

# Change Orders

# Change Orders

1. Approval Authority
2. Board Of Education Approval
3. Change Order Justification & Process
4. Change Order Information

# Approval Authority

All Change Orders	Reviewed	by PM, Senior PM, Director
Approval	\$1 - \$249,999	by Executive Director
Approval	\$250,000 to \$499,999	by Chief Operating Officer

# BOE Approval

Board executive limitation policy [DJE-R](#),

If a project was previously approved by the Board, any change order which would bring the cumulative change orders to a total of more than ten percent (10%) of the total project must be separately approved by the Board.

If a project was not previously approved by the Board, any change order that results in a project exceeding \$500,000 (original bid + all change orders) must be approved by the Board.

# BOE Approval Example

Total Contract Budget = \$949,868

10% of \$949.868= \$94.987 total value of CO's

CONTRACT STATUS	
After this Change Order	
Original contract value	\$ 949,868.00
Previous increase by CO	\$ 19,162.60
Previous decrease by CO	
This CO (increase/decrease)	\$9,035.25
<b>Current contract value</b>	<b>\$978,065.85</b>

\$28,197.85 total CO's < \$94,987 BOE Threshold  
(no need for BOE Approval in this case)

# Change Order Justification & Process

Why do we have change orders (to name a few)?

1. Design changes
2. Unforeseen site conditions
3. Client requests
4. Value engineering
5. Labor or equipment availability

# Change Order Justification & Process

Request for Information (RFI) – contractor or sub-contractor asks for clarification

Architect Supplemental Instruction (ASI) - specifies additional instructions and interpretations based on the RFI

Request for Quote (RFQ) - Contractors will use this to determine the specific cost of a required change from the ASI

Potential Change Order (PCO) - tentative change order to track a work condition that has potential to be over and above base contract. This is a result of the RFQ

# Request for Information - I'm Just an RFI





# Architect Supplemental Instruction (ASI) or Request for Quote (RFQ)

## Architect's Supplemental Instructions

**PROJECT:** *(name and address)*  
Red Rocks ES Renovations  
Red Rocks Elementary School  
17199 CO-74  
Morrison CO 80465

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: 03/03/2022

**ASI INFORMATION:**  
ASI Number: 007  
Date: 09/19/2022

**OWNER:** *(name and address)*  
Jefferson County School District R-1  
809 Quail Street  
Building 4  
Lakewood CO 80215

**ARCHITECT:** *(name and address)*  
TreanorHL, Inc.  
1755 Blake Street, Suite 400  
Denver CO 80202

**CONTRACTOR:** *(name and address)*  
Crossland Construction Company, Inc.  
6341 S. Troy Circle  
Centennial, CO 80111

The Contractor shall carry out the Work in accordance with the following supplemental instructions without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgment that there will be no change in the Contract Sum or Contract Time.  
*(Insert a detailed description of the Architect's supplemental instructions and, if applicable, attach or reference specific exhibits.)*

**Description:**  
The attached sheets include revisions to the Red Rocks Elementary School Construction Documents set.

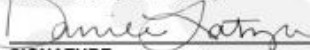
**Attachments:**

**Sheets:**  
Sheet E113:  
-Revised to show relocation of 5 existing roof disconnects.

### ISSUED BY THE ARCHITECT:

TreanorHL, Inc.

**ARCHITECT** *(Firm name)*



**SIGNATURE**

Danielle Latza, Project Architect  
**PRINTED NAME AND TITLE**

09/19/2022  
**DATE**



# Potential Change Order – (PCO)



## Potential Change Order

**Red Rock Elementary School - 22CO03KNLD**

**22CO03KNLD**

17199 Hw 74  
Morrison, CO 80465

**Date:** 10/12/2022

**Number:** 0016

**Subject:** ASI 7 - Relocate Rooftop Disconnects

**Source of Funding:** Owner Contract Change Order

**Description**

Per ASI 7, relocate rooftop disconnects that are adjacent to boiler flue. Includes furnishing and installing new strut rack, wiring, and relocating existing feeders and disconnects. Roof repairs are also included.

