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PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: November 1, 2011       Consent       Regular  
    Workshop       Public Hearing

Department: Office of Financial Management & Budget

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to: rescind former Board direction to include one Commissioner to be a voting member of the Contract Review Committee and approve revisions to PPM #CW-F-050 accordingly.

**Summary:** On June 11, 1991 the Board approved Resolution R-91-810 which provides a means to implement contractual authority for construction contracts. It establishes the Contract Review Committee that shall consist of three permanent voting members: County Engineer, County Attorney, and Director of the Contract Administration Division/OFMB Department. The Committee meets weekly and reports its activity to the Board monthly as a receive-and-file agenda item. On July 27, 1993 the Board held a workshop to review the County's current change order policies and during that workshop determined that one Commissioner should sit on the Committee but have no authority to override the Committee. While the Countywide Policy (CW-F-050) was revised to include the Commissioner membership, the Resolution was never amended. Initially, Commissioners took turns attending Committee meetings, but there has been no Commissioner participation for several years. Due to the Sunshine issues that are present when a Board member sits on the Committee and considering that the Commissioner-member was given no authority to override the Committee, staff recommends the Board rescind the 1993 direction to add a Commissioner and return to staff-only membership as authorized in Resolution R-91-810. Countywide (PFK)

**Background and Policy Issues:** In 1991 the BCC approved a resolution establishing contractual authority for construction contracts and establishing a Contract Review Committee to review and approve/reject specific contracts, task orders and change orders. This Committee (also referred to as the Change Order Committee) includes three specific County staff members as permanent voting members. The Committee meets every Wednesday and reports its activity monthly as a receive-and-file Board item. During a 1993 Workshop discussion of the County's change order policies, the BCC determined that one Commissioner should sit on the Committee but have no authority to override the Committee. While the Countywide Policy (CW-F-050) was revised to include the Commissioner membership, the Resolution was never amended.

Initially, Commissioners took turns sitting on the Committee, but there has been no Commissioner participation for several years. Due to the Sunshine issues that are present when a Commissioner participates and considering that the Commissioner-member of the Committee has no authority to override the Committee, staff recommends the staff-only membership of the Committee stand as authorized in Resolution R-91-810.

- Attachments:**
- 1. Resolution R-91-810
  - 2. Minutes from July 27, 1993 Workshop
  - 3. Proposed revised PPM #CW-F-050

Recommended by: Elizabeth Green      10/11/11  
Department Director      Date

Approved By: [Signature]      10/16/11  
County Administrator      Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years:	2012	2013	2014	2015	2016
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	None *	None	None	None	None

# ADDITIONAL FTE POSITIONS (Cumulative) \_\_\_\_\_

Is Item Included In Current Budget? Yes \_\_\_ No \_\_\_

Budget Account No: Fund \_\_\_ Agency \_\_\_ Org. \_\_\_ Object \_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

\* There is no fiscal impact to changing the membership on the Contract Review Committee.

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

N. Davis 10/2/11  
OFMB  
10/12/11  
10/13/11

Dr. J. Jacobson 10/11/11  
Contract Dev. and Control

**B. Legal Sufficiency:**

Paul F. J. 10/17/11  
Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
Department Director

**ATTACHMENT 1**

RESOLUTION NO. R-91-810

RESOLUTION AMENDING BOARD POLICY  
REGARDING CHANGE ORDER AUTHORIZATION  
FOR CONSTRUCTION CONTRACTS AND TASK  
ORDER AUTHORIZATIONS ISSUED AGAINST  
ANNUAL CONTRACTS WITH ARCHITECTS AND  
ENGINEERS

WHEREAS, the Board of County Commissioners adopted previous resolution number R-89-633 on April 4, 1989 (item 8C-1) establishing policy #0-011 regarding change order authority for construction contracts and task order authorizations; and

WHEREAS, by resolution since 1974, the Board of County Commissioners of Palm Beach County has delegated the authority to specific department heads to administratively issue work change orders for construction and professional services contracts in excess of the original contract; and

WHEREAS, it has been beneficial to expeditiously authorize additional services and expenses for continuing work thereby resulting in fewer delays to complete necessary work; and

WHEREAS, in the continued interest of expediting budgeted projects while maintaining proper control of contract expenditures through establishment of a County-wide policy; and

WHEREAS, said policy shall include specific levels of authority and a permanent committee to approve or deny change orders, work task orders and/or additional services at specific dollar amounts; and

WHEREAS, the County Commission wishes to revise the aforementioned policy to include the following provisions: repealing resolution R-85-1407, providing a means to implement contractual authority for construction contracts as delegated by County ordinance #90-25; providing for a change in committee name to the Contract Review Committee; providing for a method to handle time extensions and change order decreases for construction contracts; providing for internal reporting of notices to

proceed; and providing for corresponding revisions to the committee by-laws.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA that the revised policy attached hereto as Attachment A is hereby adopted.

The foregoing resolution was offered by Commissioner McCarty who moved its adoption. The motion was seconded by Commissioner Elmquist and upon being put to a vote, the vote was as follows:

JOHN B. DUNKLE, CLERK  
Board of County Commissioners  
ATTEST: Judith Croshaw  
DEPUTY CLERK  
John B. Dunkle, Clerk

Aye  
Karen T. Marcus, Chair  
Aye  
Carole Phillips, Vice-Chair  
Aye  
Carol A. Roberts  
Aye  
Carol J. Elmquist  
Aye  
Mary McCarty  
Absent  
Ken Foster  
Aye  
Maude Ford Lee

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY  
Van B. Cook  
Van B. Cook  
County Attorney

ATTACHMENT A

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
COUNTYWIDE POLICIES

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SUBJECT: Contract and Change Order Authority  
for Construction, Engineering and  
Architectural Contracts

POLICY NUMBER: 0 - 011

REFERENCE: Board of County Commissioners  
Resolution R-89-633

DATE ADOPTED: April 4, 1989

DATE AMENDED: April 23, 1991

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The following policy applies to:

1. All construction contracts
2. Contracts with architects, engineers, land surveyors, and landscape architects which are entered into in compliance with Florida Statutes 287.055.

This policy shall supplement the previously approved policy adopted on November 15, 1988 entitled "Board Policy Regarding Long-Term Contracts for Palm Beach County with Architects, Engineers and Related Services" (Policy number 0-008). This policy is intended to apply to a majority of routine contract situations which can be efficiently handled by County staff but shall not limit the ability of the Board of County Commissioners to implement project specific change order policies for present or future major County projects.

