

1 Facility construction will be undertaken in accordance with the long-range plan adopted by the
2 Transylvania County Board of Education (the “board”) and the facility design approved by the
3 board. ~~Any repairs or renovations of school facilities should be undertaken in such a way as to~~
4 ~~minimize disruption of instructional time and the educational environment.~~
5

6 **A. QUALITY OF CONSTRUCTION**
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8 Buildings should be constructed with durable materials that, when possible, permit space
9 to be adapted to various purposes and to be adjusted to changes in technology or the
10 educational program.
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12 The board will not accept substandard construction. In the event of insufficient funding
13 for a project, the board will defer implementing parts of the long-range plan.
14

15 ~~Any repairs or renovations of school facilities should be undertaken in such a way as to minimize~~
16 ~~disruption of instructional time and the educational environment.~~
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18 **B. CHANGE ORDERS FOR CONSTRUCTION OR REPAIR WORK CONTRACTS**
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20 **1. All Contracts for Construction or Repair Work**
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22 **a. Use of Change Orders**
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24 ~~After a contract for construction or repair work has been awarded, the need may~~
25 ~~arise to amend the terms, conditions, or specifications of the contract by a change~~
26 ~~order. The contract may be amended by a change order, but~~ Change orders may
27 not be used or divided to evade bidding requirements or the requirements of this
28 policy.
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30 **b. Change Orders That Must be Reported to the Board**
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32 ~~Unless otherwise prohibited by statute or regulation, the superintendent or~~
33 ~~designee is authorized to approve or deny change orders involving additive or~~
34 ~~deductive sums up to \$90,000 so long as funding for the change order is available~~
35 ~~within the established project budget. The superintendent shall report all such~~
36 ~~change order requests and whether they were approved or denied to the board at~~
37 ~~the next regular board meeting.~~
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39 The superintendent shall report to the board all change orders that were approved
40 by the superintendent, including those that do not impact the contract amount.
41 The report will be provided to board members in writing on a monthly basis or at
42 the next board meeting and will include the following information: (1) the
43 contractor’s name; (2) the project name; (3) a brief description of the change; (4)
44 the contract amount, including amount(s) of any prior changes; and (5) the change

45 order amount. The superintendent is not required to report any proposed change
46 order that was denied by the superintendent or designee.

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48 **c. Change Orders Requiring Board Approval**

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50 Change orders that (1) involve amounts over \$90,000, (2) are in excess of the
51 remaining funds in the project budget, or (3) cause the total cost of a contract that
52 has not been previously approved by the board to exceed \$90,000 require board
53 approval. The superintendent shall present all such proposed change orders that
54 are recommended for approval to the board at a board meeting. The
55 superintendent is not required to present to the board any change order not
56 recommended for approval.

57
58 If, in the superintendent's opinion, a change order requires expedited review, the
59 superintendent shall notify the board chair, who will decide whether a special
60 meeting must be called to address the proposed change order before the next
61 board meeting.

62
63 ~~Change orders which involve amounts over \$100,000 or are in excess of the~~
64 ~~remaining funds in the project budget require board approval. The superintendent~~
65 ~~shall report to the board at the next regular board meeting all such proposed~~
66 ~~change orders, along with the superintendent's recommendation whether to~~
67 ~~approve each change order. However, the superintendent shall report to the board~~
68 ~~chair within 48 hours any change orders that include a request by the contractor~~
69 ~~for expedited review or that, in the superintendent's opinion, require expedited~~
70 ~~review. The board chair will then decide whether a special meeting must be~~
71 ~~called to address the proposed change order before the next regular board~~
72 ~~meeting.~~

73
74 **2. Additional Requirements for Contracts in Excess of \$300,000**

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76 When amendments to a contract in excess of \$300,000 are necessary, the contractor
77 shall submit a proposed change order in writing to the superintendent or designee
78 project architect/engineer for review. If the project does not have an
79 architect/engineer, the change order must be submitted to the superintendent or
80 designee. Any request for expedited review must also be in writing and accompany
81 the proposed change order. The contract for construction projects in excess of
82 \$300,000 must specify the manner in which change orders will be submitted on those
83 projects.

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

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

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90 Adopted: June 20, 2016
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92 Revised: [DATE]
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REVISED