

Construction Change Orders Policy

The Board recognizes that during any construction project, unanticipated conditions or extenuating circumstances may develop, which by their nature require decisions within a short period of time in order to prevent costly delays and other negative circumstances. Therefore, the Board of Education delegates approval of change orders to construction contracts as follows:

Superintendent

A change order that has been reviewed and approved by the Construction Manager and the Architect, and has a total cost of less than \$10,000, may be approved by the Superintendent if the change order meets the following conditions:

A description and justification for the requested change(s) in relation to the original bid specifications, the general contractor's summary of total costs and/or credits to affect the change order and any required documentation to update the districts records/files is provided.

The change order does not significantly alter the approved contract

The approval of the change order is necessary to ensure the project remains within its timeline.

The purpose of the change order is to address a previously unknown condition and is not for what would otherwise be additional work.

All change orders approved under the authority of the Superintendent, shall be provided, in detail, to the Board of Education at or prior to the next regularly scheduled board meeting.

Board of Education

Any change order that exceeds the approval level of the Superintendent, or significantly alters the original contract, shall be approved by the Board of Education at a Regular or Special Meeting prior to proceeding with the items of the change order. Prior to presenting the change order to the Board for approval, the following must occur:

The change order must be approved by the Construction Manager, the Architect, the Director of Operations, and the Superintendent is provided.

A description and justification for the requested change(s) in relation to the original bid specifications, the general contractor's summary of total costs and/or credits to affect the change order and any required documentation to update the districts records/files.

Emergency Change Orders

Should a condition arise that is deemed an emergency or an imminent threat to the safety of employees of the District or the contractors, the students of the district, the general public, or the structural integrity of the facility, a change order may be approved by the Superintendent, with the verbal consent of the Board President, should the amount exceed the Superintendents authorized approval, following review and approval by the Construction Manager and the Architect of the proposed change order. All such Emergency Change Orders shall be provided to the full board as soon as the documents become available.

(Approval Date)