

CONSTRUCTION CHANGE ORDERS

Construction Projects

The Eastmont School District Board of Directors recognizes that changes are inevitable on any significant construction project. They also recognize that prudent management of construction projects requires the establishment of appropriate contingencies for change orders, and that Project Managers and Consultants engaged by the District provide the Superintendent with information, analysis and recommendations on all construction change events.

For each project involving site development, new building construction or remodeling of existing buildings, the contract documents shall include conditions, protocols and procedures for identifying, investigating, and analyzing changes on construction projects and for justification, negotiating, approving or ratifying, and processing change orders and any and all other contract modification mechanisms designed to effect changes in contracted scope, schedule & budget on construction projects.

The Board of Directors grants the Superintendent or designee the authority to approve change orders, following the gathering and analysis of consultant inputs, if the additional cost of the individual change to the project does not exceed \$50,000, exclusive of sales taxes, and provided that the total cost of change orders approved to date on the individual project does not exceed the amount of available contingency funding in the project budget. The Superintendent shall advise the Board of all change orders executed, and shall cause to be recorded a full and complete record of the reasoning, analysis and recommendations upon which the District relied in consideration of such change orders.

In the event a change order request that exceeds this authority provided to the Superintendent must, for good and sufficient reasons, be considered between Board meetings; the President of the School Board may provide interim authorization relying upon either a fully evolved change order document, or upon change order precursor documents which define the scope and estimated value of the change. The Board shall take formal action on such requests at the next Board meeting.

Equipment Authorization

Incremental purchases of equipment that fall within the approved budget will not require approval by the Board as a change order. Individual purchases that exceed the approved budget shall be considered by the Board provided, however, that the Board may grant the Superintendent or designee the authority to approve additional equipment purchases if the additional cost to the District does not exceed \$50,000 and provided that the total cost of all change orders approved to date for the subject equipment has not exceeded the amount of the contingency in the project budget. The Superintendent shall advise the Board of all change orders executed in such cases.

In the event a change order request exceeds this authority provided to the Superintendent must be considered between board meetings, the President of the Board may provide interim authorization. The Board shall take formal action on such requests at the next Board meeting.