

## Business Operations

### Approval of Change Orders

For purposes of this policy, a “change order” shall mean a written amendment to the construction contract issued and signed by the Superintendent or the Superintendent’s designee, the architect-engineer, and/or the contractor authorizing a change in the scope of work, an adjustment in the contract sum or contract time, or both.

A construction change order shall not be binding on the District, unless the change order is in writing, approved, and executed by duly authorized parties as provided herein. All work which is the subject of a construction change order shall not commence until approved as provided herein. Otherwise, the District will not be responsible for payment on a construction change order. Such authorized and fully executed construction change order shall be attached to and become a part of the original contract.

### Initiation of Change Orders

A construction change order is required for a change in the scope of work, an increase or decrease in the amount of the construction cost, to adjust the substantial or final completion date of a construction project, or by mutual agreement of all relevant and necessary parties.

### Change Order Approval Authority

The Superintendent or the Superintendent’s designee shall recommend to the Board of Education for its review and approval any construction change order(s) that:

1. Is greater than ~~\$40,000~~ 50,000;
2. Cumulative total of all construction change orders of a construction project in an amount in excess of 10% of the original construction contract amount; and/or,
3. Provides for new or different facilities not already approved by the Board of Education, or significantly alters the design or extent of facilities provided for in the original contract documents.

### Delegation of Authority for Major Construction Projects

For those construction change orders not requiring Board of Education approval, the Superintendent or the Superintendent’s designee has the authority to approve a construction change order request in an amount not to exceed ~~\$40,000~~ 50,000, provided however, the cumulative total of all approved construction change orders for a single, major construction contract by the Superintendent or the Superintendent’s designee does not increase the original construction contract amount by more than 10%. For the purposes of this subsection, the original construction contract amount for a construction management at risk contract shall be the amount approved by the Board of Education in an agreement, or a formal amendment to the agreement. Any construction change order approved by the Superintendent or the Superintendent’s designee shall be reported to the Board of Education at the Board’s next regular meeting.

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