**Bureau of Engineering**

**Special Order**

July 10, 2006 Special Order No. 005-0706

To All: Deputy City Engineers

Senior Managers

Division and Group Managers

Subject: **MEMORANDUM OF UNDERSTANDING (MOU) ·BETWEEN THE BUREAU OF ENGINEERING (BOE) AND OTHER DEPARTMENTS OR AGENCIES· STANDARD**

**MOU FORM** (This Special Order supercedes Special Order No. 001-0100, dated

January 13, 2000.)

Effective immediately, the attached MOU form is to be used when memorializing work between the BOE and one or more User Departments or Agencies. This MOU can be either a project or program specific. The MOU includes provisions for a third party so that it could also be used for three-way, joint projects. This might be the case where we are doing a project or program for a client department and the Department of General Services will do the construction. Verbiage in ***[bold, italicized]*** font contains information or directions for completing the MOU. The writer of a specific MOU must replace the ***[text]*** with appropriate language for the writer's project or program.

The Standard MOU Form can be downloaded from the BOE Forms Library. Past MOUs are located on the Bureau's Technical Documents Center and may be used as examples for their scope of work.

Questions on this Special Order can be directed to the Division Engineer of the Project Award & Control Division at (213) 847-0546.

( MPB BMS WHH )

[Attachment: Standard MOU Form](http://boe.ci.la.ca.us/eforms/index.cfm?fuseaction=public.getobject&amp;file=226.doc&amp;type=1)

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SO No. 005-0706

Approved by:

Gary Lee Moore, P.E., City Engineer