

FRANKLIN COUNTY FINANCE DEPARTMENT
Procedures for Construction Projects in Regard to Selection
of Engineering, Architectural & Construction Management Services

The Franklin County Finance Policies & Procedures Manual addresses the Procurement of Construction Projects exceeding \$25,000 (Pg. 18, Section 8.2.2), Cost Analysis for Projects exceeding \$150,000 (Section 8.2.3), and Professional Service Contracts (Section 8.3.1) the following procedures outline detailed steps.

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| A/E | Architect/Engineer | FC | Finance Committee |
| CC | County Commission | FD | Finance Director |
| CM | Construction Management | PC | Project Coordinator |
| DH | Department Head | | |

- 1. The Finance Director (FD) is notified of construction projects estimated to exceed the \$25,000 threshold that requires Architectural/Engineering (A/E) Services. If the project is estimated to not exceed \$150,000, and is a current budgeted item the FD and appropriate Department Head (DH) (County Mayor, Highway Superintendent or School Director) may proceed with the following actions:**
 - a. County Attorney reviews A/E Firm proposed contract.
 - b. FD/DH will approve a purchase order and contract with a chosen A/E Firm that is certified and specializes in the project scope.
 - c. DH will approve county staff as a Project Coordinator (PC) to oversee the project, by working with the A/E firm staff & contractors performing work to complete the project.
 - d. FD/DH will approve purchase orders for the project.
 - e. PC shall give monthly reports to the Finance Committee (FC), Building & Grounds or other pertinent committees shall receive monthly reports in regard to the project until the completion date.

- 2. If the project is estimated to exceed \$150,000 and not exceed \$250,000, and is a current budgeted item the FD and appropriate DH (County Mayor, Highway Superintendent or School Director) may proceed with the following actions:**
 - a. FD/DH will approve a purchase order and contract with a chosen A/E Firm that is certified and specializes in cost analysis for the project scope.
 - b. DH will approve county staff personnel as a PC to oversee the project, by working with the A/E firm staff & contractors performing work to complete the project. All state laws will be applicable to this action.
 - c. FD/DH will approve purchase orders for the project for additional A/E fees as appropriate, if the project is deemed to be within the allocated budget funds for the project.
 - d. FD working with the PC & the A/E firm shall prepare a public bid notice and bid documents for the project.
 - e. The A/E firm shall administer the bid opening, analyze the submittals, and prepare the bid tabulations and submit them to the FD.
 - f. The FD will compare the bid tabulations with the cost analysis and verify if the budgeted funds are sufficient to meet the projects bid tabulation. If the cost analysis is comparable/validated, the FD shall award the bid(s). If not comparable the FD will present to the FC for guidance.

- g. Upon funding approval, FD/DH will approve all necessary purchase orders for the project.
- h. The A/E firm shall give monthly reports to the FD & County Commission (CC) regarding cost estimate changes, based on the projects progression & the FD will monitor the approved project budget.
- i. PC shall give monthly reports to the FC, Building & Grounds or other pertinent committees shall receive monthly reports in regard to the project until the completion date. The updates shall include changes to scope and cost, additions, deletions, and progression of the project.

3. If the project is estimated to exceed \$250,000, the FD and appropriate DH (County Mayor, Highway Superintendent or School Director) may proceed with the following actions:

- a. FC will address the project request & seek preliminary funding for cost analysis, if not already budgeted.
- b. Upon funding, FC or CC approved Ad hoc Committee, will initiate the project.
- c. FD will issue a “Request for Qualifications” for A/E Firm that specializes in cost analysis, A/E services in the project scope.
- d. FD/DH will approve purchase order for cost analyst service.
- e. FD/DH will present the Cost Analysis Report to the FC.
- f. FD will confirm funds are budgeted for this project, if not, the FC and CC must approve a budget for project.
- g. If debt service is needed, FD will work with financial advisor for estimated debt service projections to present to the FC and CC. When funding is approved;
- h. FD/DH will approve a purchase order and contract with a chosen A/E Firm that is certified and specialized for services of the project scope.
- i. FD will possibly, issue a “Request for Qualifications” for a Construction Management (CM) Firm in an advisory capacity, or approve county staff to serve in this capacity to oversee the project, by working with the firm staff & contractors performing work to complete the project. This will be determined by the FC or Ad Hoc Committee responsible for the project.
- j. FD/DH will approve purchase orders for the project for additional A/E & CM fees as appropriate, if the project is deemed to be within the allocated budget funds for the project, or if not budgeted FD will bring a budget amendment to the FC for a recommendation to the CC for approval.
- k. If approved, the FD will work with the A/E Firm & CM personnel (if needed) and shall prepare a public bid notice and bid documents for the project.
- l. The A/E Firm and/or CM firm shall administer the bid opening, analyze the submittals, and prepare the bid tabulations and submit them to the FD.
- m. The FD will compare the bid tabulations with the cost analysis and verify if the budgeted funds are sufficient to meet the projects bid tabulation. If the cost analysis is comparable or validated, the FD shall award the bid(s). If not validated or the approved budget is not sufficient the FD shall bring the project information to the FC or Ad Hoc committee, then the CC if applicable to seek further funding approval, with variances outlined.
- n. When funding is in place, FD/DH will approve all necessary purchase orders for the project.
- o. The A/E or CM Firm shall give monthly reports to the FD regarding cost estimate changes, based on the projects progression & the FD will monitor the approved project budget.
- p. CM personnel shall give monthly reports to the FC, Building & Grounds or other pertinent committees shall receive monthly reports in regard to the project until the completion date.