**Days Requested:** 0

**Change Total:** \$9,035.25

Item Number	Description	Amount
01	ASI 7 - Furnish and install new rooftop strut rack and relocate existing rooftop disconnects. Roofing is excluded.	\$7,283.94
02	ASI 7 - Repair roofing at new strut rack.	\$1,185.01
03	Insurance (0.85%)	\$71.99
04	Bond (0.75%)	\$64.06
05	Overhead and Profit (5%)	\$430.25

**Approved By:**

By \_\_\_\_\_

Signature \_\_\_\_\_



Date \_\_\_\_\_

**References**

Type	Filename	Contributor	Date (CST)
SupportingDocument	Duro ASI 7 Pricing.pdf	Beth Tutt	10/12/2022 1:11 PM
SupportingDocument	Scott's Roofing_COR 02_Roof Rack Patching_10.18.22.pdf	Beth Tutt	10/18/2022 11:45 AM
SupportingDocument	G710-2017 - Red Rocks - ASI 007.pdf	Beth Tutt	10/18/2022 11:45 AM



# Change Order

<p><b>Jefferson County Sch</b> 809 Quail Street, Building #4 / L Departments of Facilities Planning &amp; De</p>	<p><b>Jefferson County School District No. R-1</b> 809 Quail Street, Building #4 / Lakewood, Colorado 80215 <b>Department of Facilities Planning &amp; Design and Construction Management</b></p>																
<p><b>CHANGE</b></p>	<p><b>CHANGE ORDER CONTINUATION</b></p>																
<p>CHANGE ORDER # <span style="border: 1px solid black; padding: 2px;">003</span></p>	<p>PAGE: 2 of 2 Project ID #: <u>G38000U01</u></p>																
<p>Date: _____ P.O.#: _____ Project ID#: _____ Location: _____</p>	<p>CHANGE ORDER #: <span style="border: 1px solid black; padding: 2px;">003</span> Date: <u>12/15/22</u></p>																
<p><b>Contractor</b> Name: <u>Crossland Construction Company</u> Address: <u>833 S. East Ave.</u> <u>Columbus, KS 66725</u></p> <p>Project Name: <u>Red Rocks Elementary School</u></p> <p>Provide summary of each work item incorporated into this Change (Quantities, Costs, Reports, etc. <b>MUST BE ATTACHED.</b> (Note: Pr following page or pages)</p> <p>Approval:  Contractor Signature Position: <u>Project Manager</u></p> <p><b>Consultant's Rec</b> This Change Order was originated by the (Contractor, Architect/Eng approval of the change to the contract with an (increase, decrease, no change) of _____ Dollars ( <span style="background-color: yellow;">\$9,035.25</span> ) and _____ days extension to the contract time. Architect/Engineering Firm : <u>TreanorHL</u> By :  Consultant Signature Date : <u>12/20/22</u></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;">P.R. NO.</th> <th style="width:75%;">Description of Work</th> <th style="width:10%;">Scheduled Amount</th> <th style="width:10%;">ONUS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>ASi 007 - Relocate rooftop electrical disconnects</td> <td style="text-align: right;">\$9,035.25</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	P.R. NO.	Description of Work	Scheduled Amount	ONUS	1	ASi 007 - Relocate rooftop electrical disconnects	\$9,035.25	5	2				3			
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Original contract value	\$ 949,868.00																
Previous increase by CO	\$ 19,162.60																
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A/E reviews & signs  
PM reviews & signs  
Senior PM reviews  
Director of Construction reviews  
Executive Director reviews & signs



# Change Order Information



# Bear Creek K8

Project Budget Before Change Order: \$646,816

## Change Order #3

- Amount: \$3,330.11
- Description: Furnish and install door hardware for existing door 11117