DEFINITIONS -- For the purposes of this policy:

"Lead Department(s)" shall mean the Water Utilities Department limited to the Director of Water Utilities; the Engineering Department limited to the County Engineer, Deputy County Engineer and the Assistant County Engineer; the Facilities Planning Design and Construction Department, limited to the Director of Facilities Planning Design and Construction; and the Department of

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Environmental Resources Management, limited to the Director of the Environmental Resources Management Department.

"User Department(s)" shall mean those County departments which initiated the original contract requirement and are not included in the Lead Department definition above.

1. There shall be established a permanent Contract Review Committee hereinafter referred to as the "Committee" to review and approve/reject specific design and construction contracts, task orders against annual design contracts and, change order requests from Lead and User departments within the limitations set forth in this Board Policy. This Committee shall consist of three permanent voting members: County Engineer, County Attorney, and Director of the Contract Administration Division/OFMB Department. The Director of the User Department may also sit on the Committee during deliberations which affect the User Department and shall first obtain sign-off approval by the appropriate Assistant County Administrator for any item brought to the Committee for consideration. Members of this Committee may designate, in writing, any individual within their department to attend meetings they are unable to attend. This Committee shall draft, and subsequently revise, as necessary, by-laws for operation which will become a supplement to this policy. Said by-laws may include, but are not limited to, a procedure for breaking tie votes, frequency of meetings, selection of a chairperson, format for design and construction contracts, change orders and work task order requests, and a procedure for the User Department to follow if the requested action is rejected.
2. Any contract, change order, work task order or any additional services within the over-all scope of the contract which is approved by the Lead Department or Committee in accordance with this policy shall be submitted to the Board of County Commissioners and the Clerk's Finance Department by the Contract Administration Division within thirty (30) days after the end of the month of approval by the Lead Department or Committee. A summary of approved items shall then be placed on the next available Board agenda by the Clerk's Office as a Receive and File item. Any contract, change order, work task order or additional service exceeding the limitations specified in this policy must be approved by the Board of County Commissioners prior to notice to proceed being issued.

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- to the contractor or consultant. Work task orders, change orders and additional services must be directly related to the scope of work delineated in the original agreement.
3. Prior to a contract, change order, work task order, or additional service being approved under the terms of this policy by the Lead Department or the Committee, sufficient funds for the authorization must be available in an appropriate, approved budget line item.
  4. The following approval authority is hereby effective for authorization of contracts for construction, when awarding to the lowest bidder and using a standardized contract format approved by the Board of County Commissioners:
    - A. The County Engineer and the Director of Water Utilities shall be authorized to execute standard individual contracts up to and including the amount of \$50,000 upon prior review and unanimous approval of the Committee.
    - B. The Lead Department shall be authorized to approve change orders to contracts approved in accordance with this section up to and including the cumulative amount of \$5,000. All change orders exceeding this cumulative amount must be approved by the Board of County Commissioners.
  5. The following approval authority is hereby effective for authorization of work task orders to continuing (annual) agreements, as defined in Florida Statutes 287.055 (1)(g):
    - A. The Lead Department shall be authorized to approve individual work task orders, within the over-all scope of the original agreement, up to and including the amount of \$10,000.
    - B. The Committee shall be authorized to approve individual work task orders, within the over-all scope of the original agreement, up to and including the amount of \$50,000.
    - C. The cumulative amount of the sum of all work task orders issued under any individual

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agreement may not exceed the budgeted amount approved by the Board of County Commissioners.

6. The following approval authority is hereby effective for approval of change orders to individual construction contracts, and for modifications to agreements with architects, engineers, landscape architects and land surveyors which are not continuing contracts under the provisions of Florida Statutes 287.055 (1) (g):

- A. The Lead Department shall be authorized to approve each change order within the over-all scope of work or each additional service (including reimbursables) related to the project up to and including the amount of \$10,000. The Lead Department shall not approve change orders and/or additional services exceeding a cumulative amount of \$25,000 for each contract.
- B. The Committee shall be authorized to approve each change order within the over-all scope of work or each additional service (including reimbursables) related to the project up to and including the amount of \$50,000. Combined approvals by the Lead Department and the Committee shall not exceed a cumulative amount of \$100,000 for each contract.
- C. Time extensions for construction contracts may be authorized on a cumulative basis as follows: not to exceed thirty (30) days by the Lead Department; not to exceed ninety (90) days by the Committee; and over ninety (90) days by the Board of County Commissioners.
- D. The dollar amounts specified in sections 6A and 6B above shall also apply to contract decreases via change order or modification; provided, however, decreases in amounts shall not be used to offset increases in amounts on the same change order to determine the total dollar amount of the change order and corresponding limitations of this policy unless increases and decreases are directly related.

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7. A copy of the contractor's Notice to Proceed for each construction contract must be simultaneously sent to the Contract Administration Division by the User Department.
8. When the cumulative value of change orders exceed the \$100,000 limitation in this policy, such change order must be approved by the Board of County Commissioners. ~~When this approval occurs, then the effective cumulative amounts for purpose of determining the limitations stated in this policy revert back to zero.~~ All subsequent change orders between \$0 and \$50,000 must be approved by the Committee, provided, however, a copy of such change orders shall be sent or delivered to each County Commissioner at least two (2) days prior to the next scheduled Committee meeting. Should any Commissioner advise the Contract Administration Division of concerns or questions regarding any specific change order prior to the scheduled meeting, the Committee shall not approve that specific change order until the concerns or questions are addressed and answered to the satisfaction of the inquiring Commissioner.
9. Subject to approval of this policy, subsequent contractual documents for construction and professional services shall contain language to effectuate the provisions of this policy.
10. Resolution R-85-1396, R-85-1407, and R-88-774 are hereby repealed.

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members of the Board of County Commissioners and the Clerk's Finance Department for informational purposes.

12. **FINAL ACCEPTANCE AND FINAL PAYMENT.** The Committee shall review and approve the final acceptance and final payment of all construction projects, thus eliminating these items from the Board Agenda. The Contract Administration Division shall ~~maintain a record of all final acceptance and final payment approvals.~~ include these items in the monthly report to the Board and the Clerk's Finance Department.
13. **CONTRACTS AFFECTED.** These by-laws shall apply to all currently existing contracts and all future executed contracts for construction and professional design services only.
14. **APPROVAL OF BY-LAWS.** These by-laws were approved unanimously by ~~Change Order Committee members. on June 2, 1989~~ Changes or amendments to these by-laws must be approved by the Board of County Commissioners.

