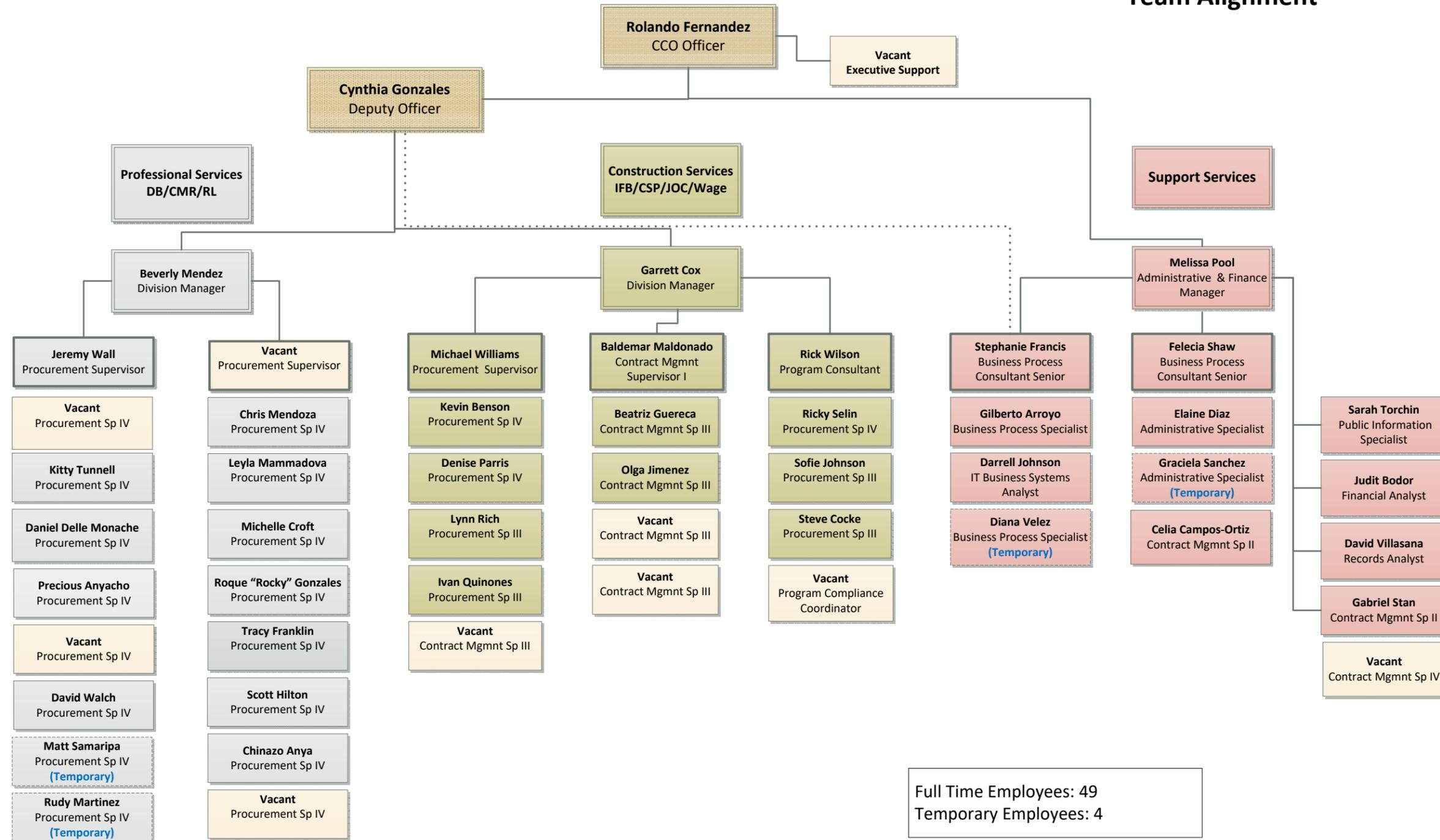


# Capital Contracting Office Team Alignment



Full Time Employees: 49  
Temporary Employees: 4

Effective February 1, 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