

EXECUTIVE CHANGE CONTROL BOARD

Proposed Board Action

19-ECCB-002

Item Description:

Designation of ECCB members to have approval authority for Part 1 change order or contract requests; designation of staff to receive notice of such approvals.

Resolution:

BE IT RESOLVED, that Commissioner Janis Callison shall have approval authority for Part 1 change orders or contract requests as provided in Section 6.1.2.2 of the Executive Change Control Board Operative Procedures.

BE IT FURTHER RESOLVED, that in the event Commissioner Janis Callison cannot be timely reached, Commissioner Marion Greene shall have approval authority for Part 1 change orders or contract requests as provided in Section 6.1.2.2 of the Executive Change Control Board Operating Procedures.

BE IT FURTHER RESOLVED, that in the event neither Commissioner Janis Callison nor Commissioner Marion Greene can be timely reached, Commissioner Michael Opat shall have approval authority for Part 1 change orders or contract requests as provided in Section 6.1.2.2 of the Executive Change Control Board Operating Procedures.

BE IT FURTHER RESOLVED, that in the event a Part 1 change order or contract request is approved pursuant to Section 6.1.2.2 of the Executive Change Control Board Operating Procedures, the Project Director shall immediately provide notice to all ECCB representatives and to the following designated staff:

Daniel Soler, Hennepin County Director of Transit;
Benedict Schweigert, Assistant Hennepin County Attorney;
Catherine Gold, Hennepin County Transit Construction;
Joan Hollick, Metro Transit Deputy Project Director;
Jody Jacoby, Metropolitan Council Procurement Director
Ann Bloodhart, Metropolitan Council General Counsel
Mary Bogie, Metropolitan Council Deputy Regional Administrator
Ed Petrie, Metro Transit Finance Director

Background:

Section 6.1.2.2 of the ECCB Operating Procedures establishes a procedure for approval of two-part change orders where a quorum of the ECCB cannot be convened quickly enough to take necessary action. Under a two-part change order, the change in scope of work is first authorized

up to a not-to-exceed price to allow work to begin immediately. The change order is then finalized based on either a negotiated price or time and materials expended to complete the work scope.

Section 6.1.2.2 provides that “[t]he ECCB shall designate one of its Hennepin County or HCRRA representatives to have approval authority for a Part 1 change order or contract request.” It further provides that “[t]he ECCB shall also designate, in ranked order, additional Hennepin County or HCRRA representatives to have such approval authority in the event that the designated ECCB representative cannot be timely reached.” This Resolution makes these designations required by Section 6.1.2.2.

Section 6.1.2.2 also requires that, when a Part 1 change order is authorized, the “Project Director shall immediately provide all ECCB representatives and designated staff notice of such authorization.” This Resolution designates the staff to receive such notice.

Approved March 29, 2019