



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:** The Director, Chief Financial Officer, Chief Engineer, or Assistant Chief Engineer 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 \$200,000 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 the Chief Financial Officer, Chief Engineer, or Assistant Chief Engineer: (1) additions greater than 50% if the original contract amount was \$250,000 or less; (2) additions greater than 25% if the original contract amount was greater than \$250,000; or (3) additions greater than \$500,000.

Effective Date: November 7, 2013
Supersedes Policy Dated: April 3, 2012 – EOD, Paragraph C2
Last Reaffirmed:
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.