

Audit of Professional Services

Contract No. 080146 –

DC Hill-Clark & Associates

CAO 3100-0910-06

October 23, 2009

Background

Hill-Clark & Associates provides the City of Las Vegas with professional services for the design of the Desert Nature Preserve Project.

- **Total cost of the contract: \$284,900**
- **Contract term: January 16, 2008 to the completion of the Project.**
- **Public Works administers this contract.**

Objectives

- **Determine the Basis of Contract Award**
- **Review the Contract Preparation**
- **Review Contract Compliance**
- **Review Payments to Contractor**
- **Review Modifications and Change Orders**
- **Review Adequacy and Effectiveness of Contract Administration Controls**

Findings

We noted the following exception related to Contract Preparation:

- **A Right to Audit clause was not included in the Contract.**

Findings (continued)

We noted the following exceptions related to Contract Compliance:

- Proper state licensing for an architectural firm could not be verified.**
- The Contractor did not have a current Nevada State Business License for a LLC.**
- Liability Insurance and worker's compensation insurance were expired.**
- Required errors and omissions insurance could not be verified.**

Findings (continued)

We noted the following exception related to a comprehensive Contract Policy and Procedure:

- A comprehensive, written contract monitoring policy and procedure does not exist.**

Findings (continued)

We noted the following Management Control exceptions that in our opinion would or could limit management's ability to effectively administer this contract:

- No documented analyses of the Contractor's performance were prepared.**
- A checklist was not included within the Contract File to document in a summary fashion the contents of the file.**

Questions

Auditor: Michael Mandolfo

Director of Public Works: Jorge Cervantes