

Board Authorization Practices for Public Works Contracts

1. Authorize Staff to Advertise for Bidding
2. **Authorize Staff to File Environmental Document**

Alternative:

Delegate Staff to make “exempt” determinations and file notices

3. Award Bid to Lowest Responsive, Responsible Bidder
4. Approve Change Orders to Contract
5. **Authorize Staff to File Notice of Completion**

Alternative:

Delegate General Manager to sign NOC and Staff to file

6. **Approve Closeout Agreement and Release of Retention**

Alternative:

Delegate General Manger to sign Closeout Agreement and Release Retention