AUDIT OF PUBLIC WORKS
Consultant Selection Committee

CAO 1502-1112-01

August 25, 2011

Background - 1

Public Works Consultant Selection Committee

Professional Services

Process

- SOQ
  - Firms Submit SOQ
  - Public Works Evaluates and Rates
- Committee Selection
  - Five member committee
  - Project Managers present their recommendations
- Evaluation (Report Card)
  - Report Card
  - Interim Reviews
  - Final Evaluation

Background - 2

SOQ Period	Number of Contract Selections	Total Contract Awards
2006-2008	88	$38.5 million
2008-2010	70	$29.6 million
Total	158	$68.1 million

Objectives

Audit Objectives:

- Adequate Management Controls
- Effectiveness and Efficiency
- Objectives and Benefits

Audit Findings

Formal Written Committee Procedures

The Committee process lacks formal written procedures.

SOQ policy was completed.

All Committee procedures should be documented and implemented.

SOQ Firm Work Experience

SOQ process does not include past performance.

Work during the current period is not included.

- Include past performance in SOQ process
- Include current period performance

SOQ Score & Perception

Many Firms participating in the SOQ process are not selected.
Best Qualified balanced against providing opportunity.
Some firms will not be considered because of low SOQ ratings.

- Establish Tiers and notify

Contractor Summary

	SOQ Period 2006-2008	SOQ Period 2008-2010
Total SOQ Contractors	67	114
Contractors w/1 Selection	39	31
More than 1 Selection	22	20
More than 2 Selections	14	9
Not Selected	28	83
Percentage Not Selected	41.8 %	72.8%

Selection Committee Composition

Committee members are within Public Works.

Distorted Perception

- Change Committee composition
- Subject Matter Experts remain non-voting

Report Cards

Not Standardized

- Standardize the Report Card

Blanket Purchase Orders

Five blanket purchase orders were utilized.

Ranging in size from $200,000 to $2,500,000

Blanket purchase orders to save meeting time

- Study breaking blanket purchase orders into smaller increments

Prior Audit Recommendations

Different Evaluation Forms

Selection Committee not forwarding minutes

Selection Committee not forwarding annual report

All Prior Audit Recommendations will be addressed by implementation of preceding audit recommendations.

Management Responses

Management's action plans to address the recommendations and their estimated dates of completion are included at the back of the report.

QUESTIONS

Auditors:

- Radford Snelding, City Auditor
- Bruce Wagner, Internal Auditor
- Michael Mandolfo, Internal Auditor

Representatives from Public Works:

- Jorge Cervantes, Director
- David Bowers, City Engineer