

Title: Construction/Renovation Change Order Approval Process – Regulation

A. Approval Process for Change Order Requests under \$10,000 per Item or Under \$25,000 Total

Upon written notification to the Superintendent, the administrator in charge of a construction project may give final approval for Change Order requests if no single item is over \$10,000 and the total amount of the Change Order is not greater than \$25,000.

B. Approval Process for Change Order Requests of \$10,000 or more per Item or of \$25,000 or more Total

1. The contractor initiates a Change Order request, which includes the estimated costs, to the architect for the following reasons:
 - a. The discovery of a difference between the Contract Documents and the actual existing conditions.
 - b. The discovery of an error in the Contract Documents.
 - c. Suggestions by the contractor to “improve” (example: cost-savings, easier or better method, etc.)
 - d. A request by the architect to “improve.” (In this case the document is called a “Proposal Request.”)
 - e. A request by the District to “improve” (example: add to, delete from the work as described in the Contract Documents.)
2. The architect discusses the proposed change with the administrator in charge of the project. Upon agreement by the administrator, the architect processes the document and forwards it to the District in the form of a Change Order.
3. The administrator discusses any proposed changes with the Superintendent. Upon agreement by the Superintendent, a recommendation for approval is then forwarded to the Superintendent. A copy of the recommendation is then distributed in the Board Flyer. A clarification discussion may be held with the Board if necessary as directed by the Superintendent.
4. The Superintendent includes his/her recommendation for approval in the agenda for the next regularly scheduled Board meeting.

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5. Upon approval by the Board, the Change Order shall be signed and sent to the architect.
6. The Contract Documents shall be changed for implementation.

C. Approval Process, “Emergency” Procedure, for Change Order Requests equal to or over \$10,000.

This procedure may only be used in emergency situations in which the architect advises that approval is necessary as soon as possible in order to avoid delays in the construction process.

1. A discussion is held between the contractor and the architect. If the architect gives tentative approval, the contractor develops a cost estimate, and the architect prepares a Proposal Request.
2. The architect discusses the Proposal Request, and the cost estimate, with the administrator.
3. The administrator gives tentative approval, after discussion with the Superintendent.
4. The architect then prepares and submits a Change Order for review by the administrator.
5. The administrator shall discuss and clarify the situation with the Board as directed by the Superintendent and then shall submit a written recommendation to the Superintendent with the Change Order.
6. After the Superintendent gives approval, the Change Order will be signed and sent to the architect. All documentation shall be distributed in the next Board Packet.
7. The Contract Documents shall then be changed for implementation.
8. The Board will take action at the next regularly scheduled Board meeting.

Title: Construction Change Order Approval Process - Procedure (continued)

Approved: Jun. 18, 1991

Reviewed: Mar. 1, 1994
March 28, 2017
March 22, 2022

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