



## Construction/Renovation Project Change Order Approval Policy and Procedures

### **Purpose**

To prescribe policies and procedures for approving changes to the design requirements and/or the scope of construction which causes an adjustment to the Contract Amount or Contract Time of a project while under construction.

### **Policy**

Facilities under construction require the execution of a "Change Order" to change the design requirements and/or the scope of construction which in turn requires an adjustment of the Contract Amount or Contract Time (time of construction). A proposed Change Order will be considered:

- 1) For changes in work required by the District.
- 2) When essential design/work has been inadvertently omitted.
- 3) To correct errors in plans and specifications.
- 4) To correct design/work when concealed conditions in existing facilities are exposed and found to differ from construction documents or available information.
- 5) When unavoidable events or weather cause delays and the need for additional time for completion of work.

Change Orders shall be approved, by the Executive Director or designee, in writing and in advance of the proposed work being performed by the contractor. The Executive Director or designee is authorized to approve Changes Orders within the total of a project's general construction and contingency budgets that have been approved by the Board of Trustees (Board). Proposed Change Orders that exceed the remaining balance of the Board's previously approved project's construction and contingency budgets require Board approval.

At the time of contract award, the Board shall also approve a Change Order budget which shall be known as the approved Contingency Budget.

**Procedure**

- 1) Change Orders shall be administered in accordance with procedures outlined in the bidding and contract documents.
- 2) Change Orders shall be prepared on a form approved by the Library District.
- 3) The Architect is responsible for the preparation of Change Orders.
- 4) The Architect shall submit completed Change Order forms with all required supporting documents to the General Services Director for review and submittal to the Executive Director or designee.
- 5) The construction budget and/or contingency budget shall be adjusted following approval of Change Orders.
- 6) The Executive Director or designee shall report all approved Change Orders to the Board at scheduled meetings and the current status and balance of all project construction budgets and contingency budgets.
- 7) Proposed change orders that exceed the balance in approved project construction budgets and/or contingency budgets require approval of the Board.