

POLICY TITLE CONTRACT CHANGE ORDERS—CAPITAL IMPROVEMENT PROJECTS

POLICY STATEMENT:

For any Capital Improvement Project administered by Public Works, Parks and Recreation or Water Department, the amounts allocated for contingencies may be used for the purpose of contract change orders when a) there are unforeseen circumstances or emergencies; and b) changes in the work are within the scope of the contract. The Directors of the Public Works, Parks and Recreation and Water Departments may approve and authorize the expenditures for such change orders as follows:

Contract Award

Change Order Limits

Up to \$1,000,000

The aggregate amount of all change orders for a single contract shall not exceed 10% of the contract award.

Over \$1,000,000

The amount of individual change orders for a single contract shall not exceed \$100,000.

The aggregate amount of all change orders for a single contract shall not exceed 10% of the contract award.

Change orders exceeding the above limits must be approved by the City Council.

In the case of emergencies requiring immediate action, the Director and City Manager may approve and authorize individual change orders exceeding the above limits. Such change orders shall be presented to the City Council at the next City Council meeting following the issuance of said change order.