

# Capital Projects Policy

(Amended December 4, 1995)

Questions or comments?

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## **1.0 Formation of Capital Requests**

### 1.1 Capital Requests of \$100,000 and more

Upon approval of the County Manager, the Department Head will involve the Chief Project Engineer (CPE) in formulating capital requests over \$100,000. The CPE will work with the Department Head and the Budget Director in the budget process.

### 1.2 Capital Requests of less than \$100,000

The CPE will review all aspects of the proposed work for projects under \$100,000; but the process will be managed by the Department Head. However, Department Heads may call upon the CPE for consultation and advice. The County Manager may direct the CPE to manage specific projects which are estimated at less than \$100,000.

## **2.0 Authority for Capital Project**

Once the project budget has been approved by the Board of Commissioners or the County

Manager, the project will be under the authority of the CPE.

### **3.0 Capital Project Process**

#### **3.1 Preparation**

With the assistance of the Department Head, the Finance Department, and the Minority Business Enterprise (MBE) Office, the CPE will:

- direct the selection process for a design consultant
- prepare the contract for the consultant
- work with the Assistant County Manager to assure MBE compliance
- prepare bid documents for the work

#### **3.2 Contracts**

The contracts will be approved by the County Attorney's Office.

#### **3.3 Bid Process and Implementation**

Once the bid documents have been prepared, the CPE will:

3.3.1 Bid Process - advertise, conduct pre-bid conferences, and open and review bids in conjunction with the Purchasing Agent and the MBE Office.

3.3.1 MBE Compliance - assure MBE compliance with the Assistant County Manger and determine the appropriate course of action (i.e., contract with low bidder, negotiate, rebid)

3.3.2 Recommendation - make a recommendation to the County Manger and the County Engineer.

3.3.3 Monthly Report - prepare a monthly report outlining the current status of each capital project to the County Manger and the County Engineer.

3.3.4 Project Management - manage the project in accordance with the contract.

3.3.5 Contract Administration - represent New Hanover County in administration of the contract including but not limited to:

- negotiating change orders
- revising the scope of work
- approving time extensions
- approving change orders up to \$5,000 each, within the project budget, up to an aggregate of three percent of the construction contract award price. If this aggregate is reached, further approval from the County Manager and/or the Board of Commissioners will be required

- reviewing and authorizing partial payments.
- quality control
- participating in the closeout of the project