



Foothill Gold Line

Board of Directors Meeting

July 22, 2020

12:00 PM

Agenda Item 7a

Change Order Process for Design-Build Construction Contracts

Action:

Chris Burner, Chief Project and Planning Officer to provide the report.



Change Order Process for DB/Construction Projects

Background:

- The Authority's Change Control Procedure is a Board-approved document
 - It outlines the process for identifying, initiating, reviewing, processing, tracking, approving, and executing changes to Authority design-build contracts
 - It identifies roles and responsibilities
 - It sets authorization limits and controls on change orders
 - Establishes reporting requirements
- The Change Control Procedure coupled with the terms of the design-build contracts establish the change order process
- Daily Management of the change order process is performed by the Authority Contract Manager with direct oversight from the Chief Project Officer and reporting to the Board of Directors



Change Order Requests

- Authority initiated changes are established in the form of a Potential Change Order (PCO)
 - Identifies cost
 - Scheduling impacts
- Design-builder changes are initiated as a Request for Change (RFC)
 - Explanation of changes in contract
 - Justification of why additional work is considered a change to the contract
- PCO's and RFC's are managed by an electronic project management system
 - Tracks the timing and status of all PCO's and RFC's
 - Forecasts risk related to contract changes



Change Order Approval

- Board of Directors approves all change orders over \$500,000 with recommendation of Change Control Committee (staff-level committee)
- Execution of change orders under \$500,000 can be authorized at the staff level, as follows:

Authority	Cost Impact	Time Impact	Other
Director of Construction	≤ \$75,000	None	Does not affect other program baselines
Chief Project Officer	≤ \$250,000	Contract Schedule	N/A
Chief Executive Officer	< \$500,000	Revenue Operations Date	Board Approval is required for changes ≥ \$500,000

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Action:

That Board receive and file the Project Update on Change Order Process for Design-Build Construction Contracts.

Questions or Comments

