



## **CAPITAL PROJECT CHANGE ORDER POLICY**

*Draft for 2022 Revision*

This policy is set forth to describe the process by which the Town of McCordsville will go about for construction change orders.

1. Town Engineer or Public Works Commissioner shall approve change orders of up to \$10,000 in value.
2. A report of change orders shall be presented each month at the Public Works Committee meeting by the Town Engineer. If during the month, change orders for any individual project exceed \$20,000, the Public Works Committee liaison from the Town Council will be notified.
3. On unit price projects, if there is a quantity over run that changes the overall project cost greater than \$10,000 in cost, the Town Council liaison shall be notified.
4. In case of either an emergency or if a time delay would increase cost, the Public Works Committee liaison from the Town Council shall approve change orders exceeding \$10,000 in value but the approval shall be discussed at the Town Council at the next available meeting.
5. Combined change orders for any individual project shall not exceed 20% of the contract amount as required by IC 36-1-12-18.