3/18/91  
COBY-LAW

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**CONTRACT REVIEW  
COMMITTEE BY-LAWS**

1. **AUTHORITY.** The Palm Beach County Contract Review Committee (hereinafter referred to as Committee) was established by Resolution R89-633 approved by the Board of County Commissioners on April 4, 1989. The duties and responsibilities of the Committee are set forth in Resolution Policy #0-011. Palm Beach County Ordinance #90-25, Section III-F further delegates certain specific contractual authority to the County Engineer and Director of Water Utilities.
2. **MEMBERSHIP.** The Committee is composed of three (3) voting members: one member of the County Engineer's office, one member of the County Attorney's office, and one member of the office of OFMB/Contract Administration.
3. **PRESIDING OFFICER.** The Director of Contract Administration shall preside over the meetings of the Committee. In his/her absence, the County Engineer or designee shall preside.
4. **QUORUM.** Members from all three (3) designated voting departments (Engineering, County Attorney, and OFMB/Contract Administration) must be present to conduct Committee business. A simple majority of voting members present is required to approve any change order or work task order. A unanimous vote is required to approve any original contract. In order to assure continuity, only members or their designees in writing shall be allowed to vote. In case of a tie vote, the motion will be considered failed.
5. **MEETINGS:** Committee meetings will be held as noticed at the Engineering Complex 5th floor conference room at 8:45 A.M. Wednesday unless otherwise scheduled by the Committee. All meetings are considered public meetings and all interested parties are invited to attend. The Contract Administration Division shall be responsible for meeting notification.
6. **AGENDA AND MINUTES.** The Contract Administration Division shall be responsible for preparing a listing of all items considered by the Committee and a tabulation of the voting on each item at each meeting. User Departments must provide items and/or proposed change orders for discussion to the office of Contract Administration no later than 10:00 A.M., Monday unless otherwise provided. Should no items for discussion be received by Contract Administration by the stated deadline, no regularly scheduled meeting will be held.

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7. **APPROVAL REQUESTS.** The User Department will provide a listing of change orders, task orders, and contracts, as well as copies of requested change orders, task orders, and contracts, and fund availability in advance of the Committee meeting at which they will be discussed. The change order and task order requests will include a summary of the reasons for the request as well as the actual change orders and task orders in the standard format. All task orders and change orders shall be considered to be in draft form until approved by the Committee.
8. **CONSTRUCTION CONTRACT APPROVALS.** Construction contracts approved by the Committee ~~(i.e., up to and~~ including \$50,000) shall be signed by the County Engineer or Director of Water Utilities after Committee approval and shall be reported to the Board and Clerk's Finance Department as indicated in Item 11 below. All such contracts must be in the standard Board-approved format.
9. **CHANGE ORDER AND TASK ORDER APPROVALS.** Change orders and task orders approved by the Committee will be signed by the Committee's Presiding Officer. When the cumulative value of change orders exceeds the limitations of individual Lead Departments the next sequential change order must be approved by the Committee. ~~When this approval occurs, then the effective cumulative amounts for determining the limitations stated in the policy reverts back to zero.~~ The Committee shall not approve change orders and/or additional services exceeding a cumulative amount of \$100,000, except in accordance with Section 8 of the policy.
10. **LEAD DEPARTMENT TASK ORDER AND CHANGE ORDER APPROVALS.** Copies of task orders and change orders approved by Lead Departments (i.e., up to and including \$10,000) shall be forwarded to the Contract Administration Division within two (2) weeks after approval and included in the summary by the Contract Administration Division to the Board and Clerk's Finance Department as indicated in Item 11 below. Change order copies shall include sufficient back-up to detail the reasons for the specific changes.
11. **ACTION.** Within thirty (30) days of the last day of the month of approval, a summary and copies of contracts, task orders and change orders approved by the Committee will be provided by the Director of Contract Administration to the members of the Board of County Commissioners and the Clerk's Finance Department for informational purposes.
12. **FINAL ACCEPTANCE AND FINAL PAYMENT.** The Committee shall review and approve the final acceptance and final payment of all construction projects, thus eliminating these items from the Board Agenda. The Contract Administration Division shall include these items in the monthly report to the Board and the

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13. **CONTRACTS AFFECTED.** These by-laws shall apply to all currently existing contracts and all future executed contracts for construction and professional design services only.
14. **APPROVAL OF BY-LAWS.** These by-laws were approved unanimously by Committee members. Changes or amendments to these by-laws must be approved by the Board of County Commissioners.

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COBY-LAW

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ATTACHMENT B

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
COUNTYWIDE POLICIES

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SUBJECT: Change Order Authority For Construction Contracts  
POLICY NUMBER: 0 - 011  
REFERENCE: Board of County Commissioners  
Resolution R-89-633  
DATE ADOPTED: April 4, 1989

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The following policy applies to :

1. All construction contracts and
2. Contracts with architects, engineers, land surveyors, and landscape architects which are entered into in compliance with Florida Statutes 287.055.

This policy shall supplement the previously approved policy adopted on November 15, 1988 entitled "Board Policy Regarding Long-Term Contracts for Palm Beach County with Architects, Engineers and Related Services" (Policy number 0-008). This policy is intended to apply to a majority of routine contract situations which can be efficiently handled by County staff but shall not limit the ability of the Board of County Commissioners to implement project specific change order policies for present or future major County projects.

DEFINITIONS - For the purposes of this policy:

"Lead Department(s)" means the Water Utilities Department limited to the Director of Water Utilities; and the County Engineer and his/her designees limited to the Deputy County Engineer, the Assistant County Engineer, and the Director of Facilities Planning Design and Construction.

"User Department(s)" means those County departments which initiated the original contract and are responsible for day-to-day monitoring of the contract.

1. There shall be established a permanent Contract and Change Order and Work Task Order Authorization Committee hereinafter referred to as the "Committee" to review and approve/reject specific construction contracts, task orders against annual design contracts and, change order requests from User Departments within the limitations set forth in this Board Policy.