Funding source: Project Contingency

Project Budget After Change Order: \$646,816

Project Budget Variance due to Change Order: \$0

# Bear Creek K8 1 of 2

## Change Order #3 to Flintco \$3,330.11

### CHANGE ORDER

CHANGE ORDER # 3

PAGE 1 of 2

Date: 9/1/2023  
 P.O.#: IPO 0002790  
 Project ID#: G04000U01-9210  
 Location: Bear Creek K-8

#### Contractor

Name: Flintco, LLC  
 Address: 188 Inverness Drive West, Suite 675  
Englewood, CO 80112

Project Name: Bear Creek K-8 Eff + Future Ready

Provide summary of each work item incorporated into this Change Order Quantities, Costs, Reports, etc. **MUST BE ATTACHED.** (Note: Provide following page or pages)

Approval: *Luke Kostas*  
Contractor Signature  
 Position: Senior Project Manager

#### Consultant's Record

This Change Order was originated by the Owner and I/we do hereby re contract with an increase of

Three Thousand Three Hundred Thirty and no/100

and 0 days extension to the contract time.

Architect/Engineering Firm : MOA Architecture

By: *Ch D. Ch* Date : 9/1/2023  
Consultant Signature

### CHANGE ORDER CONTINUATION

CHANGE ORDER #: 3

Date: 9/1/23

PAGE: 2 of 2

Project ID #: G04000U01-9210

P.R. NO.	Description of Work	Scheduled Amount	ONUS
1	PCO 003 Furnish and install door hardware for existing door 1117.	\$3,330.11	6
2			

#### CONTRACT STATUS

After this Change Order

Original contract value	\$ 532,112.00
Previous increase by CO	\$ 6,516.00
Previous decrease by CO	(\$3,983.00)
This CO (increase/decrease)	<b>\$3,330.11</b>
Current contract value	<b>\$537,975.11</b>

#### APPROVED BY OWNER

APPROVAL BY THE OWNER CONSTITUTES ASSURANCE TO THE CONTRACTOR THAT LAWFUL APPROPRIATIONS TO COVER THE COST OF THE CHANGE ORDER HAVE BEEN MADE OR THE COST IS COVERED BY A REMEDY-GRANTING PROVISION IN THE CONTRACT DOCUMENTS.

*E. B. Horgan* 9/19/23  
Signature Project Manager Date  
Signature Construction Management Date

#### ONUS

1. Not on Drawings ACME
2. Lack of Co-ordination among ACME drawings
3. Change in scope or information by Owner
4. Dispute Settlement
5. Required by code or other agencies
6. Unknown Conditions



# Bear Creek K8 2 of 2

## Change Order #3 to Flintco \$3,330.11



Change Notification

**Bear Creek K-8 Renovations** Flintco, LLC (40-000)  
 9601 Dartmouth Pl Project # 23014  
 Lakewood, Colorado 80227

**PCO: 003** Date: 8/31/2023

**To:** Jefferson County Public Schools  
 809 Quail Street, Bldg. 4  
 Lakewood, Colorado 80215

**From:** Flintco, LLC  
 188 Inverness Drive West, Suite 675  
 Englewood, Colorado 80112

Description	Status
CE #008 - Door 1117 Hardware	Pending - In Review

Days Req	Reference	PCO Change Reason	Amt Req
		Design Development	\$3,330.11

**Notes**  
 CE #008 - Door 1117 Hardware  
 Furnish and install door hardware for the existing door 1117.

CE No.	CE Total	CE Type	Change Reason
008	\$3,121.00	Administrative	Design Development
Item No	Item Description	Vendor	Amount
1	Superintendent Supervision (8hrs)	Flintco, LLC - Denver	\$680.00
2	Door Hardware (Material and Labor)	El Paso Glass	\$2,441.00
		P & P Bonds	\$24.97
		Insurance	\$28.09
		Fee	\$156.05
		<b>Total Amount:</b>	<b>\$3,330.11</b>

