



**DESIGN & CONSTRUCTION SERVICES**

**POLICY & PROCEDURE #10**

- TITLE** **CHANGE ORDER WHICH EXCEED 20% IN AGGREGATE MAJOR PROJECTS**
- OBJECTIVE & PURPOSE** To ensure that any **Change Order** on a major project that singularly or in aggregate exceeds 20% of the original contract sum is appropriately reviewed prior to execution.
- RESPONSIBILITY** **ACTION**
- CM/CONTRACTOR** ◆ Prepare proposal for **Change Order**; submit to A/E and copy FAU Project Manager
- A/E** ◆ Prepare **Change Order** and **Justification Form**; sign, acquire signature from CM/Contractor and submit six (6) copies to the FAU Project Manager.
- PROJECT MANAGER** ◆ Upon receipt of Change Order that singularly or in aggregate exceeds 20% of the original contract sum, schedule a meeting with the Design & construction Director and Executive Director for Facilities Management Meeting agenda to cover the following:  
a) Review A/E justification for **Change Order**  
b) Consider other bid options to complete work  
c) Insure that all trade contractor proposals are included with back-up.
- FACILITIES MANAGEMENT EXECUTIVE DIRECTOR** ◆ Provide Design & Construction Director with written authorization to execute **Change Order**, if appropriate.
- DESIGN & CONSTRUCTION DIRECTOR** ◆ Copy meeting minutes to project file and either:  
a) execute **Change Order** if appropriate  
b) direct Project Manger as how to accomplish work under alternative method.  
c) other alternative on how to proceed
- REFERENCES** ◆ FAU Professional Service Guide Article 6.6

Issued By:	Date Issued: 4/01/01	Date Revised: 4/01/03	Effective Date: 4/01/01
APPROVED:	Vice President	Executive Director	Director