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This Committee shall consist of three permanent voting members: County Engineer, County Attorney, and Director of the Contract Administration Division/OFMB Department. The Director of the User Department shall ~~may~~ also sit on the Committee during deliberations which affect the User Department. ~~The term "User Department" shall include and be limited to the following departments: Engineering, Water Utilities and Environmental Resources Management (with the exception of Sections 4, 5A and 6B herein.)~~ Members of this Committee may designate, in writing, any individual within their department to attend any meeting they are unable to attend. This Committee shall draft, and subsequently revise, as necessary, by-laws for operation which will become a supplement to this policy. Said by-laws may include, but are not limited to, a procedure for breaking tie votes, frequency of meetings, selection of a chairperson, format for design and construction contracts, change orders and work task order requests, and a procedure for the User Department to follow if the requested action is rejected.

2. Any contract, change order, work task order or any additional services within the over-all scope of the contract which is approved by the User Lead Department Head or Committee in accordance with this policy shall be submitted to the Board of County Commissioners and the Clerk's Finance Department by the Contract Administration Division within thirty (30) days after the end of the month of approval by the Lead Department Head or the Committee. Any contract, change order, work task order or additional service exceeding the limitations specified in this policy must be approved by the Board of County Commissioners prior to notice to proceed being issued to the contractor or consultant. Work task orders, change orders and additional services must be directly related to the scope of work delineated in the original agreement. ~~For the purpose of this policy, the term "User Department Head" shall include the department director, assistant director or deputy director.~~

3. Prior to a contract, change order, work task order, or additional service being approved under the terms of this policy by the User Lead Department Head or the Committee, sufficient funds for the authorization must be available in an appropriate, approved budget line item.

4. The following approval authority is hereby effective for authorization of contracts for construction using only a standardized contract format approved by the Board of County Commissioners:

- A. The County Engineer and the Director of Water Utilities shall be authorized to execute standard individual contracts up to and including the amount of \$50,000 upon prior review and unanimous approval of the Committee.

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B. The procedure specified in Section 6 of this policy shall also apply to any and all change orders arising from or subsequent to execution of the contracts specified in this section.

5. The following approval authority is hereby effective for authorization of work task orders to continuing (annual) agreements, as defined in Florida Statutes 287.055 (1) (g):

- A. The ~~User~~ Lead Department Head shall be authorized to approve individual work task orders, within the ~~intended~~ over-all scope of the original agreement, up to and including the amount of \$10,000.
- B. The Committee shall be authorized to approve individual work task orders, within the ~~intended~~ over-all scope of the original agreement, up to and including the amount of \$50,000.
- C. The cumulative amount of the sum of all work task orders issued under any individual agreement may not exceed the budgeted amount for the agreement as originally approved by the Board of County Commissioners.

6. The following approval authority is hereby effective for approval of change orders to individual construction contracts, and for ~~change orders~~ modifications to agreements with architects, engineers, and ~~related services~~ landscape architects and land surveyors which are not continuing contracts under the provisions of Florida Statutes 287.055 (1) (g):

- A. The ~~User~~ Lead Department Head shall be authorized to approve each change order within the over-all scope of work or each additional service (including reimbursables) related to the project up to and including the amount of \$10,000. The ~~User~~ Lead Department Head shall not approve change orders and/or additional services exceeding a cumulative amount of \$25,000 for each contract.
- B. The Committee shall be authorized to approve each change order within the over-all scope of work or each additional service (including reimbursables) related to the project up to and including the amount of \$50,000. The Committee shall not approve change orders and/or additional services exceeding a cumulative amount of \$100,000 for each contract.
- C. The ~~User~~ Lead Department Head shall be authorized to approve increases or decreases up to 15% of the unit quantity on a unit price contract per each line item at the unit bid price unless otherwise indicated in the contract document. The Committee shall be authorized to approve increases or decreases up to 25% of the unit

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quantity per each line item at the unit bid price unless otherwise indicated in the contract document.

- D. The Lead Department shall be authorized to approve time extensions via change order provided the foregone liquidated damages resulting from the time extension do not exceed the amount of \$50,000 per change order.
- E. The Committee shall be authorized to approve time extensions via change order provided the foregone liquidated damages resulting from the time extensions do not exceed the amount of \$100,000 per change order.
- F. The dollar amounts specified in sections 6D and 6E above shall also apply to contract decreases via change order or modification.

7. When the cumulative value of change orders exceeds the limitations in this policy, the change order must be approved by the Board of County Commissioners. When this approval occurs, then the effective cumulative amounts for purposes of determining the limitations stated in this policy revert back to zero.

8. Subject to approval of this policy, subsequent contractual documents for construction and professional services shall contain language to effectuate the provisions of this policy.

9. Resolutions R-85-1396, R-85-1407, and R-88-774 are hereby repealed.

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CONTRACT REVIEW  
CHANGE ORDER  
COMMITTEE BY-LAWS

1. **AUTHORITY.** The Palm Beach County Contract Review Change Order Committee (hereinafter referred to as Committee) was established by Resolution R89-633 approved by the Board of County Commissioners on April 4, 1989. The duties and responsibilities of the Change Order Committee are set forth in said Resolution Policy #0-011. Palm Beach County Ordinance #90-25, Section III-F further delegates certain specific contractual authority to the County Engineer and Director of Water Utilities.
2. **MEMBERSHIP.** In accordance with Resolution R-89-633, the The Change Order Committee is composed of four (4) three (3) voting members: one member of the County Engineer's office, one member of the County Attorney's office, and one member of the office of OFMB/Contract Administration. ~~and one member of the Initiating Department (Water Utilities or Environmental Resources) for Water Utilities items and Environmental Resources items respectively.~~
3. **PRESIDING OFFICER.** The Director of Contract Administration shall preside over the meetings of the Change Order Committee. In his/her absence, the County Engineer or designee shall preside.
4. **QUORUM.** Members from all three (3) designated voting departments (Engineering, County Attorney, and OFMB/Contract Administration) must be present to conduct Change Order Committee business. A simple majority of voting members present is required to approve any change order or work task order motion. A unanimous vote is required to approve any original contract. In order to assure continuity, only members or their designees in writing shall be allowed to vote. In case of a tie vote, the motion will be considered failed.
5. **MEETINGS.** Change Order Committee meetings will be held as noticed at the Engineering Complex 5th floor conference room at 8:45 A.M. on Wednesday's unless otherwise scheduled by the Change Order Committee. All meetings are considered public meetings and all interested parties are invited to attend. The Contract Administration Division shall be responsible for meeting notification.
6. **AGENDA AND MINUTES.** The Contract Administration Division shall be responsible for preparing the Change Order Committee Agenda and will provide a secretary or other means to take and transcribe minutes. a listing of all items considered by the Committee and a tabulation of the voting on each item at each meeting. Approval of minutes shall be the first item for

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~~approval on subsequent Change Order Committee Agendas.~~  
~~Initiating User~~ Departments must provide items and/or proposed change orders for discussion to the office of Contract Administration no later than ~~4:00~~ 10:00 P.M. ~~A.M.~~, Monday unless otherwise provided. Should no items for discussion be received by Contract Administration by the stated deadline, no regularly scheduled meeting will be held.

