

Background on the Change Orders Report

(This is an annual item in the Budget, Finance and Economic Development Committee)

The council approved [Resolution 630-2020](#) on December 3, 2020 (Legistar 1012-20).

A Resolution amending the Change Order Approval Process by authorizing designated personnel, on behalf of the Urban County Government, to execute any necessary Change Orders and related documents meeting the criteria provided in this Resolution.

- This applies to change orders to construction contracts and associated professional services agreements.
- Council approval of a specific change order is not required if the individual contract change order is 10% or less of the original contract award and the cumulative total increase for all change orders does not exceed 10.0% of the original contract award.
- If the change order is more than 10% of the original contract award, or more than \$1,000,000.00, the Council must approve the change order.
- An annual report must be submitted and presented to the Budget, Finance and Economic Development Committee.

The revised process was included in [CAO Policy 15](#) starting January 21, 2021.

Before adoption of the resolution:

- Council Member Kathy Plomin referred the *Identification, Process, and Tracking Change Orders* to the General Government & Social Services Committee on April 16, 2019.
- The proposal was presented to the committee on November 10, 2020 ([packet](#)), where the committee approved the revised change order approval process.