



Missouri Highways and Transportation Commission Policies

Category: FINANCIAL
Subcategory: Capital Improvements

CAPITAL IMPROVEMENTS

A Capital Improvement Plan will be presented to the Commission through the budget process.

- a. **Bids/Contracts:** Any member of the Executive Committee are authorized to approve bids and execute contracts for capital improvements, except that the total expenditures cannot exceed the total amount of the Commission-approved Capital Improvement Plan. In addition, the Director of General Services is authorized to approve bids and execute contracts for capital improvements for projects amounting to \$100,000 or less and may delegate this authority to others under his/her supervision by written advisory filed in the General Services Division. This approval is subject to concurrent or prior approval of the Office of Administration and/or the Board of Public Buildings, where applicable.
- b. **Capital Improvement Plan Construction Change Orders:** Change orders may be executed as delegated by the Chief Financial Officer through a written advisory to the General Services Director; however, revisions in the contract amounts meeting any of the three following criteria must be approved by any member of the Executive Committee: (1) additions greater than 25% if the original contract amount was \$100,000 or less; (2) additions greater than 10% if the original contract amount was greater than \$100,000; or (3) additions greater than \$200,000.

Executive Committee

For purposes of this policy the term Executive Committee includes the individuals who fill the positions of Director, Deputy Director/Chief Engineer, Assistant Chief Engineer, Chief Safety and Operations Officer, Chief Administrative Officer, and Chief Financial Officer.

Effective Date: February 6, 2019
Supersedes Policy Dated: April 3, 2012 – EOD, Paragraph C2
Last Reaffirmed: November 7, 2013
Date of Origin: January 17, 1997

Related Commission Minutes: January 17, 1997; January 12, 2011-EOD; April 3, 2012-EOD; November 7, 2013 – Comprehensive Policy Review. February 6, 2019-comprehensive review.