

## HARTNELL COMMUNITY COLLEGE DISTRICT

### AP 6345 Change Order Procedures

#### Definition

A change order 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 Campus;
5. Changes in specified work due to the unavailability of specified materials, availability of better materials and/or less expensive materials.

#### Pre-Construction

- Board Approves project budget (annual capital plan)
- Project is designed to meet the approved project budget
- Project bid specifications are developed.
- Project bid requests (RFQ, RFP, and/or 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, 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.
- If approved, the District will receive five copies of the change order on an AIA G701 or District approved change order form for signature by the District, the architect, the project manager and the contractor
- 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

- The cover for all change orders shall be an updated change order log
- Each change order shall be tracked and presented to the Board quarterly as an information item
- If the project exceeds the previously approved 10% owner's allowance then the board 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 and inform the Board and take it to the Board for ratification at their next meeting.

February 15, 2011