



Board of Supervisors  
Meeting Date: September 12, 2017  
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Regular Item

## **PUBLIC WORKS DEPARTMENT - Director Gary Antone**

### **Requested Action(s)**

- a) INFORMATION PRESENTATION - Regarding the Caltrans 2016 Project Audit findings
- b) RESOLUTION NO. 2017-90 - Request adoption of a resolution authorizing the Director of Public Works to follow the Caltrans Division of Local Assistance Architectural & Engineering Consultant Procurement Manual process for state and federal funded road and bridge projects

### **Financial Impact:**

Reduction of \$3,970 in project reimbursement costs; minor change

### **Background Information:**

The project audit began in 2015 and ended in 2016. Caltrans Audits & Investigations initially reviewed 4 bridge projects: Bowman Rd @ SF Cottonwood Ck (complete); Evergreen Rd @ SF Cottonwood Ck (in final design); 99W @ Thomes Ck (complete); Kirkwood Rd & Columbia Rd @ Jewett Ck (preliminary design/delayed due to STIP fund shortfall). A 5th, and more recent project, Reeds Ck Rd @ Pine Ck (complete), was also reviewed and was found to be following improved management practices. After the review and receipt of the initial analysis, Caltrans commented that the areas of improvement noted were common to many local agencies, and are correctable with additional training and coordination with Caltrans District 2 Division of Local Assistance. Staff reviewed other local agency audit finding reports and found them to be consistent with the findings of the final audit report we received. Caltrans acknowledged that the length of time required to complete the projects had an impact on the findings, in that multiple state requirements and funding modifications had occurred over the extended time periods.

The letter addresses the 2016 project audit findings and corrective actions the county is requested to implement:

- Finding 1: adopt Caltrans Division of Local Assistance (DLA) Architectural and Engineering (A&E) Consultant Procurement Manual procedures in-lieu of the county procedure; acceptable.
- Finding 2: determine if there are any remaining consultant contracts in effect for the projects audited, if contracts are too far into the project, initiate a Public Interest Finding (PIF) allowing the completion of contract work; acceptable.
- Finding 3: Caltrans will not reimburse county for \$3,970 in change order work due to missing field report backup; no other project fund repayment is required; acceptable.

Finding 4: apply appropriate labor billing rates for agency staff reimbursement; acceptable.

Staff review the active consultant contracts and determine that a Public Interest Finding, was needed for Quincy Engineering and TYLin, to retain these consultants in lieu of soliciting for a new consultant, because we are in the final stages of work with these two consultants and it would not be beneficial to attempt to change consultants at this point in the projects. The PIF actions will be brought to the Board at an upcoming meeting.

The county's response to the CAP is due by September 23, 2017. Each of the above actions along with other internal project management and oversight modifications are either in place or in progress within the department. The department will provide Caltrans with a copy of the adopted record retention policy and department procedures for document retention. Upon compliance of the above, Caltrans will return the department to a compliant status.

**Attachment List:**

A&E Consultant-Procurement-Manual (PDF)

2016 Audit Letter CAP 080317 (PDF)

Resolution --2017 (PDF)

Final CAP Response Ltr (PDF)