build
 - Contract Management
 - Facilitate resolution of performance issues with contractors/consultants
 - Contract Management of key contracts

Support Services

Melissa Pool
Division Manager

PRIMARY FUNCTIONS:

- Strategic Planning & Performance Optimization
- Marketing & Communications
- RCA Program Administration
- Human Resources
- Financial Services -financial forecasting, budget development, monitoring
- Departmental Procurement
- IT Business Systems design and maintenance
- Facilities Management
- Payroll Administration
- Administrative and Executive Support
- Facilitation and development of CCO procedures
- Public Information Requests
- Contract Support – Records Management, Claims

EVALUATION PROGRAM:

- Consultant & Contractor Performance Evaluation (CPE) Program