

(REVISED July 18, 1978)
(REVISED February 21, 1996)
(REVISED December 4, 2018)

DEPARTMENT POLICY 75-1

CONTRACT CHANGE ORDERS

- 1) Work on Contract Change Orders (CCOs) shall not be started without the appropriate approvals.
- 2) If the CCO amount is \$ 25,000 or less, it shall require approval by the City Engineer without additional signatures or City Council approval.
- 3) If the CCO amount is more than \$ 100,000 or more than 10% of the total contract amount it shall require approval by the City Council. The \$100,000 shall automatically adjust annually to reflect the construction cost index percentage change as published by the Engineering News Record. The CCO will not be signed until after the Council has given approval. In an emergency, certain work may be authorized by the City Manager who will advise the City Council as to the emergency conditions. A report to the City Council will be provided at the first City Council meeting available.
- 4) If the CCO amount is more than \$ 25,000, but less than the amount requiring Council approval it shall require approval by the City Engineer, the Public Works Department Director, the Finance Director and the City Manager.
- 5) Normal procedure will be for the Senior Civil Engineer to review and initial CCOs before forwarding for approval.
- 6) In cases where the work must be started prior to the processing of the formal CCO, the City Engineer should be given a memorandum generally describing the work and its cost, the reason why the work cannot be delayed until formal approval, and a request that the start of work be authorized immediately.
- 7) On projects conducted for City departments other than Public Works, the affected Department Director shall indicate their recommendation for CCO approval prior to forwarding to the City Engineer for processing and approval.
- 8) The Contractor shall sign the CCO prior to any processing for approval.

Recommended Approval:

Approved:

DAVID JACOBS, P.E., L.S.
Public Works Director

Date

RAY E. CORPUZ, JR.
City Manager

Date