

Category: 100

Number: 137

Subject: **CHANGE ORDER REVIEW COMMITTEE**

1. **PURPOSE:** The purpose of this policy is to establish the criteria for the utilization of the Change Order Review Committee (CORC), including membership, utilization thresholds, and authority.
2. **AUTHORITY:** The St. Clair County Board of Commissioners. Policies shall be subject to revision or termination by the Board of Commissioners at its discretion.
3. **APPLICATION:** This policy/procedure applies to all Employees, Department Heads, Elected Officials and Agencies of the St. Clair County Government.
4. **RESPONSIBILITY:** The Department Head and/or the Administrator/Controller shall be responsible for the implementation of this policy.
5. **POLICY:**
 - 5.1 Membership. Voting Membership shall consist of three (3) Board of Commissioner members as appointed by the Chairperson, as well as one alternate. Non-voting members shall consist of the Administrator/Controller or representative, Department head, Owner's Representative, Architect and Construction Manager or any other party as deemed necessary. Membership on the CORC can be amended by the Chairperson at a public meeting.
 - 5.2 All CORC meetings shall require a quorum of voting members and include the Administrator/Controller or representative.
 - 5.3 Any project over \$100,000 shall be required to utilize the CORC.
 - 5.4 Any project with a total budget over \$100,000 shall follow the authorization process outlined below:
 - 5.4.1 The Administrator/Controller shall have the authority to approve/deny any single change order that does not exceed 15% of the total budgeted contingency up to \$45,000 for a specific project. The summary of change orders shall be placed on the Regular Board agenda as a consent item.
 - 5.4.2 The CORC shall have the authority to approve/deny any single change order up to the budgeted contingency. The summary of change orders shall be placed on the Regular Board agendas as a consent item.
 - 5.4.3 Once the budgeted contingency for a project is met, the CORC shall make a recommendation to the Board of Commissioners for all further change orders. The Board of Commissioners will make the final determination.
6. **ADMINISTRATIVE PROCEDURES:**
 - 6.1 The Administrator/Controller shall be authorized to call the Change Order Review Committee together for any decision that may be controversial or necessary for further discussion.
 - 6.2 The CORC shall be assembled at the earliest possible date to ensure the project is not delayed. The CORC shall be supplied with a detailed copy of the proposed changes orders in advance of the meeting.
 - 6.3 All CORC meetings shall be held in compliance with the requirements of the Open Meetings Act (MCL 15.261, *et seq.*)

7. **PERIODIC REVIEW:** The Administrator/Controller shall review this policy annually and make recommendations for change to the Board of Commissioners as needed.

Adopted: August 15, 2013

Amended: January 16, 2014

May 18, 2017

November 21, 2019