

Construction Change Orders

Change orders found to be necessary while a project is under construction shall originate with the project manager. The project manager shall provide to the superintendent or designee a rationale for a proposed change, a detailed breakdown of costs for the change and net results of the change on the project budget and schedule. The project manager shall also indicate whether the change order substantially alters the scope of the original project. If such scope of the project is altered, the change shall be presented to the Board for its approval prior to the change occurring.

Timely approval of a change order during the course of a building program is essential so that desired or needed changes do not delay the construction schedule. The superintendent or designee shall have the authority to approve change orders according to the following:

1. If the superintendent has designated the responsibility for the building program, the designee may approve a change order up to a maximum of \$99,999. A "change order" is defined as any specific single adjustment within a larger project.
2. A change order greater than \$99,999 shall be presented to the Board by the superintendent or designee and shall require the approval of the superintendent.
3. Individual or accumulative changes that exceed the Board-approved project budget shall be presented to the Board for its approval at a scheduled meeting. In the event that such change seriously affects the construction schedule, the superintendent may authorize the change with follow-up of all Board members. The change order shall then be brought to the Board for approval at the next regularly scheduled Board meeting.

During the course of a building program, the Board shall be routinely presented reports on the progress of the building program and/or project specific updates.

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St. Vrain Valley School District RE-1J, Longmont, Colorado