**Owner Approval:**

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Attachments:



## Bid Proposal

Date: 08/16/23

**Project Na** Bear Creek K-8  
**Location:** 9601 W Dartmouth Pl  
 Lakewood, CO 80227

**Proposed To:** Flintco

**Attention:** Mike Kosters  
**Phone:** 719-331-6809 **Fax:**

**Architect:**

**Addendums Noted:**

**Description of Scope of Work:** Sales Tax: 0.00% Quote #

*El Paso Glass - Denver proposes to furnish and install only per our interpretation of the Construction Documents dated as drawn by, the following:*

**Glass and Glazing**  
 Proposal to retrofit door hardware for (1) existing interior door to allow for card reader access.

Door hardware set to include (1) Dead Latch (1) Paddle handle mounted on interior side (1) Electrified strike (2) cover plates. Installation included. Excludes low voltage wiring, & access control.

El Paso Glass is not responsible for cosmetic defects of existing door.

**WARRANTIES:**

- 1 Year installation warranty
- 2 Year manufacturer warranty
- 5 Year manufacturer finish warranty
- 10 Year tempered glass warranty

**Total Amount of Bid:** \$ 2,324.00

**Bond (not included in base bid)** 2% \$ 46.48

**Professional Liability Insurance (not included in base bid)** 1% \$ 23.24

**Pollution Liability Insurance (not included in base bid)** 2% \$ 46.48

# Monthly Change Order REPORT

## 9/15/23 to 10/15/23

PROJECT NAME	CONTRACT TO	CO TITLE	CO AMT	New Contract Amount	Project Budget
Bear Creek K-8 Eff & Future Ready	Flintco LLC	CO #3-Flintco-Bear Crk K-8 Eff & Fut	\$3,330.11	\$541,305.22	\$646,816
Emory ES Eff & Future Ready	Crossland Construction Company Inc.	CO #3-Crossland-Eff + Fut Readt	\$7,870.34	\$266,396.51	\$2,254,877
F DW CO Detection Upgrades	Tami Lynn Holley, PE, LLC	FA#1 TLH Fire DW CO Detection	\$12,310.00	\$79,970.00	\$549,210
F DW Receiving School Upgrades	CHAMPION FENCE	CO#1-Champion-Foothills Fence	\$1,150.00	\$43,656.00	\$6,027,047
F DW Receiving School Upgrades	Environmental Demolition Insight, In	CO#1-EDI-DW Receiving Schools	\$3,225.00	\$50,470.00	\$6,027,047
Golden HS Eff & Future Ready	Single Track Construction Svcs., LLC	CO#1-Single Track-Golden HS E&FR	\$2,234.00	\$188,088.00	\$536,819
Kendallvue ES Eff & Future Ready	Ground Engineering Consultants Inc.	FA 1 Ground Eng.	\$1,300.00	\$5,370.00	\$1,667,038
Kendallvue ES Eff & Future Ready	Golden Triangle Construction	COR 2 GTC	\$11,719.00	\$1,227,378.00	\$1,667,038
Little ES Efficiency & Future Ready	A.D. MILLER SERVICES, INC.	ADMC CO 2	\$9,827.40	\$733,029.02	\$888,403
Lukas ES Receiving School Upgrades	Kumar & Associates, Inc	Fee Adjustment #1 Material & Third	\$16,797.00	\$37,539.00	\$1,147,495
Miller Special School Replacement	AzTec Consultants, Inc.	Fee Adjust#1-Aztec-Miller Special	\$1,250.00	\$25,950.00	\$3,000,000
Mount Carbon ES Eff & Future Ready	Single Track Construction Svcs., LLC	COR 3	\$4,996.00	\$544,771.00	\$633,614
Mt Evans OELS Eff & Future Ready	GH Phipps Construction Companies	CO04-GHPhipps-MtEvans	\$29,424.95	\$254,369.64	\$5,681,048
Pennington ES Eff & Future Ready	Single Track Construction Svcs., LLC	CO02-SingleTrack-Pennington	\$4,763.00	\$801,894.00	\$929,188
Prospect Valley ES Replace School	BASELINE ENGINEERING CORPORATION	FA #1-Baseline E-PV_Replace School	\$2,233.00	\$13,404.30	\$22,269,508
Prospect Valley ES Replace School	MOA Architecture	FA #9-MOA-Replace School	\$5,000.00	\$54,630.45	\$22,269,508
Prospect Valley ES Replace School	GH Phipps Construction Companies	CO #25-GH Phipps-Replacement School	\$17,550.00	\$19,191,310.01	\$22,269,508
Ralston Valley HS Addition & Upgds	Ground Engineering Consultants Inc.	Ground Fee Adjustment 2	\$195.50	\$2,869.50	\$8,442,001
Ralston Valley HS Addition & Upgds	Himmelman Construction	Himmelman-change order #15	\$17,511.54	\$945,220.77	\$8,442,001
Sierra ES Efficiency & Future Ready	Ninyo & Moore Geotechnical	Fee Adjust -N&M - Sierra	\$3,954.50	\$14,209.00	\$1,114,653
Sierra ES Efficiency & Future Ready	MOA Architecture	Fee Adjust #1-MOA-Sierra ES	\$1,955.00	\$84,090.00	\$1,114,653
Sobesky Academy Efficiency & Future	Single Track Construction Svcs., LLC	CO02-Singletrack-Sobesky	\$4,721.00	\$595,339.00	\$719,347
			163,317		



