

Construction Project Management

The Board shall require personnel employed by and directly responsible to the District to monitor the architect's activities in the construction of district facilities. This shall include, but not be limited to, general review of the adequacy of field inspections and observations of the contractor's operations, administrative activities of the architect relating to construction such as the initial approval of payment applications based upon the schedule of values, and any other matters relating to the interests of the District.

The Executive Director of Facilities & Construction Management shall serve as the District Project Administrator concerning construction project management. This will include periodic reports to the Superintendent and Board concerning the progress of pending construction projects

Authorization of Change Orders

Timely approval of change orders during the course of a building program is essential so that desired or needed changes do not delay the construction schedule. The District Project Administrator must follow the following procedure that has been authorized by the Board for all construction project change orders.

- Change orders totaling less than \$10,000 may be approved by the Project Administrator.
- All single change orders from \$10,000 to less than \$100,000 shall be reviewed and approved by the Project Administrator and Chief Financial Officer jointly, while keeping the Superintendent informed and a part of the decision-making process.
- All single change orders in excess of \$100,000 require approval by the Board.
- In the event that a change order requires immediate approval to avoid materially and adversely affecting the construction schedule, the Superintendent may authorize the change followed by prompt notification to all Board members. The change order shall then be brought to the Board for ratification/approval at the next regularly scheduled Board meeting.

This policy and all actions undertaken by district personnel under it shall not be construed in any manner to relieve any architect, engineer, construction manager, or construction consultant of any undertaking, obligation, or duty in any contract with the District or under Colorado law.

The authority delegated to district personnel under this policy is a specific, Board-approved exception to Board policy DJ-DJA, Purchasing/Purchasing Authority.

Adopted: October 22, 2019

CROSS REFS: DJ/DJA – Purchasing/Purchasing Authority
 FA - Facilities Development Goals/Priority Objectives
 FB - Facilities Planning; FD - Facilities Funding