



# Foothill Gold Line

Metro Gold Line Foothill Extension Construction Authority

406 East Huntington Drive, Suite 202  
Monrovia, CA 91016-3633

p 626.471.9050 f 626.471.9049  
www.foothillgoldline.org

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## Executive Officer:

**Habib F. Balian**  
Chief Executive Officer

## **Agenda Item: 7.a.**

**TO:** Chair and Members of the Board of Directors  
**FROM:** Habib F. Balian, Chief Executive Officer  
**DATE:** July 22, 2020  
**SUBJECT:** Project Update: Change Order Process for Design-Build Construction Contracts

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### **RECOMMENDATION:**

That the Board of Directors receive and file the Project Update on change order process for Design-Build construction contracts.

### **SUMMARY:**

Change control procedures ensure effective compliance with the Authority's Procurement Policy, Title III of the Authority's Administrative Code. The Authority adopted a Design-Build/Construction Change Control Procedure on August 17, 2000. At the time of its adoption, the procedure was tailored toward the completion of Phase I. A revision was approved by Board in September 2005, which incorporated changes to comply with Federal Transit Administration requirements, and it was revised again in December 2010 and November 2011 to ensure conformance to Administrative Code revisions.

The procedure defines the process and responsibilities for identifying, initiating, reviewing, processing, tracking, approving and executing changes to the Authority's Design-Build/Construction contracts. The Board approves all change orders over \$500,000 with the recommendation of the Change Control Committee, which is a staff level committee consisting of the Chief Project Officer and the Chief Contracting Officer. The Director of Construction, Chief Project Officer, and Chief Executive Officer have authority to execute change orders up to \$75,000, \$250,000, and \$500,000, respectively. The daily management of the change order process is performed by the Authority's Contract Manager.

A change order request can be initiated by the Authority in the form of a Potential Change Order (PCO) or the design-builder in the form of a Request for Change (RFC). The purpose of a PCO is to understand the cost and schedule impacts before initiating a change while the RFC is the mechanism for the design-builder to provide an explanation and justification for what it believes to be a change to the contract. The Authority uses an electronic project management system to manage all elements of its design-build contracts, including change management. All change requests, either a PCO or RFC, are submitted through the electronic project

management system. This system allows the Authority to track all executed changes, pending changes, PCOs, and RFCs. The system also allows the Authority to forecast change related risk on the project.

This report will be accompanied by a PowerPoint presentation of the Change Order Process for Design-Build/Construction Contracts.

**BUDGET IMPLICATIONS:**

None.