



CAPITAL PROJECT CHANGE ORDER POLICY

Draft for 2022 Revision v4

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, Public Works Commissioner, Town Manager, Assistant Town Manager or other Town Council Designee will hereby referenced as “Project Lead”.
2. Project Lead shall approve change orders of within the approved capital project budget up to \$10,000 in value. Change order will be reported to the Public Works Committee.
3. Project Lead shall approve change orders of within the approved capital project budget up to \$20,000 in value with a second approval required by either the Town Manager, Assistant Town Manager, Town Engineer, or Public Works Commissioner. Change order will be reported to the Public Works Committee.
4. For change orders for any individual project within the approved project capital budget and in excess of \$20,000, Project Lead shall provide written explanation and recommendation for the Public Works Committee liaison from the Town Council who shall approve in writing and report to Town Council during committee reports.
5. Change Orders that will cause a project to exceed the approved capital budget must go before Town Council for direction. In case of either an emergency or if a time delay would increase cost, the Public Works Committee liaison from the Town Council shall have the authority to approve change orders not to exceed 10% or \$20,000 whichever is larger. The approval shall be discussed at the Town Council at the next available meeting.
6. As required by IC 36-1-12-18, combined change orders for any individual project shall not exceed 20% of the contract amount.