

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-6
Subject: CHANGE ORDERS TO CONSTRUCTION PROJECTS	Date of Issue: 9/8/04
Preparing Office: Office of the Superintendent	Amended: 4/4/07

I. Policy 205

II. Procedures

A. Definitions

1. Change Order - modifications to construction or design contracts that impact the cost of a Frederick County Public Schools (FCPS) building project.
2. Proposed Change Order (PCO) - the initial request for a change order.

Note: Final approval requires processing of contract documents after obtaining appropriate documentation and approvals.

- B. FCPS staff, the contractor or the design consultant may request a PCO in response to design or code-related issues or field conditions specific to the project. The FCPS Facilities Services Division, Construction Management Department, will process and administer a PCO as required by contract documents, FCPS regulations, State Public School Construction Department regulations and Construction Management Department procedures.

A PCO must be submitted to FCPS in an acceptable format and must include the following information:

1. A specific and detailed description of the nature and cause of the claim.
 2. A specific reference to the changes in scope of work that is requested.
 3. An estimate of the amount of the increase or decrease in cost to FCPS.
 4. Supporting documentation that itemizes the associated costs.
- C. The design consultant will review and approve all PCOs prior to submittal to the FCPS Facilities Services staff for review and action.
- D. A PCO under \$25,000 for which funds are available in the project budget will not be submitted to the board of education for approval but may, following evaluation by the Construction Management Department, be approved as necessary following procedures established by this department.

- E. A PCO that involves expenditures of \$25,000 or more or a PCO in any amount that exceeds the project budget allocation shall be brought before the board of education for action following review by the Construction Management Department and the Facilities and Finance Committee.
- F. A PCO that involves expenditures of \$25,000 or more that requires timely approval in order for the project to proceed without undue delay may be approved by the executive director of facilities services if within the budget allocation. A PCO in excess of \$25,000 approved by the executive director of facilities services must be reported with supporting information to the Facilities and Finance Committee at its next regular meeting.
- G. In order to reduce paperwork, multiple unrelated PCOs for the same project can be submitted on one contract form. The board of education will base approval on the value of the individual change orders and not the sum total of all the change orders listed on the form.

Approved

Original signed by

Linda D. Burgee
Superintendent