7. CHANGE ORDER APPROVAL REQUESTS. ~~Whenever possible,~~  
The ~~Initiating User~~ Department will provide a listing of change orders, task orders, and contracts, as well as copies of requested change orders, task orders, and contracts, and fund availability in advance of the ~~Change Order~~ Committee meeting at which they will be discussed. The change order and task order requests will include a summary of the reasons for the request as well as the actual change orders and task orders in the standard format. All task orders change orders shall be considered to be in draft form until approved by the ~~Change Order~~ Committee.
8. CONSTRUCTION CONTRACT APPROVALS. Construction contracts approved by the Committee (i.e., less than \$50,000) shall be signed by the County Engineer or Director of Water Utilities after Committee approval and shall be reported to the Board and Clerk's Finance Department as indicated in Item 11 below. All such contracts must be in the standard Board-approved format.
9. CHANGE ORDER AND TASK ORDER APPROVALS. Change orders and task orders approved by the Committee will be signed by the Committee's Presiding Officer. When the cumulative value of change orders exceeds the limitations of individual Lead Departments heads, the cumulatively-approved change orders must be approved by the ~~Change Order~~ Committee. When this approval occurs, then the effective cumulative amounts for determining the limitations stated in the policy reverts back to zero. The Committee shall not approve change orders and/or additional services exceeding a cumulative amount of \$100,000.
10. LEAD DEPARTMENT HEAD TASK ORDER AND CHANGE ORDER APPROVALS. Copies of task orders and change orders approved by ~~individual Lead Departments heads~~ (i.e., less than \$10,000) shall be forwarded to the Contract Administration Division within two (2) weeks after approval and included in the summary by the Contract Administration Division to the Board and Clerk's Finance Department as indicated in Item ~~10~~ 11 below. Change order copies shall include sufficient back-up to detail the reasons for the specific changes.
11. ACTION. Within thirty (30) days of the last day of the month of approval, a summary and copies of contracts, task orders and change orders approved by the ~~Change Order~~ Committee will be provided by the Director of Contract Administration to the

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## RECONVENE

At 10:30 a.m., the Board reconvened with Commissioners McCarty, Aaronson, Roberts, Lee, Newell, Marcus, and Foster present.

## 3.C.1. - CONTINUED

Commissioner Aaronson stated that rather than cut revenue for roads and mass transit, he would vote for an increase in ad valorem taxes if the gas tax was not approved.

## 3.C.1.

a.

AUTHORIZE STAFF TO SUBMIT PROPOSED MILLAGE RATES FOR FY 93-94 TO THE PROPERTY APPRAISER.

MOTION to approve the proposed millage rates to the Property Appraiser. Motion by Commissioner Foster, seconded by Commissioner Newell, and carried 7-0.

b.

APPROVE VARIOUS AMENDMENTS AND MODIFICATIONS TO THE BUDGET SINCE THE BOARD'S WORKSHOP ON JULY 14, 1993.

MOTION to include \$67,000 increase in the Headstart Program, as amended. Motion by Commissioner Aaronson, seconded by Commissioner Lee, and carried 7-0.

MOTION to approve the various remaining amendments and modifications to the budget subsequent to the first budget workshop on July 7, 1993. Motion by Commissioner Aaronson, seconded by Commissioner Newell, and carried 7-0.

c.

See Page 6 for discussion and approval of Item 3.C.1.c.

4. 9:00 A.M. See Pages 5 and 6 for discussion.

5. 10:00 A.M.

## REVIEW OF COUNTY'S CURRENT CHANGE ORDER POLICIES

- Make a cumulative package available when change orders need approval by the Board. The package should include a data sheet containing information as to who requested the change; the reasons for the change; if the item has been changed before; and if the item has been negotiated down from the submittal amount.
- The information should be summarized for presentation to the Board.
- Contracts with joint-venture companies should be reviewed more closely before approval.
- One Commissioner should sit on the Change Order Committee meetings but have no authority to override the committee.

**ATTACHMENT 3**

**TO: ALL COUNTY PERSONNEL**

**FROM: ROBERT WEISMAN  
COUNTY ADMINISTRATOR**

**PREPARED BY: OFFICE OF FINANCIAL MANAGEMENT & BUDGET (OFMB)**

**SUBJECT: CHANGE ORDER AND CONSULTANT SERVICES  
AUTHORIZATION AUTHORITY FOR CONSTRUCTION,  
ENGINEERING AND ARCHITECTURAL CONTRACTS**

**PPM # CW-F-050**

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**ISSUE DATE**

**June 1, 2011 November 1, 2011**

**EFFECTIVE DATE**

**June 1, 2011 November 1, 2011**

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**PURPOSE:**

In order to ensure that change order and consultant services authorizations authority for Construction, Engineering and Architectural Contracts is consistent with uniform application and prior Board policy, authority limits and procedures as described below shall apply when indicated.

**UPDATES ARE THE RESPONSIBILITY OF:**

Future updates for PPM #CW-F-050 will be the responsibility of the Director, Financial Management & Budget Department.

**AUTHORITY:**

Palm Beach County Administrative Code Sections 307.00 & 307.03.  
Palm Beach County Ordinance No. 2005-062, as amended.  
Palm Beach County Ordinance No. 2009-049, as amended.

**DEFINITIONS:** - For the purposes of this policy:

- a. Additional Services - services requested that were not previously requested of an engineering, architectural, landscape architectural or land surveyor firm in relation to an existing Board approved contract with the County. These services may be requested through the execution of a task order, supplemental agreement or consultant services authorization.
- b. Annual Contract - a Board approved contract that relates to a specific type of discipline where requests are made through individual work task orders on a project by project basis.

