



Agenda Report

TO: CITY COUNCIL

DATE: February 26, 2007

THROUGH: FINANCE COMMITTEE

FROM: PASADENA CENTER OPERATING COMPANY

SUBJECT: CONFERENCE CENTER EXPANSION PROJECT OVERSIGHT.

RECOMMENDATION

This report is for informational purposes only.

BACKGROUND

The PCOC Board of Directors is responsible for the oversight of the expansion project. The Board is made up of residents of the community appointed by the Mayor and City Council, as well as representatives from the hotel community, the City's Director of Development and the Vice Mayor. The board includes members with a variety of experience that are beneficial to the project.

In response to questions that have been raised regarding the oversight of the expansion project, the PCOC Board of Directors has developed a plan that is intended to ensure adequate oversight of the project. The plan incorporates three specific areas of oversight 1) an "owner's representative", 2) City Staff involvement, and (3) oversight by knowledgeable community members (see Attachment A).

1. **Owner's Representative:** Following the templates used on the City Hall project, the PCOC has developed an RFP and job description in order to identify a qualified owner's representative to assist the PCOC staff in overseeing the project. The owner's representative will report to the Executive Director and provide technical expertise and construction management oversight to the project team. RFP's will be returned on March 1, 2007 and will identify qualified consultants for the project. The position is also listed in key industry journals and websites to attract qualified individuals. The expansion committee will review the RFP's from interested firms and the qualifications of interested individuals and make a recommendation to the Board of Directors. The goal is to have a qualified firm or individual in place by mid April.

2. City Staff involvement: The PCOC has worked closely with the City's staff throughout the development of the project. We are very fortunate to have Richard Bruckner, the City's Director of Planning and Development on our Board of Directors and Expansion Committee. The Finance, Planning and Development, Public Works and Water and Power staff have all been key contributors to moving the project forward and assisting the project team with critical issues.

Key city staff were also invited to participate in the "Partnering" sessions held for the general contractor and project team. These sessions, lead by the same professional facilitator that did them on the City Hall Project, are intended to create a strong collaborative working environment on the project.

The project team will continue to work closely with the city by providing project updates and including appropriate City staff in key meetings and discussions.

3. Oversight by knowledgeable community members: The PCOC Board of Directors has appointed an expansion committee, made up of Board Members, that meets bi-weekly with the project team to review the status of the project and tour the site. The committee reviews the project with the full PCOC Board of Directors at their monthly meetings.

In order to bring additional expertise to the expansion committee, The PCOC Board is requesting that the City Council appoint an additional three community members to the committee that will bring additional technical expertise in construction and augment the knowledge and experience of the current members.

Respectfully Submitted,



Michael Ross
Chief Executive Officer