Marin Community College District
Measure C Bond Program
Change Order Process

Board of Trustees Study Session
Tuesday, February 19, 2008
Overview

- What is a Change Order
- How Change Order is created
- Change Order – Process & Controls
  - Steps 1 through 8
  - Typical Timeline Total = 75 workdays
What is a Change Order

- Normal construction process for issuing changes during construction
- Alters price or time or both
- Change revisions to contract bid documents are changes to drawings and specifications
- A Change Order could be an Add or Deduct of either cost or time or both
- A Change Order could be a no cost or time change
  - Substitution of equal product or material
How Change Order is Created

- **Unforeseen Conditions**
  - Excavation / Foundations – below grade conditions
  - Existing building renovation – hidden conditions not exposed at time of design

- **Design discrepancies in drawings / specifications**
  - Architects
  - Engineers

- **District / Owner**
  - Add or Deduct any change to original scope of work
Change Order Process & Controls

Step # 1: Contractor

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>Starts process</td>
</tr>
<tr>
<td>Request for Information</td>
<td></td>
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<tr>
<td>RFI</td>
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- Contractor identifies potential problem
- Conflicts noted in documents
- Field questions by sub-contractors
- Clarifications of drawings or specifications
- Contractor issues RFI to SMC
### Change Order Process & Controls

#### Step # 2: SMC

<table>
<thead>
<tr>
<th>Duration</th>
<th>1 to 5 workdays</th>
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<tbody>
<tr>
<td>RFI Response</td>
<td>(clarification no change)</td>
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<tr>
<td>Field Directive</td>
<td>Contractor to Proceed with work (if critical to schedule)</td>
</tr>
<tr>
<td>SMC Process RFI or Field Directive to Architect for Bulletin</td>
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- **SMC evaluates (RFI) Request for Information**
- Review drawings and specifications
- **Option No. 1**: Respond to RFI as clarification with no change
- **Option No. 2**: SMC issue Field Directive if urgent due to schedule impact or potential delays
- Work may start prior to any CO approval (Step # 7)
- Review and monitor time & materials for work in place by Field Directive
- **Option No. 3**: SMC process RFI or Field Directive to Architect for Bulletin
- District to be notified as appropriate
## Change Order Process & Controls

### Step # 3: Architect

<table>
<thead>
<tr>
<th>Duration = 15 workdays</th>
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<tbody>
<tr>
<td>Bulletin</td>
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- Architect evaluates Field Directive & RFI
- Determine design solutions
- Issue revisions to drawings/specifications
- SMC issue Bulletin to Contractor
- SMC request Contractor to issue (RFP) Request for pricing
## Change Order Process & Controls

### Step # 4: Contractor

<table>
<thead>
<tr>
<th>Duration = 20 workdays</th>
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<tbody>
<tr>
<td>Request for Pricing RFP</td>
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- Contractor evaluates Bulletin
- Determine schedule impact
- Determine scope changes
- Issue cost estimate for Field Directive for time & materials work
- Contractor issues cost estimate (price/time) from Bulletin
- SMC process as a PCO (Potential Change Order)
Change Order Process & Controls

Step # 5: SMC

Duration = 20 workdays

Potential Change Order PCO

- SMC evaluates (RFP) Request for Pricing
- Estimate & reconcile price / time / scope
- Maintain monthly (PCO) Potential Change Order Log to track status
- Issue (PCO) Potential Change Order Summary showing cost / time to BOT each month
- SMC process a (CO) Change Order

BOT Information
Change Order Process & Controls

Step # 6: SMC

<table>
<thead>
<tr>
<th>Duration = 10 workdays</th>
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<tbody>
<tr>
<td>Process CO</td>
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<tr>
<td>Change Order</td>
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</table>

- SMC process (PCO) Potential Change Orders into a (CO) Change Order
- Bundle PCO’s into a single CO
  - Minimize COs
- Issue monthly Change Order Log
- Monitor & track changes and costs with project contingency
  - 15% - Modernization Projects
  - 10% - New Projects
- Process Change Order for BOT approval

Note: Any remaining contingency is reallocated as required with BOT approval
Change Order Process & Controls

**Step # 7: BOT**

- Issue to the Board of Trustees to approve Change Order
- At monthly meetings
- BOT Approval of Change Order
Change Order Process & Controls

<table>
<thead>
<tr>
<th>Step # 8: SMC</th>
<th>Duration: 1 – 5 days</th>
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<tbody>
<tr>
<td>SMC Issue</td>
<td>Change Order</td>
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- SMC issue Change Order to Contractor
Contacts

Rich Graziano
Program Manager
(415) 884-3192
Rich.Graziano@marin.edu

Elizabeth Bornstein
Senior Project Field Administrator
Swinerton Management & Consulting, Inc.
(415) 884-3139
Elizabeth.Bornstein@marin.edu

http://www.marin.edu