# Monthly Change Order REPORT

## 9/15/23 to 10/15/23

Variance  
(if project budget  
changes)

PROJECT NAME	CONTRACT TO	CO TITLE	CO AMT	New Contract Amount	Project Budget
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Emory ES Eff & Future Ready	Crossland Construction Company Inc.	CO #3-Crossland-Eff + Fut Readt	\$7,870.34	\$266,396.51	\$2,254,877
F DW CO Detection Upgrades	Tami Lynn Holley, PE, LLC	FA#1 TLH Fire DW CO Detection	\$12,310.00	\$79,970.00	\$549,210
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F DW Receiving School Upgrades	Environmental Demolition Insight, In	CO#1-EDI-DW Receiving Schools	\$3,225.00	\$50,470.00	\$6,027,047
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Lukas ES Receiving School Upgrades	Kumar & Associates, Inc	Fee Adjustment #1 Material & Third	\$16,797.00	\$37,539.00	\$1,147,495
Miller Special School Replacement	AzTec Consultants, Inc.	Fee Adjust#1-Aztec-Miller Special	\$1,250.00	\$25,950.00	\$3,000,000
Mount Carbon ES Eff & Future Ready	Single Track Construction Svcs., LLC	COR 3	\$4,996.00	\$544,771.00	\$633,614
Mt Evans OELS Eff & Future Ready	GH Phipps Construction Companies	CO04-GHPhipps-MtEvans	\$29,424.95	\$254,369.64	\$5,681,048
Pennington ES Eff & Future Ready	Single Track Construction Svcs., LLC	CO02-SingleTrack-Pennington	\$4,763.00	\$801,894.00	\$929,188
Prospect Valley ES Replace School	BASELINE ENGINEERING CORPORATION	FA #1-Baseline E-PV_Replace School	\$2,233.00	\$13,404.30	\$22,269,508
Prospect Valley ES Replace School	MOA Architecture	FA #9-MOA-Replace School	\$5,000.00	\$54,630.45	\$22,269,508
Prospect Valley ES Replace School	GH Phipps Construction Companies	CO #25-GH Phipps-Replacement School	\$17,550.00	\$19,191,310.01	\$22,269,508
Ralston Valley HS Addition & Upgds	Ground Engineering Consultants Inc.	Ground Fee Adjustment 2	\$195.50	\$2,869.50	\$8,442,001
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