

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:

1. Any CCD for \$25,000 or less may be approved by the Superintendent/President.
2. Any CCD for more than \$25,000 must be approved by the Board of Trustees.

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

1. Proposed change meets the design and direction of the Shared Governance Design Team of the project.
2. Proposed change is within the overall project budget. Example - there is sufficient contingency funds to pay for the change.
3. Proposed change impacts the time schedule within a reasonable degree.
4. 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.