- c. Change Order - a document executed to direct a vendor or contractor to make changes or additions to a Board approved construction contract.
- d. Construction Change Directive - a document executed to direct a vendor or contractor to make changes or additions to a Board approved construction contract when the actual value of the change has not been determined and is being negotiated. A price range will be contained in the document, with a Change Order with the actual negotiated price to follow shortly after the execution of the Construction Change Directive.
- e. Construction Contract - a contract approved by the Board for goods or services (as defined in Ordinance 2005-062 and by the Purchasing Department Policy) which results in improvement(s) to real property such as building, altering, repairing, improving or demolishing. This type of contract is awarded on a project by project basis.
- f. Construction Manager at Risk - a project delivery method where the construction manager serves as the County's General Contractor, subcontracting the work, and provides design phase assistance in evaluating costs, schedule and implications of alternate designs, systems, and materials during design.
- g. Consultant Services Authorization - a document utilized in relation to professional services contracts approved by the Board with engineers, architects, landscape architects and land surveyors that request additional services in relation to that contract, which may also be referred to as a task order, supplemental agreement or work task order.
- h. Guaranteed Maximum Price (GMP) includes the cost of the work required by the Contract Documents, the Construction Manager's fee, and a contingency for unforeseen items, and applies to Construction Manager at Risk Contracts. The GMP is subject to modification for changes in the work made by the County.
- i. GMP Amendment - used to increase the Guaranteed Maximum Price of a contract as a result of changes not the responsibility of the Construction Manager as identified in his/her contract.
- j. Lead Department(s) - the Water Utilities Department limited to the Director of Water Utilities; Engineering & Public Works Department limited to the County Engineer, Deputy County Engineer and the Assistant County Engineer; the Facilities Development & Operations Department, limited to the Director of Facilities Development & Operations; the Department of Environmental Resources Management, limited to the Director and Deputy Director of the Environmental Resources Management Department; and the Department of Airports, limited to the Director of Airports.
- k. Professional Services Contract - a Board approved contracts awarded to an engineering, architectural, landscape architectural or land surveyor firm through the County's CCNA process as outlined in Countywide PPM No. CW-O-048.

- l. Program Manager - an outside Consultant who acts as an extension of staff providing professional services including administering the design and construction of the project to its successful completion. These services can include but not be limited to project controls, scheduling, design reviews, technical and construction services, quality control, estimating, and field inspections.
- m. Supplemental Agreement - a document requesting additional services in relation to an existing Consultant Services Authorization to a professional services contract.
- n. Task Order - a document in relation to a particular task requested of an engineer, architect, landscape architect, land surveyor or construction manager in relation to an existing Board approved contract, which has an accompanying scope of work.
- o. User Department(s) - County departments which initiated the original contract requirement and are not included in the Lead Department(s) definition above.
- p. Work Order - a document utilized for a particular task request in relation to a Board approved annual construction contract.
- q. Work Task Order - a document utilized for a request for additional services in relation to Board approved professional services contracts not otherwise defined.

**POLICY:**

The approval of routine change orders and consultant services authorizations (task orders) is delegated to the County's Contract Review Committee and Lead Department Heads within described authority limits.

This policy applies to:

1. All Board of County Commissioners executed construction contracts; and
2. Board of County Commissioners executed contracts with architects, engineers (including testing labs), land surveyors, and landscape architects which are entered into in compliance with Florida Statute 287.055.

This policy is intended to apply to a majority of routine contract situations which can be efficiently handled by County staff but shall not limit the ability of the Board of County Commissioners or County Administrator to implement project specific policies for present or future major County projects.

**PROCEDURES:**

1. There shall be established a permanent Contract Review Committee hereinafter referred to as the "Committee" to review and approve/reject specific additional services against annual Professional Services Agreements or contracts and, change order and construction change

directive requests against construction contracts from Lead and User departments within the limitations set forth in this Policy. This Committee shall consist of ~~four~~ three voting members: ~~a member of the Board of County Commissioners;~~ County Engineer, County Attorney, and Director of the Contract Development and Control Division/OFMB Department. ~~The member of the Board of County Commissioners is NOT required for a quorum, however, a~~ Each member's attendance ~~from the County Engineer, County Attorney and Contract Development and Control/Office of Financial Management and Budget IS~~ required for a quorum. The Director of the User Department or designee may also sit on the Committee during deliberations which affect the User Department. Members of this Committee may designate, in writing, any individual within their department to attend meetings they are unable to attend, ~~except for the member of the Board of County Commissioners.~~ This Committee shall draft, and subsequently revise, as necessary, by-laws for operation which will become a supplement to this policy as evidenced by Attachment "A" hereto. Said by-laws may include, but are not limited to, a procedure for breaking tie votes, frequency of meetings, selection of a chairperson, format for change orders, construction change directives and work task order requests, and a procedure for the User Department to follow if the requested action is rejected.

2. Any change order, work task order or any additional services within the over-all scope of the contract which is approved by the Lead Department or Committee in accordance with this policy shall be submitted to the Board of County Commissioners and the Clerk's Finance Department by the Contract Development and Control Division within thirty (30) days after the end of the month of approval by the Lead Department or Committee. A summary of approved items shall then be placed on the next available Board agenda by the Clerk's Office as a Receive and File item. Any change order, work task order of additional service, or work orders exceeding the limitations specified in this policy must be approved by the Board of County Commissioners prior to notice to proceed being issued to the contractor or consultant.

Work task orders, change orders and additional services must be directly related to the scope of work delineated in the original agreement. Changes to the scope of work must be approved by the Board of County Commissioners or authorized official so designated by the Board.

3. Prior to a change order, work task order, or additional service being approved under the terms of this policy by the Lead Department or the Committee, sufficient funds for the authorization must be available in an appropriate, approved budget line item. This must be documented through the use of a Budget Availability Statement, which shall have an effective term of ninety (90) days from date of issuance.
4. When construction contracts or contracts with architects, engineers, land surveyors, and landscape architects are entered into for less than \$200,000 and executed by an appropriate department head as permitted by the County's Purchasing Code (Palm Beach County Code, Chapter 2, Part A) and all subsequent amendments thereto, as well as Countywide PPM CW-F-064), all change orders and consultant services authorizations (task orders) shall be executed by an appropriate department head, unless:



- A. The change order or consultant services authorization brings the cumulative total contract amount to \$200,000 or more; or
- B. The Lead Department head desires to bring the particular change order or consultant services authorization to the attention of the Board of County Commissioners.

In either A or B above, such change orders or consultant services authorizations shall be put on a meeting agenda for action by the Board of County Commissioners.

