

Facility construction will be undertaken in accordance with the long-range plan adopted by the board of education and the facility design approved by the board. Any repairs or renovations of school facilities should be undertaken in such a way as to minimize disruption of instructional time and the educational environment.

A. QUALITY OF CONSTRUCTION

Buildings should be constructed with durable materials that, when possible, permit space to be adapted to various purposes and to be adjusted to changes in technology or the educational program.

The board will not accept substandard construction. In the event of insufficient funding for a project, the board will defer implementing parts of the long-range plan.

B. CHANGE ORDERS FOR CONSTRUCTION OR REPAIR WORK CONTRACTS**1. All Contracts for Construction or Repair Work****a. Use of Change Orders**

After a contract for construction or repair work has been awarded, the need may arise to amend the terms, conditions, or specifications of the contract by a change order. Change orders may not be used or divided to evade bidding requirements of the requirements of this policy.

b. Change Orders That Must be Reported to the Board

Unless otherwise prohibited by statute or regulation, the superintendent or designee is authorized to approve change orders involving additive or deductive sums up to \$30,000 so long as funding for the change order is available within the established project budget.

The superintendent shall report to the board all change orders that were approved by the superintendent, including those that do not impact the contract amount. The report will be provided to board members in writing on a monthly basis or at the next board meeting and will include the following information: (1) the contractor's name; (2) the project name; (3) a brief description of the change; (4) the contract amount, including amount(s) of any prior changes; and (5) the change order amount. The superintendent is not required to report any proposed change order that was denied by the superintendent or designee.

c. Change Orders Requiring Board Approval

Change orders that (1) involve amounts over \$30,000, (2) are in excess of the remaining funds in the project budget, or (3) cause the total cost of a contract that has not been previously approved by the board to exceed \$30,000 require board approval. The superintendent shall present all such proposed change orders that are recommended for approval to the board at a board meeting. The superintendent is not required to present to the board any change order not recommended for approval.

If, in the superintendent's opinion, a change order requires expedited review, the superintendent shall notify the board chair, who will decide whether a special meeting must be called to address the proposed change order before the next board meeting.

2. Additional Requirements for Contracts in Excess of \$300,000

When amendments to a contract in excess of \$300,000 are necessary, the contractor shall submit a proposed change order in writing to the project architect/engineer for review. If the project does not have an architect/engineer, the change order must be submitted to the superintendent or designee. Any request for expedited review must also be in writing and accompany the proposed change order. The contract for construction projects in excess of \$300,000 must specify the manner in which change orders will be submitted on those projects.

Legal References: G.S. 115C-521, -524

Cross References: Contracts with the Board (policy 6420), Planning to Address Facility Needs (policy 9000), Facility Design (policy 9020), Bidding for Construction Work (policy 9120)

Adopted: September 14, 2015

Revised: September 19, 2016; October 10, 2016