




Title CHANGE ORDER/AMENDMENT ADMINISTRATION	Document Code No. CON <u>7-8-1</u> (AEP)
Department/Issuing Agency King County Executive	Effective Date. October 1, 2000
Approved 	

1.0 SUBJECT TITLE: Change Order/Amendment Administration

- 1.1. EFFECTIVE DATE: October 1, 2000.
- 1.2. TYPE OF ACTION: SUPERCEDING CON 7-8 (AEP).
- 1.3. KEY WORDS: SEE APPENDIX A TO CON 7-13 (AEP).

2.0 PURPOSE:

- 2.1. To establish policies and procedures for administration of CHANGE ORDERS/AMENDMENTS for PROFESSIONAL SERVICE and CONSTRUCTION SERVICE CONTRACTS.

3.0 ORGANIZATIONS AFFECTED:

- 3.1. All Executive Departments, Offices and Agencies.

4.0 REFERENCES:

- 4.1. CON 7-13 (AEP) Introduction to Construction Management Policies and Procedures.
- 4.2. CON 7-7-1 (AEP) Capital Project Planning and Management.
- 4.3. CON 7-7-1 (AEP) Procurement for Capital Projects.
- 4.4. CON 7-14 (AEP) Design Management.
- 4.5. CON 7-10-1 (AEP) Project Control Officer.
- 4.6. CON 7-5-1 (AEP) Project Closeout.
- 4.7. FIN 15-2-1 (AEP) Audits of Construction Management Practices.

5.0 DEFINITIONS:

- 5.1. See CON 7-13 (AEP) Appendix A "P&P Defined Terminology".

6.0 POLICIES:

- 6.1 The following policies shall apply to the use of CHANGE ORDERS and AMENDMENTS:

- 6.1.1 All CONTRACT changes shall be documented by an approved CHANGE ORDER or AMENDMENT.
- 6.1.2 CHANGE ORDERS/AMENDMENTS shall be used to add or delete work from a CONTRACT only when the work is within the CONTRACT'S "SCOPE OF WORK".
- 6.1.3 CHANGE ORDERS/AMENDMENTS shall not be used to add work to a CONTRACT that is outside of the CONTRACT'S "SCOPE OF WORK" unless it is accompanied by a PROCUREMENT WAIVER.
- 6.1.4 All CHANGE ORDERS/AMENDMENTS shall be executed by the IA section or division manager or designee, subject to the provisions of Policy 6.1.5.
- 6.1.5 If the proposed CHANGE ORDER/AMENDMENT causes cumulative CHANGE ORDERS/AMENDMENTS to exceed 10% of the original CONTRACT value, the IAD or their designee must approve the CHANGE ORDER/AMENDMENT Justification Form (attached as Exhibit A) prior to submitting the CHANGE ORDER/AMENDMENT to the CONTRACTOR or CONSULTANT for signature and the County's execution of the CHANGE ORDER/AMENDMENT. Verbal authorization by the IAD or designee is acceptable, so long as a written authorization is then documented in the project files. Based on individual CONTRACT circumstances, the IAD or designee may at their discretion, and establish in writing an increase or decrease to the threshold for requiring management signature approval for CHANGE ORDERS/AMENDMENTS. The IAD or designee may also increase this threshold during the course of a CONTRACT at their discretion.
- 6.1.6 The PCO will always be available to assist IAs during the CHANGE ORDER/AMENDMENT process if questions arise regarding use of the CHANGE ORDER/AMENDMENT Justification Form or the required approval process.

7.0 PROCEDURES:

<u>Action By</u>	<u>Action</u>
Project Representative	7.1 DOCUMENTATION procedures for CHANGE ORDERS/AMENDMENTS shall be as follows: <ul style="list-style-type: none">7.1.1 The required DOCUMENTATION elements are shown on the attached form at Appendix C.7.1.2 The CHANGE ORDER/AMENDMENT Justification Form should be completed as the CHANGE ORDER/AMENDMENT is developed, approved (if required), and negotiated, but prior to submitting the CHANGE ORDER/AMENDMENT to the CONTRACTOR or

CONSULTANT for signature and the County's execution of the CHANGE ORDER/AMENDMENT.

- 7.1.3 The CHANGE ORDER/AMENDMENT Justification Form includes a description of the change, the reason for the change, the contractual entitlement for the change, and the effect of the change on the cost and schedule of the project.
- 7.1.4 The PCO and the County Executive Auditor may, from time to time on a selective basis in their oversight roles, review project change files and provide an evaluation of the adequacy of the required DOCUMENTATION. The objective of this review is to ensure project compliance by providing additional training, advice, and recommendations as needed to ensure future project compliance with the P&Ps.

Project
Representative

7.2 Changes outside the SCOPE OF WORK:

- 7.2.1 The PROJECT REPRESENTATIVE must obtain a PROCUREMENT WAIVER prior to the performance of any work outside the previously agreed upon SCOPE OF WORK.
- 7.2.2 If the PROCUREMENT WAIVER is approved, the work may be added via a CHANGE ORDER/AMENDMENT, in accordance with the procedures outlined above for Changes within the SCOPE OF WORK. A copy of the fully executed PROCUREMENT WAIVER must be attached to the CHANGE ORDER/AMENDMENT in the project file.
- 7.2.3 If the PROCUREMENT WAIVER is not approved, the proposed work must be competitively solicited or performed by County forces within statutory guidelines.

8.0 RESPONSIBILITIES:

- 8.1 The PROJECT REPRESENTATIVE is responsible for insuring all CHANGE ORDERS/AMENDMENTS are administered, documented, and approved in accordance with the requirements of this policy and procedure.

9.0 APPENDICES:

- 9.1 Appendix C: King County Change Order/Amendment Justification Form.

