

Memorandum

*Serious drought.
Help Save Water!*

To: LAURINE BOHAMERA, Chief
External Audit – Contracts
Audit and Investigations

Date: December 4, 2015

File: P2515-0023 to
P2515-0027

ORIGINAL SIGNED BY:

From: BIJAN SARTIPI
District 4 Director

Subject: **AUDIT OF CALTRANS DISTRICT 4 PROJECT “VEHICLE DETECTION STATIONS IN VARIOUS COUNTIES IN VARIOUS LOCATIONS”**

This is in response to your request on July 8, 2015 regarding the corridor vehicle detection station (VDS) projects as listed:

	Description	District – EA	District – PPNO
P2515-0023	Installation of vehicle detection stations (VDS) in Marin County in various locations	04-4A533	04-0156J
P2515-0024	Installation of vehicle detection stations (VDS) in Solano County in various locations	04-4A534	04-0156K
P2515-0025	Installation of vehicle detection stations (VDS) in Santa Clara County in various locations	04-4A532	04-0156H
P2515-0026	Installation of vehicle detection stations (VDS) in Alameda County in various locations	04-4A531	04-0156L
P2515-0027	Installation of vehicle detection stations (VDS) in Alameda County in various locations	04-4A535	04-0156E

The following is District 4’s response to the July 7th, 2014 memorandum(s) and the audit findings of the aforementioned projects.

(1) Applicable to all projects -- The project manager did not submit the Final Delivery Reports (FDR) and Supplemental Final Delivery Reports (SFDR) in a timely manner and did not identify performance outcomes & benefit analysis, and project officers were unable to provide project close-out checklist

- The Final Delivery Reports and the Supplemental Final Delivery Reports (SFDRs were completed in May 2013) are available on the Bond Accountability website.

- The purpose of the Vehicle Detector Stations (VDS) projects was to fill the detection gaps in the CMIA corridors in order to complete the Corridor System Management Plans (CSMP). The VDS projects fulfilled their purpose. The associated CSMPs were complete by May 2011.
- The construction inspection staff provided the Construction Contract Acceptance (CCA) project punch list to the auditors. The project manager is responsible for project closeout. Since the audit, project management has completed the District 4 specific project closeout form.

(2) Applicable to project P2515-0026 and P2515-0027 only -- The District labor compliance officer(s) and/or resident engineer(s) assigned did not interview contractor's employees to confirm and verify the accuracy of worker wages and information reported on the contractor's weekly certified payrolls.

- Construction Resident Engineers and staff will be reminded to comply with the requirements to perform contractor employee interviews

If you have any questions, please contact Harlan Woo, Project Management Support at (510) 622-5761.

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