This section does not apply to annual contracts with architects, engineers, land surveyors and landscape architects authorized by the Board of County Commissioners. No other provisions of this PPM apply to contracts less than \$200,000.

- 5. The following approval authority is hereby effective for authorization of additional services to continuing (annual) agreements, as defined in Florida Statutes 287.055 (2)(g):
  - A. The Lead Department shall be authorized to approve individual work task orders, within the over-all scope of the original agreement, up to and including the amount of \$50,000.
  - B. The Committee shall be authorized to approve individual work task orders, within the overall scope of the original agreement, up to and including the amount of \$100,000.
  - C. The cumulative amount of the sum of all work task orders issued under any individual agreement may not exceed the budgeted amount approved by the Board of County Commissioners.
- 6. The following approval authority is hereby effective for authorization of work orders that are in relation to annual construction contracts, including those that are a part of the Job Order Contracting System, where awarding to Contractors who have executed continuing contracts approved by the Board of County Commissioners:
  - A. The Director of the appropriate Lead Department shall be authorized to execute individual work orders up to and including the amount of \$100,000.
  - B. The Committee shall be authorized to execute individual work orders up to \$199,999.
  - C. All work orders exceeding the above approval limits must be approved by the Board of County Commissioners.
- 7. The following approval authority is hereby effective for approval of change orders to individual construction contracts, and for modifications to agreements with architects, engineers, landscape architects and land surveyors which are not continuing contracts under the provisions of Florida Statutes 287.055 (2) (g):
  - A. The Lead Department shall be authorized to approve each change order to individual

construction contracts within the overall scope of work up to and including \$50,000.

- B. The Lead Department shall be authorized to approve each additional service in relation to agreements with architects, engineers, landscape architects and land surveyors (including reimbursables) related to the project (hereinafter "additional services"), up to and including the amount of \$50,000.
- C. The Committee shall be authorized to approve each change order within the over-all scope of work or each additional service (including reimbursables) related to the project up to and including the amount of \$100,000.
- D. Any change order to individual construction contracts or additional services item that exceeds \$100,000 must go to the Board of County Commissioners as a Board agenda item for the Board's approval.
- E. When the cumulative value of changes or additional work exceeds the greater of \$250,000 or 5% of the original contract value, an agenda item notifying the Board that the item puts it in the excess category must be prepared and forwarded as a Receive and File item. After the Board Receives and Files the item, the cumulative amount will be reset and start calculating towards the cumulative limit again. This process will continue throughout the life of the applicable Contract. It shall be the responsibility of the Lead or User Department to prepare and present the Receive and File item.
- F. (1) The Lead Department may authorize time extensions for construction contracts on a cumulative basis that do not exceed thirty (30) days.

The Committee may authorize individual time extensions for construction contracts that do not exceed ninety (90) days.

Any item containing an individual time extension in excess of ninety (90) days must be approved by the Board of County Commissioners, and will not be counted toward the cumulative limit.

When a cumulative limit of one hundred twenty (120) days has been reached for time extensions, the item that causes the limitation to be reached shall be presented to the Board of County Commissioners as a Receive and File item by the Lead Department with notification that the Change Order puts the cumulative time extensions over the 120-day threshold. The Receive and File item shall contain the Change Order and all backup materials to the item as approved by either the Lead Department or Committee.

At that point, the cumulative limits for time extensions begin again until the 120-day limit is once again reached. This procedure will remain in effect for the life of the contract or project.

(2) Time extensions for projects with a contract award amount exceeding one million dollars (\$1,000,000) or in cases where the lead department head determines that the nature and circumstances of that specific project warrant stricter control or a higher level of monitoring and review shall be authorized according to the authority limits established in this section. Time extensions shall be authorized upon the level of approval authority contained in Sections 7A and 7C above, as calculated by multiplying the number of days of the time extension request by the liquidated damage amount in the executed contract. This calculated amount shall not be counted toward the cumulative dollar amounts specified in 7E. Projects recommended for the authority limits calculated on the basis of this paragraph will be identified in the Board item accompanying the contract for execution.

G. The dollar amounts specified in sections 7A and 7B above shall also apply to contract decreases via change order or modification; provided, however, decreases in amounts shall not be used to offset increases in amounts on the same change order to determine the total dollar amount of the change order and corresponding limitations of this policy unless increases and decreases are directly related.

When considering cumulative limits, deductive change orders shall be tracked separately from and not combined with additive change orders.

H. Construction Change Directives for individual construction contracts shall comply with the approval authority limits as set forth in sections 7A and 7B above.

I. The Lead Department shall be authorized to approve change orders of any amount associated with the sales tax exemption program. The cumulative values of these change orders shall not count towards any cumulative limits specified elsewhere in this PPM.

8. In relation to all items in Sections 5 and 7 above, an attachment must accompany each with a history page(s) indicating all prior changes/authorizations/work orders, etc. If the Contract is project specific, the history will apply to all activity under the contract. If the Contract is a continuing contract, the history shall be for all work under a specific project under said contract. Included in the history shall be the originating amount, the cumulative amount to that point, and a listing of time extensions as well as cumulative days in relation to all previous time extensions. Time extensions relate to construction contracts.

9. As a condition precedent for change order approvals, reasons must be given for the change order and indicated in the back up materials attached to the change order. The acceptable reasons for a change order are any one or combination of the following:

- 1) Owner Initiated
- 2) Differing Site Conditions
- 3) Zoning/Code/Ordinance Changes (Requirements)

- 4) Errors/Omissions in Design
- 5) Quantity Overruns/Under Runs
- 6) Request by another Agency/Outside Party-reimbursable
- 7) Request by another Agency/Outside Party-Non-reimbursable
- 8) Other

When the reimbursable category is utilized in relation to a change order explanation, the reimbursable amount shall be indicated in the supporting documentation to the change order.

