



KATHY SHERRY SR. CONTRACT ANALYST

Kathy's career has spanned over 30 years with 15 years of project-based experience. Her experience has afforded her many years of hands-on involvement in coordinating and negotiating contracts. Her attention to detail combined with her analytical mindset allow her to thoroughly document all aspects of contract management including negotiation, execution, monitoring, change management and review of progress reports and invoicing. While on the Bay Delta project she developed and managed business alliances with key consultants, ensured legal requirements were met, and monitored cost and contractual compliance on \$261M worth of obligations. Kathy continually monitors compliance to contract requirements ensuring all conditions are satisfied before approval of any change and or invoice. She possesses strong interpersonal and communication skills which make her a natural negotiator for all things contract related.

AWARDS

ENGINEERING PROJECT OF THE YEAR at the North American Strategic Infrastructure Leadership Forum 2014 for the California WaterFix

EDUCATION

Rutgers University
Montclair State University
Financial Statements Certification

INDUSTRY TENURE

30 years

SELECT RELEVANT EXPERIENCE

California WaterFix (\$16B)

The California WaterFix, when approved, will implement the Bay Delta Conservation Plan (BDCP) Alt 4A to secure water supplies, fix the aging water delivery system, and protect our economy and public safety. Kathy is responsible for contract management including contract estimate evaluation, negotiation, change management and invoice processing. She is the manager who coordinates all contracting between the California Department of Water Resources contract and financial staff, program consultants and contractors. Primarily responsible for all financial reporting related to commitments, payments and change authorizations. The American Recovery & Reinvestment Act of 2009 awarded \$3.9M to the California WaterFix. Kathy is responsible for auditing costs and creating the back-up documentation required for reimbursement of grant funds. Responsible for compiling the scope, budget and invoicing schedule for the procurement of \$13M grant funding from the United States Bureau of Reclamation (USBR). Ongoing responsibilities include the following:

- Maintain a formalized Project Change Management System. Audit budgets, review scope, and process all Project Change Authorization Requests, Notice to Proceed Requests, and Budget Reallocations.
- Manage and maintain multiple task orders and amendments for the program.
- Coordinate the processing and approval process with the contractors and government agencies.

- Review and audit costs for contractor monthly progress reports and invoices to ensure compliance with contract requirements.
- Compile monthly invoices and backup documentation for submittal of USBR grant funding reimbursement.
- Facilitate weekly coordination meetings with contractors to review task order progress.
- Review and update Earned Value Management reports and identify potential problems.
- Maintain Schedule of Deliverables with due dates by Task Order.
- Process monthly contract accruals.
- Tracking budget and costs by phase to comply with the provisions of the program Memorandum of Agreement.
- Reconcile monthly funding by Federal Water Contractors, State Water Contractors and USBR In-Kind-Services.
- Reconcile monthly program budget and accrued costs to agency financial system.
- Maintain consultant billing rates and approved personnel schedules, update yearly escalation tables.
- Reconcile program budgets and costs for monthly Business Committee Meetings.
- Compile task order closeout reports, confirm schedule of deliverables and approve retention payments using the system of record, Aconex.

Bay Area Housing Plan (\$120M)

Responsible for all aspects of contract and financial management on the program. Kathy functioned as funding liaison and coordinator between syndicate lenders, state finance agencies and property acquisition, regulatory reporting, variance and trending reporting and analysis. Ongoing responsibilities include the following:

- Organize and prepare monthly banking documentation for funding reimbursement of pre-construction and construction costs.
- Approval and payment of all soft costs associated with the program including property taxes, insurance, permit costs, and property maintenance costs.
- Processing and maintaining all contract documentation including contractor pay applications, potential change orders, change orders, notice to proceed, insurance certificates and unconditional release forms.
- Attend weekly meetings with Project Managers. Facilitate approval and processing of project change orders.
- Maintain property acquisition schedule including costs and documents required for escrow closing.
- Update budget and costs in PMIS system and manage budget reporting.
- Work with the finance department on processing escrow documents for purchase of 61 properties for the project.
- Maintain and update all project documents in the PMIS system and prepare monthly budget reports and costing reports by property.
- Process monthly retention invoices for all contractors.
- Maintain certificate of insurance files and unconditional release files.
- Perform financial closeout activities for all properties.