

INTERIM POLICY

Effective Date: 01/14/03

Approved By: Vice President, B&FA

POL-5721.01 Issuing and Approving Change Order Proposals

This policy applies to all parties involved in the initiation and approval for Change Order Proposals (COP's) on Public Works projects during the construction phase.

1. Changing the scope of a Major Public Works project that includes a Steering Committee and an On-site Facilities Management representative requires approval according to who requests it and its dollar size.

- A. All client/user requests to change the scope of the Public Works project must be approved by the Steering Committee **prior to issuance** of a contractor Change Order Proposal (COP) or assignment to a Maintenance Repair and Renovation Request.
- B. The On-site Facilities Management representative shall have the authority to issue any, or all, COP's for the project.
- However, they shall only have approval authority of individual COP's less than \$5,000, with a maximum authorization of a combined total of \$25,000 before consulting the Project Manager.
 - Upon approval of any COP less than \$5,000 in size, the On-site Facilities Management representative shall notify the Project Manager. The Project Manager shall then notify the Assistant Director for Planning, Design, and Construction Administration, and the Capital Budget Director (or designee).
- C. The Project Manager shall have the authority to issue any, or all, COP's for the project.
- However, they shall only have approval authority of individual COP's less than \$20,000, with a maximum authorization of a combined total of \$80,000 before consulting the Assistant Director for Planning, Design, and Construction Administration, and the Capital Budget Director (or designee).
 - Upon approval of any COP less than \$20,000 in size, the Project Manager shall notify the On-site Facilities Management representative, the Assistant Director for Planning, Design, and

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Construction Administration, and the Capital Budget Director (or designee).

- D. The Assistant Director for Planning, Design, and Construction Administration shall have the authority to issue any, or all, COP's for the project.
- However, they shall only have approval authority of individual COP's less than \$50,000, with a maximum authorization of a combined total of \$150,000 before consulting the Capital Budget Director (or designee).
 - Upon approval of any COP less than \$50,000 in size, the Assistant Director shall notify the Project Manager, the On-site Facilities Management representative, and the Capital Budget Director (or designee).
- E. Any COP's at \$50,000, or higher, requires approval of the project Steering Committee. Upon approval of any COP by the Steering Committee, the Project Manager shall notify the On-site Facilities Management representative, the Assistant Director for Planning, Design, and Construction Administration, and the Capital Budget Director (or designee).

2. Changing the scope of a Major Public Works project that includes a Steering Committee, but does not have an On-site Facilities Management representative, requires approval according to who requests it and its dollar size.

- A. All client/user requests to change the scope of the Public Works project must be approved by the Steering Committee **prior to issuance** of a contractor Change Order Proposal (COP) or assignment to a Maintenance Repair and Renovation Request.
- B. The Project Manager shall have the authority to issue any, or all, COP's for the project.
- However, they shall only have approval authority of individual COP's less than \$20,000, with a maximum authorization of a combined total of \$80,000 before consulting the Assistant Director for Planning, Design, and Construction Administration, and the Capital Budget Director (or designee).
 - Upon approval of any COP less than \$20,000 in size, the Project Manager shall notify the Assistant Director for Planning, Design,

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and Construction Administration, and the Capital Budget Director (or designee).

- C. The Assistant Director for Planning, Design, and Construction Administration shall have the authority to issue any, or all, COP's for the project.
- However, they shall only have approval authority of individual COP's less than \$50,000, with a maximum authorization of a combined total of \$150,000 before consulting the Capital Budget Director (or designee).
 - Upon approval of any COP less than \$50,000 in size, the Assistant Director shall notify the Project Manager and the Capital Budget Director (or designee).
- D. Any COP's at \$50,000, or higher, requires approval of the project Steering Committee. Upon approval of any COP by the Steering Committee, the Project Manager shall notify the Assistant Director for Planning, Design, and Construction Administration, and the Capital Budget Director (or designee).

3. Changing the scope of a Public Works project that does not have a Steering Committee and does not have an On-site Facilities Management requires approval according to who requests it and The dollar size.

- A. All client/user requests to change the scope of the Public Works project must be approved by the Project Manager, Assistant Director for Planning, Design, and Construction Administration, and the Capital Budget Director (or designee) **prior to issuance** of a contractor Change Order Proposal (COP) or assignment to a Maintenance Repair and Renovation Request.
- B. The Project Manager shall have the authority to issue any, or all, COP's for the project.
- However, they shall only have approval authority of individual COP's less than \$20,000, with a maximum authorization of a combined total of \$80,000 before consulting the Assistant Director for Planning, Design, and Construction Administration, and the Capital Budget Director (or designee).
 - Upon approval of any COP less than \$20,000 in size, the Project Manager shall notify the Assistant Director for Planning, Design,

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and Construction Administration, and the Capital Budget Director (or designee).

- C. Any COP's at \$20,000, or higher, requires approval by the Assistant Director for Planning, Design, and Construction Administration and the Capital Budget Director (or designee).