

Agency Wide Policy and Procedure

SECTION: Financial

SUBJECT: Renovation and New Construction of Facilities

POLICY NUMBER: 5.52

ATTACHMENTS:

APPROVAL DATE:

REVISION DATE: 2/24, 7/25

Policy:

Board approval shall be required prior to the start of the project on all renovations and new construction of facilities not included in the Board approved capital plan(s).

Procedure:

1. All renovations and new construction contracts over five thousand dollars (\$5,000) [\$3,000, or the current Micro-purchase threshold outlined in GPO 200.67 for all Federal (sub)recipient projects] must be submitted to the Finance Committee on the Standard Form Agreement Between Owner and Contractor - AIA Document A707 latest edition and comply with CFR 200 standards for all Federal (sub)recipient projects.
2. All subsequent change orders of more than one thousand dollars (\$1,000) must also be submitted to the Finance Committee for prior approval.
3. The Board of Directors will be presented with the Finance Committees' recommendations.