



NEW HANOVER COUNTY

Administrative Memorandum

Confidentiality for Capital Projects

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Approved By:	Chris Coudriet, County Manager

Confidentiality for Capital Projects Policy

I. INTRODUCTION AND PURPOSE

Through capital projects and strategic initiatives, New Hanover County is committed to delivering intelligent growth and economic development, superior education and workforce, and superior health and public safety to our community.

As we strive to be the *Model of Good Governance*, we are committed to providing effective county management through increasing transparency and awareness about county actions, developing and nurturing partnerships to deliver strategic objectives; and data-driven decision making.

On occasion, New Hanover County may consider capital projects that are negotiated through development agreements or other innovative partnerships. New Hanover County may conduct preliminary cost estimates and appraisals associated with these projects to aid in negotiation and ultimately decision making. Therefore, the release of this information will require careful attention to timing.

II. ORGANIZATION(S) / INDIVIDUALS AFFECTED

This Administrative Memorandum applies to all New Hanover County Capital Projects.

III. POLICY

- A. In accordance with NC GS 133-33, preliminary cost estimates and appraisals prepared by New Hanover County (or by an agent of New Hanover County; such as by an architect, engineer, or consultant) associated New Hanover County capital building projects will remain confidential until the time public notice is made to the Board of County Commissioners, unless otherwise determined by the County Manager or his designee. This will ensure that accurate information is delivered at the appropriate time and the best data available will be used for decision making.

- B. Any bidder or proposer will have the protection of NC GS 66-152(3) Trade Secret Protection Act if;
- 1) the information meets the definition of a trade secret, and;
 - 2) The bidder identifies the information as such at the time the bid/proposal is submitted.

IV. INTERNAL CONTROLS

Project Managers are responsible for identifying confidential cost estimates and appraisals in reports, consulting with legal based on this policy, and redacting it from public documents. At the time of public notice to the Board of County Commissioners, all information will be made available to the public for review.