

36-1

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: December 6, 2011       Consent       Regular  
    Workshop       Public Hearing

**Department:** Office of Financial Management & Budget

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to adopt:** a resolution of the Board of County Commissioners of Palm Beach County, Florida, approving revised PPM #CW-F-050, to change the membership on the Contract Review Committee; rescinding Resolution R-91-810 to the extent of any conflict with this Resolution and providing an effective date.

**Summary:** At its meeting on November 1, 2011 the Board discussed the composition of the Contract Review Committee (CRC). Pursuant to Resolution R-91-810 the CRC consists of three permanent voting members: County Engineer, County Attorney and Director of Contract Administration/OFMB Department. During the meeting in November the Board directed staff to add another position to the CRC. This position is to be a representative from the community with general contracting experience or an attorney experienced in construction law. PPM # CW-F-050 is being revised to include the new member and to remove the requirement that the CRC include a Board member. 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 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.

At the November 1, 2011 meeting, the Board directed staff to add another position to the CRC and to remove from the PPM the requirement that the CRC include a Board member. This new position is to be a representative from the community with general contracting experience or an attorney experienced in construction law.

**Attachments:** Resolution  
PPM #CW-F-050

Recommended by: Elizabeth Broese      11/9/11  
Department Director      Date

Approved By: [Signature]      12/10/11  
County Administrator      Date

**II. FISCAL IMPACT ANALYSIS**

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

<b>Fiscal Years:</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Capital Expenditures</b>					
<b>Operating Costs</b>					
<b>External Revenues</b>					
<b>Program Income (County)</b>					
<b>In-Kind Match (County)</b>					
<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.

**III. REVIEW COMMENTS**

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

John M. Mueh 11/9/11  
OFMB  
11/9/11 11/9/11

John J. Beola 11/10/11  
Contract Dev. and Control

**B. Legal Sufficiency:**

Paul F. Jr 11/14/11  
Assistant County Attorney

**C. Other Department Review:**

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

**RESOLUTION NO. R-2011-**

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, APPROVING REVISED PPM #CW-F-050, TO CHANGE THE MEMBERSHIP ON THE CONTRACT REVIEW COMMITTEE; RESCINDING RESOLUTION R-91-810 TO THE EXTENT OF ANY CONFLICT WITH THIS RESOLUTION AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners adopted Resolution R-91-810 establishing a permanent Contract Review Committee (CRC) consisting of three voting members: County Engineer, County Attorney, and Director of the Contract Administration Division/OFMB Department; and

**WHEREAS**, the Board of County Commissioners has determined that a fourth permanent member should be added to the CRC; and

**WHEREAS**, the fourth permanent member shall be either a representative from the community with general contracting experience or an attorney experienced in construction law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:**

1. The revised PPM #CW-F-050 attached hereto as Attachment A is hereby adopted.
2. Resolution R91-810 is rescinded to the extent of any conflict with this Resolution.
3. This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was offered by Commissioner  
who moved its adoption. The motion was seconded by Commissioner

and upon being put to a vote, the vote was as follows:

District 1	-
District 2	-
District 3	-
District 4	-
District 5	-
District 6	-
District 7	-

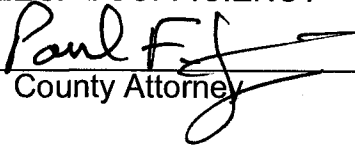
The Chair thereupon declared the Resolution duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK, CLERK & COMPTROLLER

By: \_\_\_\_\_  
Deputy Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By:   
County Attorney

**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 December 6, 2011**

**EFFECTIVE DATE**

**June 1, 2011 December 6, 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 voting members: a ~~member~~ one appointee 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 member from the County Engineer, County Attorney and Contract Development and Control/Office of Financial Management and Budget IS required~~ Three members must be present 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~~ appointee 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~~ 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) voting members: one ~~member~~ appointee 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)~~ Three members of the committee 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 staff members or their designees in writing and the Board of County Commissioners' appointee 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 8 1/2" 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.