- 10. In relation to modifications to agreements/contracts with architects, engineers, landscape architects and land surveyors for such vehicles as work task orders, consultant services authorizations and supplemental agreements, it shall be the responsibility of the lead or user department to establish a unique departmental identifying number for each modification. The identifying number shall be located on the modification document.
- 11. A copy of the contractor's Notice to Proceed for each construction contract must be simultaneously sent to the Contract Development and Control Division by the User Department.
- 12. Subsequent contractual documents for construction and professional services shall contain language to effectuate the provisions of this policy.
- 13. The Committee shall review and approve the final acceptance and final payment for all Board of County Commissioners executed construction projects. The Contract Development and Control Division shall include these items in the monthly report to the Board and the Clerk's Finance Department. In the Final Contract Summary documentation for construction contracts, premium values and charge back amounts that the Lead or User Department intends to negotiate with the design professional, shall be reported.
- 14. The following approval authority is hereby effective for approval of items related to the Jail Expansion Program, including, but not limited to, the work of the Program Manager, Architect and other Consultant Contracts, as well as the Construction Manager, in the following manner:

	<u>Lead Department</u>	<u>Contact Review Committee</u>
<u>CSAs or COs</u>		
Individual	\$ 50,000	\$ 100,000
Cumulative	\$500,000	\$1,000,000
GMP Amendments	\$500,000	\$1,000,000
Time Extensions	60 days	180 days

Any amounts not contained above must be approved by the Board of County Commissioners.

- 15. All construction procurements are subject to the requirements of Palm Beach County Code, Sections 2-421 - 2-440, as may be amended, which creates the Office of Inspector General

(OIG). As set forth in PPM CW-F-081, all construction and professional services procurements are subject to the requirements of the OIG.

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ROBERT WEISMAN  
COUNTY ADMINISTRATION

Supersession History:

1. Countywide Policy O-011 (Resolution R91-810D)
2. PPM #CW-F-050, issued 8/1/94
3. PPM #CW-F-050, revised 12/1/96
4. PPM #CW-F-050, revised 7/2/98
5. PPM #CW-F-050, revised 4/14/03
6. PPM #CW-F-050, revised 3/1/04
7. PPM #CW-F-050, revised 2/1/06
8. PPM #CW-F-050, revised 1/1/07
9. PPM #CW-F-050, revised 10/20/08
10. PPM #CW-F-050, revised 6/1/09
11. PPM #CW-F-050, revised 2/1/10
12. PPM #CW-F-050, revised 6/1/11

## CONTRACT REVIEW COMMITTEE BY-LAWS

1. **AUTHORITY.** The Palm Beach County Contract Review Committee (hereinafter referred to as Committee) was established by Resolution R89-633 approved by the Board of County Commissioners on April 4, 1989. The duties and responsibilities of the Committee are set forth in Countywide PPM No. CW-F-050. The Palm Beach County Code, Chapter 2, Part A, further delegates certain specific contractual authority to the County Engineer, the Director of Facilities Development & Operations, the Director of Water Utilities, the Director of the Department of Airports, and the Director of Environmental Resources Management.
2. **MEMBERSHIP.** The Committee is composed of ~~four (4)~~ three (3) voting members: ~~one member of the Board of County Commissioners,~~ one member of the County Engineer's office, one member of the County Attorney's office, and one member of the office of OFMB/Contract Development and Control.
3. **PRESIDING OFFICER.** The Director of Contract Development and Control shall preside over the meetings of the Committee. In his/her absence, the County Engineer or designee shall preside.
4. **QUORUM.** Members from all three (3) designated voting departments (Engineering, County Attorney, and OFMB/Contract Development and Control) must be present to conduct Committee business. A simple majority of voting members present is required to approve any change order, construction change directives, work task order or work order. In order to assure continuity, only members or their designees in writing shall be allowed to vote. ~~In case of a tie vote, the motion will be considered failed. Although not required for a quorum, a member of the Board of County Commissioners shall have a vote toward each item brought to the Committee for approval.~~
5. **MEETINGS.** Committee meetings will be held as noticed at a designated location at 8:45 A.M. Wednesday unless otherwise scheduled by the Committee. All meetings are considered public meetings and all interested parties are invited to attend. The Contract Development and Control Division shall be responsible for meeting notification.
6. **AGENDA AND MINUTES.** The Contract Development and Control Division shall be responsible for preparing a listing of all items considered by the Committee and a tabulation of the voting on each item at each meeting. Lead and User Departments must provide four copies of items and/or proposed change orders for discussion on 8½" X 11" paper to the office of Contract Development and Control Division no later than 9:00 A.M., Monday or 9:00 A.M. on the Friday directly preceding a week where there are no regular office hours on the following Monday, unless otherwise provided. Should no items for discussion be received by Contract Development and Control Division by the stated deadline, no regularly scheduled meeting will be held.

7. **APPROVAL REQUESTS.** The Lead and User Department will provide a listing of change orders, task orders, as well as copies of requested change orders, task orders, and budget availability statements in advance of the Committee meeting at which they will be discussed. The change order and task order requests will include a summary of the reasons for the request as well as the actual change orders and task orders in the standard format. Small Business Enterprise (SBE) schedules 1 and 2 shall be provided where applicable. All task orders and change orders shall be considered to be in draft form until approved by the Committee.
8. **CHANGE ORDER AND TASK ORDER APPROVALS.** Change orders and task orders approved by the Committee will be signed by the Committee's Presiding Officer. Individual change orders and/or additional services modifications exceeding \$100,000 must go to the Board of County Commissioners.
9. **LEAD DEPARTMENT TASK ORDER, CHANGE ORDER AND WORK ORDER APPROVALS.** Copies of task orders, change orders and work orders approved by Lead Departments shall be forwarded to the Contract Development and Control Division within two (2) weeks after approval to be included in the summary by the Contract Development and Control Division to the Board and Clerk's Finance Department as indicated in Item 10 below. Change order/work order copies shall include sufficient back-up to detail the reasons for the specific changes. Additionally, a history of each item shall be attached as backup.
10. **ACTION.** Within thirty (30) days of the last day of the month of approval, a summary and copies of task orders, change orders and work orders approved by the Committee and Lead Departments will be provided by the Director of Contract Development and Control to the members of the Board of County Commissioners and the Clerk's Finance Department for informational purposes.
11. **FINAL ACCEPTANCE AND FINAL PAYMENT.** The Committee shall review and approve the final acceptance and final payment of all construction projects, thus eliminating these items from the Board Agenda. The Contract Development and Control Division shall include these items in the monthly report to the Board and the Clerk's Finance Department.
12. **CONTRACTS AFFECTED.** These by-laws shall apply to all currently existing contracts and all future executed contracts for construction and professional design services only.
13. **APPROVAL OF BY-LAWS.** These by-laws were approved unanimously by Committee members. Changes or amendments to these by-laws must be approved by the Committee. Any changes or amendments to the by-laws will be furnished to the County Administrator.