



Facilities Planning 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	<u>ACTION</u>
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 Facilities Planning Director and Associate VP of the University Architect's Office. Meeting agenda to cover the following: <ul style="list-style-type: none"> 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.
ASSOCIATE VICE PRESIDENT	◆ Provide Facilities Planning Director with written authorization to execute Change Order , if appropriate.
FACILITIES PLANNING DIRECTOR	◆ Copy meeting minutes to project file and either: <ul style="list-style-type: none"> 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	◆ SUS Professional Service Guide Article 6.6

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APPROVED:	Vice President	Associate V.P.	Director