

## **BP 6601 Change Orders - Capital Construction**

This policy sets forth the process for which change orders will be submitted for approval.

A Change Order is the written mechanism to revise a contract between the District and a contractor working for the District. If it is determined that a change to the contract is necessary, the District's architect will prepare a Request for Proposal (RFP) document and after approval by the District, will issue it to the contractor. The contractor will respond to the RFP with a proposal indicating cost and time impact to the project. If both the architect and District agree with the cost and time impact, the architect prepares a Construction Change Directive (CCD). This is a tracked document that indicates that both parties agree to the time and cost impact. The District's approval of the CCD will be determined by the following:

- \* Any CCD for \$25,000 or less may be approved by the Superintendent/President or Vice President of Administrative Services.
- \* Any CCD for more than \$25,000 must be approved by an ad hoc committee of the Board of Trustees. This approval may be obtained by polling the Committee.

In order to be considered for approval, all CCD's must meet the following requirements:

- \* Proposed change meets the design and direction of the Shared Governance Design Team of the project.
- \* Proposed change is within the overall project budget. Example - there is sufficient contingency funds to pay for the change.
- \* Proposed change impacts the time schedule within a reasonable degree.
- \* Proposed change is not of a sensitive or political nature.

A collection of CCD's are then grouped to form a Change Order. The Change Order is the official record of the RFP's and CCD's and is processed as a Board of Trustee action item and is also part of the project record for Notice of Completion and DSA approval and closeout.