

R 5-10-8 Construction Contract Change Orders

At times, it becomes necessary to make a change in a construction project because of unforeseen circumstances that arise during the construction phase that were not known at the time the original contract was bid. At other times, it may be deemed to be in the best interest of the LEA to make changes to a project during construction for a variety of reasons. While these changes may be determined to be necessary, a conscious effort must be made to limit the number and amount of changes to maintain the integrity of the competitive procurement process. All changes to a construction project must be documented by a written change order. To minimum the number of change orders issued:

- ❖ Construction change orders should be issued only when it is determined they are absolutely necessary;
 - the number of change orders issued should be restricted to the least number possible;
 - change orders should not be used to alter the original scope of the project; and
 - the cumulative effect on the total cost of the project should be minimal.
- ❖ Construction change orders cannot be used to: include additional work of a significant nature that was not in the original scope of the project, expand the cost of the project significantly beyond the original contract amount, or expand the work beyond the original work site.
- ❖ All construction change orders must be implemented in writing.
- ❖ All construction change orders must be reviewed by the architect who will submit a recommendation to the Board for its review.

- ❖ All construction change orders which have an impact on the cost or scope of the project must be reviewed and approved by the Treasurer.
- ❖ All construction change orders must be approved by the Board.
- ❖ The submission and approval process for construction change orders must be completed in a timely fashion in order to minimize disruption of the construction project.
- ❖ Project records should be maintained to clearly reflect the accumulative costs resulting from change orders.