

The logo for the College of Marin features the text "COLLEGE OF" in a smaller, spaced-out serif font above "MARIN" in a larger, bold serif font. A thin horizontal line is positioned between the two lines of text. The text is centered within a light olive-green horizontal bar. To the left of the bar is a large black bracket, and to the right is a large yellow bracket. A thin yellow circle is partially visible behind the text.

COLLEGE OF  
MARIN



Marin Community College District  
Measure C Bond Program  
Change Order Process

Board of Trustees Study Session  
Tuesday, April 15, 2008

# Professional Service Amendments and Change Orders (COs)

- Timely Approvals
- Discretion/Authority to approve work
- Examples from other Bay Area Community Colleges
- Recommendations

## PART 1: Professional Service Amendments

- Why they happen:
  - Scope change to existing project based on site condition or reviewing agency requirements
  - Unanticipated engineering issue
  - Additional due diligence required
  - Inaccurate forecast of needs due to change in program
- What we currently have in place (Architects)
  - A/E contracts are approved by Board
  - All changes to scope require Board authorization
- What we currently have in place (Engineers)
  - Individual contracts and Amendments are approved by the Board on a case by case basis
  - Routine tasks are assigned to the District consulting engineer.

# Professional Service Amendments

## What do our peers do?

- San Mateo Community College District
  - Skyline College
  - College of San Mateo
  - Canada College
- Chabot-Los Positas Community College District
- Peralta Community College District
- West Valley-Mission College District

## San Mateo Community College District

- Board approves a prequalified list a minimum of two times per year (and in special cases, as needed).
  - Project specific teams
  - District Consultants
- Board approves pre-specified threshold recommended by District Staff. “Filling the tank”
- Board renews the threshold twice annually as recommended by District Staff.
- Amendments are approved by the Vice Chancellor for Facilities with signature by the Executive Vice Chancellor.

## Chabot-Los Positas Community College District

- Board approves prequalified project specific teams.
- Board approves prequalified "District Consultants."
- Board approves pre-specified threshold recommended by District Staff. "Filling the tank."
- Board renews the threshold on annual basis as recommended by District Staff.
- Amendments are approved by the Vice Chancellor with a the Board receiving an "informational item" report.

## Peralta Community College District

- No formal prequalification process, but project specific prequalification is required.
- Vice Chancellor for Facilities has discretion to approve Amendments by written directive.
- Board ratifies the work, but the work can proceed if necessary to stay on schedule.

## West Valley-Mission Community College District

- Board pre-approves consultants as requested by Staff.
- Director of Facilities has discretion to approve up to \$69,000 of Professional Service Amendments, with signature approval from the Assistant Chancellor.
- Board ratifies all Professional Service Amendments.
- Any requests above \$69,000 require pre-approval from the Board.

## Professional Service Amendments – What is appropriate for the College of Marin? Recommendations:

- Board approves a pre-qualified list of consultants twice per year.
- Board approves a spending threshold for each consultant, as recommended by Staff.
- Individual Amendments that exceed \$30,000 will be brought to the Board as “informational items.”
- Amendments will be approved by the Director of Modernization with signature approval required by the Vice President of College Operations (as long as thresholds are not exceeded).

