

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 6345 Change Order Procedures

Definition

A change order (CO) is a procedure that is defined in the contract to provide for modifications of the contract scope of work. Change orders can increase the cost of the work, reduce the cost of the work, or have no cost impact. Along with the cost factor is an amount of time that the project schedule may change due to the change order.

The need for a change order usually arises from one of the following reasons:

1. Error in or omission from the contract documents;
2. Unforeseeable job site conditions such as rock, expansive soil, unrecorded utility lines or similar circumstances;
3. Change in the requirements of a regulatory agency, such as revisions in building codes, fire, safety or health regulations;
4. A change originated by the District;
5. Changes in specified work due to the unavailability of specified materials, availability of better materials and/or less expensive materials.

Pre-Construction

- Board of Trustees approves project budget (annual capital plan).
- Project is designed to meet the approved project budget.
- Project bid specifications are developed.
- Project bid requests (Request for Qualifications (RFQ), Request for Proposal (RFP), and/or Request for Bid (RFB) are advertised in local paper of general circulation in compliance with Public Contract Code.
- The project is bid per the requirements set forth by Public Contract Code.
- The bids are opened by the Architect of record at the designated time, and reviewed by the administration, project manager and, when applicable, the user group.
- The project bid amount is approved by the Board of Trustees with a 10% owners allowance included in the approved amount. The contractor has access to the owner's allowance only if direction and prior approval are given by the administration and/or project manager.

Construction

- The superintendent/president and/or the designated District administrator will review all change orders with the project manager prior to approval.
- The change order shall include the change order description, change order amount, change order amount to date, amount of project allowance used to date and any additional days added to the project completion date. Change order proposals (unsigned COs) should also include backup documentation supporting the new cost. Amount to date and allowance balance is not typically found on the CO as it is in the CO log

reviewed weekly at Owner Architect Contractor (OAC) meetings. Also included are any subcontractor materials and labor estimates and reference to any Request for Information (RFI) that the new or additional work is the result of. Photos of current condition described in work and/or blue print sheets, or close ups where work will be done, is also requested, if applicable.

- The cover for all change orders shall be an updated change order log. Change order logs are presented and reviewed at the OAC meetings. As long as the change orders are within the Board of Trustees approved budget, they do not need to be presented to the Board of Trustees. Only when the contingency is expended before project completed, does a change order go to the board.
- Each change order shall be tracked and presented to the Board of Trustees quarterly as an information item.
- If the project exceeds the previously approved 10% owner's allowance then the Board of Trustees shall approve the increase in the contract prior to the work being performed
- If a project change in excess of this above amount is considered an emergency, or an immediate action is needed to prevent loss, or to avoid extensive delays, increases in cost due to dismantling or set ups, or interruption to instructional programs, the superintendent/president shall either call an emergency meeting of the Board to gain approval or authorize the change, inform the Board, and take it to Board's next meeting as ratification.

Approved by Superintendent/President: February 15, 2011

Rev: April 7, 2026