

# INSTRUCTIONAL MEMORANDUMS

## To Local Public Agencies



To: Counties	Date: August 28, 2014
From: Office of Local Systems	I.M. No. 3.940
Subject: Resolution to allow County Engineer to Certify Completion of Work on Construction Contracts	

**Contents:** This Instructional Memorandum (I.M.) describes the procedures for a County to authorize the County Engineer to accept a construction project as complete on behalf of the County Board of Supervisors. This I.M. includes the following attachments:

[Attachment A](#) – Sample Resolution ([Word](#))

### Introduction

The County Engineer, besides serving as the engineer in responsible charge of the project, may also sign on behalf of the Board of Supervisors to certify final acceptance and completion of a construction contract. However, before the County Engineer can legally sign for the Board of Supervisors, the County must pass and execute a resolution authorizing the County Engineer to do so.

### Procedure

If a County wants the County Engineer to be able to sign on the County's behalf, the County shall pass and execute a resolution similar to the sample included as [Attachment A](#) to this I.M. A new resolution needs to be completed only whenever the County hires a new County Engineer. This procedure does not need to be completed on an annual basis.

After passing and executing such a resolution, the County shall send one copy to District Office and one copy the Office of Local Systems.

Note: Iowa Code [310.18](#) authorizes the County Engineer to sign progress payments on construction contracts; however, this Code section does not allow the County Engineer to sign the final construction progress voucher. The Board of Supervisors must sign the final construction progress voucher.