## PART 2: Change Orders

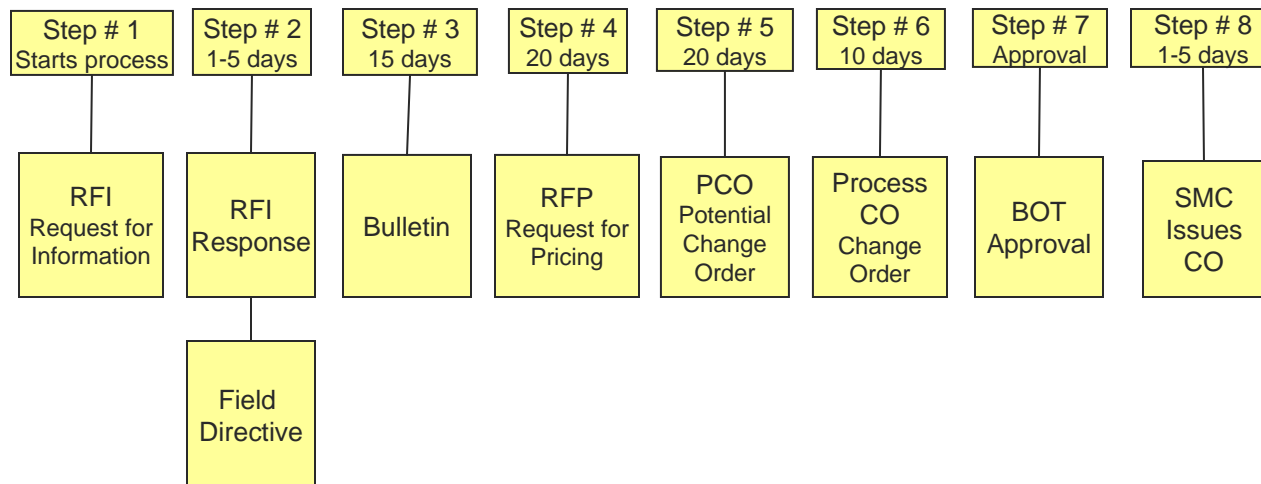
- Why they happen, four common themes:
  - Unforeseen Conditions
  - User requested changes
  - Reviewing Agency requirements/Code changes
  - Drawing issues
- Why “timely?”
- What do other Districts do?
  - SMCCD
  - Chabot
  - Peralta
  - WVM

## But first, a few definitions:

- “PCO” (Potential Change Order): any scope of work that might lead to additional construction cost.
- “Change Order:” A compilation of PCOs aggregated together. Change Orders have two components, money and time.

# Change Orders, a reminder from our last presentation:

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



## Why “timely?”

- Cost of General Conditions
  - Site Supervision, trailers, phones, other GC overhead.
- Delays impact the completion date
  - Projects are set up like “dominos,” with one affecting the next.
- Other cost impacts
  - Swing space
  - Temporary rental facilities
- Impact on the Academic Calendar

## San Mateo Community College District: Skyline CC, College of San Mateo, Canada College

- 10% "Owners Allowance" is included in each project. If the allowance is not spent, it is returned to the District as a final Change Order.
- Additional 10% construction contingency.
- PCOs approved by Vice Chancellor.
- Change Orders require signature approval by the Vice Chancellor and Executive Vice Chancellor.
- Board reporting only required for Change Orders that exceed the sum of the 10% owner's allowance + 10% contingency.

## Chabot-Los Positas Community College District

- 5% "Owners Unspecified Allowance" is included in each project with a construction value exceeding \$2M (10% for projects smaller than \$2M).
- Unspent Allowance is returned to the District as a final Change Order.
- Additional 10% construction contingency.
- PCOs approved by Vice Chancellor for Facilities.
- Change Orders require signature approval by the Vice Chancellor and Executive Vice Chancellor.
- Board reporting only required for Change Orders that exceed the sum of the 5% owner's allowance + 10% contingency.

## Peralta Community College District

- No Allowance or Contingency is added to a project.
- PCOs and Change Orders are approved by the Vice Chancellor for Facilities (usually in consultation with the Chancellor).
- Board reporting is required for Change Orders that exceed 10% above the original GC's contract.

## West Valley-Mission Community College

- No Allowance or Contingency is added to a project.
- All PCOs are approved by District staff as long as they do not exceed \$69,000.
- PCOs are bundled into Change Orders and all Change Orders approved by the Board.

## Change Orders – What is appropriate for the College of Marin? Recommendations:

- FYI, the existing budget includes:
  - 10% contingency included in new construction project budget.
  - 15% contingency included in modernization project budget.
- Authority to authorize the use of the contingency, which would include:
  - Approval of PCOs by the Director of Modernization in order to keep projects on schedule.
  - Vice President of College Operations has authority to approve all Change Orders up to the 10% contract value.
  - BOT approves (by resolution) all CO's in excess of the 10% contract value.
- PCOs that exceed \$50,000 will be brought to the Board as an "informational item."
- Board must ratify all Change Orders.



# Discussion

Legal Aspects

Mark Kelley, Miller Brown and Dannis



Discussion

Questions & Answers

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