

## **ADMINISTRATIVE BULLETIN NO. 18**

*Issued: May 14, 2002*

### **SUBJECT: CONSTRUCTION PROJECT OVERSIGHT**

County departments are required to use county staff for construction project administration, management, and inspection for County-owned facilities and building projects that are defined a "public work" in Civil Code section 3106. This Bulletin documents this long-standing practice.

The County staff is responsible for:

- Accepting a completed facility and providing verification to the Board of Supervisors that the project was built in substantial compliance with the plans and specifications and as required by statute.
- Providing assurance to the Board of Supervisors that the facility is adequate for the intended use.
- Approving payment of County funds and/or grant money and providing required assurances to funding agencies, including project audits.
- Verifying compliance with applicable labor laws, and hazardous materials, safety, and other federal and State regulations that the County must either comply with or enforce.
- Keeping the building plans and specifications of all County building projects.

This policy is not intended to prohibit the use of design professionals to provide design services or other periodic assistance during the construction process for specialized testing and/or inspection. However, all oversight and approvals including payment authorizations are the responsibility of County staff.