

APPROVAL PROCESS FOR CHANGE ORDERS

During the construction process, issues that could not have been foreseen during planning may arise, requiring an adjustment to the contract executed through a documented change order. Change order requests may be initiated by the contractor, architect, engineer, or District. Change orders are vetted by the architect and the general contractor prior to being presented for District approval.

Some change order requests may result in delays or appreciable additional costs to the project. Decisions on such requests may be needed to forestall future problems. Sometimes savings can be achieved by combining tasks and/or modifying specifications. In order to be prepared for these contingencies, the Board sets forth the following parameters for change orders on previously approved public improvement projects.

- **Change Orders Less Than \$25,000:** The Architect or Engineer will discuss the proposed Change Order request with the Director of Operations. The Architect or Engineer will then decide whether to recommend the change order or modify it with approval of the Director of Operations and the Superintendent. The Superintendent will have final approval authority for Emergency Change Order requests where the sum of items does not exceed \$25,000.
- **Change Orders Greater Than \$25,000 and Less Than \$50,000:** The Architect or Engineer will discuss the proposed Emergency Change Order request with the Director of Operations and the Superintendent. The Director of Operations or the Superintendent will poll individual Board members on the Facilities Committee and attempt to obtain authorization within two working days. Upon approval of the Facilities Committee, the Superintendent may authorize the Director of Operations to proceed with the Change Order request.
- **Change Orders Greater Than \$50,000:** Change Order requests greater than \$50,000, shall be vetted by the Architect or Engineer and subsequently approved by the Director of Operations, Superintendent, Facilities Committee, and the Board of Education.

In the event a Change Order request exceeds the project bid price, the Architect or Engineer, Director of Operations, Superintendent, Facilities Committee, and the Board of Education must approve exceeding the project bid amount.

- Change orders may not exceed 20% of the bid price of the project.

The Board may suspend its procedure pertaining to Change Order requests if, in its judgment, the delay negatively impacts project completion or budget.

Legal Ref.: Iowa Code §§ 26, 279.8

ADOPTED: 4/14/25

Reviewed: