

Proposed Ordinance 2004-0101
Atlantic Central Base Construction Funds

Council staff request for PCO review:

Project Control Officers (PCO's) types & functions:

- Types: Finance & Department PCO's
- Provide training & assistance (for PM's) related to eight Contract Mgt. P&P
- Provide independent evaluation of project compliance w/ P&P
- Contract/amendment value determines which PCO reviews a project

Review of Atlantic Central Base Contract

- Numerous work sessions with Transit PM staff & Finance PCO
- Relevant project documentation reviewed
- Contract amendment was prepared to address all issues
- Special training was conducted (at request of department)

Response to Specific Sections of 4/28/04 Council staff report:

1. Consultant Agreement not amended

- Atlantic Base has older contract terms (*Newer terms highlight amendment requirements*)
- **Scope and budget for transit police, revenue processing & service quality moved**
- Didn't add or delete this particular scope
- File Documentation required (not necessarily amendment)

2. Additional Contract Changes

- Miscommunication internally & with consultant re: correct total allocated budget
- Consultant invoiced all work to only a few tasks areas
- When these task funds ran low – continued work fostered change requests
- Invoices were corrected to **bill all appropriate tasks** areas
- When all appropriate tasks billed – sufficient funds remain to cover design work
- Formal documentation or an amendment & revised budget spreadsheets my have averted situation.

3. Consultant Claim

- Consultant didn't comply w/ contract (timely requests & amendments prior to work)
- All scope addition **requests were specifically evaluated**
- Clearer scope justifications were developed where needed
- Some requests for scope additions were denied
- **Agreed to additional work was incorporated into Contract amendment**
- Sufficient funds remain in appropriate tasks to cover this additional work
- Consultants was sent a letter regarding compliance w/contract provisions

4. Amendments precede work

- Transits **common practice** is that **amendments precede work**
- Department & Finance PCO's will periodically review Atlantic Base project files
- PM will seek FIN PCO amendment reviews (when meet threshold)