



# Commission Policy

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Resolution: 02-136-7; 05-117-9; <a href="#">16-152-11</a>	Date Issued: 7/22/02
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## Purpose:

This policy delegates to the Executive Director the authority to make contract modifications as specified.

- (1) **Construction Contracts.** The Executive Director is delegated full authority to make changes to construction contracts with the following limitations:
  - (a) For Time Extensions: Unlimited except for time extensions which would have an impact on contract price in excess of delegated authority or adverse impact upon a court ordered schedule or timetable.
  - (b) For Contract Price: Cumulative contract modifications (Amendments) resulting in an increase in contract price may not exceed \$400,000 or 10% of the original contract, whichever is less, and cumulative contract modification authority of \$50,000 for contracts under \$500,000.
- (2) **Architect and Engineering Service Contracts.** The Executive Director is delegated full authority to approve changes in architectural and engineering service contracts with the following limitations:
  - (a) For Time Extensions: Unlimited, except for time extensions which would have an impact on contract price in excess of delegated authority or adverse impact on a court ordered schedule or timetable.
  - (b) For Contract Price: Cumulative contract modifications (Amendments) relating to scope or level of effort and attendant expenses resulting in a change in price may not exceed \$200,000 or 10% of the original cost ceiling, whichever is less, and cumulative contract modification authority of \$50,000 for contracts under \$500,000.



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- (3) **Other Professional Service Contracts.** The Executive Director is delegated full authority to make changes to professional service contracts with the following limitations:
- (a) For Time Extensions: Unlimited, except for time extensions which would have an impact on contract price in excess of delegated authority or adverse impact on a court ordered schedule or timetable.
  - (b) For Contract Price: Cumulative contract modifications (Amendments) relating to scope or level of effort and attendant expenses resulting in a change in price may not exceed \$100,000, or 10% of the original cost ceiling, whichever is less, and cumulative contract modification authority of \$50,000 for contracts under \$500,000.
- (4) **All Other Contracts.** The Executive Director is delegated full authority to make changes to all other contracts with the following limitations:
- (a) For Time Extensions: Unlimited except for time extensions which would have an impact on contract price in excess of delegated authority or adverse impact upon a court ordered schedule or timetable.
  - (b) For Contract Price: Cumulative contract modifications (Amendments) resulting in an increase in contract price may not exceed \$100,000, or 10% of the original contract price, whichever is less, and cumulative contract modification authority of \$50,000 for contracts under \$500,000.
- (5) **Delegation and Reporting.** The Executive Director may redelegate all or any part of this authority. The Executive Director shall maintain a reporting system of Contract Modifications. Reports shall be provided to the Commission on request.
- (6) **Modifications in excess of authority.** Any modification to a any contract in excess of the amount or percentage specified above must be approved by Commission resolution. For any contract



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which was below the \$~~100,000~~[150,000](#) total requiring Commission approval at the time of initial contract award under Policy 1-78.08, in the event that contract and cumulative amendments exceed \$~~100,000~~[150,000](#) in total, the Executive Director shall seek the approval of the Commission.

**(7) Legal Approval.** All contract modifications (Amendments) in excess of \$50,000 and/or those requesting more than 30-day time extensions shall be approved for form and legality, prior to issuance, by the Director of Legal Services or his/her duly authorized representative