

6Hx19-4.04 CONSTRUCTION CHANGE ORDERS

This Board Policy relates to the submission and approval of change orders to construction contracts and delegates authority for certain approvals to the President.

After the award of a construction contract, changes may be made for unforeseen conditions, changes in scope of work, or for implementation of a direct purchase sales tax saving program. Change orders will be submitted to the District Board of Trustees (DBoT) for approval, prior to implementation. Where necessary to expedite work in progress, the President is authorized to approve the change order and notify the DBoT at its next regular meeting of the change order where the amount of the change order does not exceed the amount specified in District Board of Trustees Rule 6Hx19-1.12 *Delegation of Responsibilities and General Powers to the President; Presidential Authority or does not increase the overall cost of the project that was already approved by the District Board of Trustees.*

Where any one change increases or decreases the scope of the original contract, the proposal to change shall be supported by accurate cost data, establishing the fair and current market value of the labor, materials, equipment and incidentals required to accomplish the change, plus or minus a reasonable margin to represent the contractor's profit and overhead, and any change in the time of completion.

Cost data shall be sufficient enough in detail to enable any qualified architect or engineer to confirm the accuracy of such a proposal. Before the DBoT acts on the proposal to change the contract, the accuracy of the supporting cost data shall be certified to the DBoT by the architect or engineer in charge of the work or College staff for projects that do not involve an architect or engineer, who shall also certify in writing that in his/her considered professional opinion the prices quoted are both fair and reasonable and in proper ratio to the cost of the original work contracted for under benefit of competitive bidding.

Rule Initially Adopted: 10/21/74

Revision Dates: 10/21/74; 10/7/75; 11/19/79; 4/21/86; 9/15/98
11/18/08; 10/15/12; 11/16/21; 6/16/26

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1013.48

Law Implemented: FS: 1001,64(1)(2)(4)(25)(34)(43)(44);
1001.65(1)(5)(6)(16)(24); 1013.48