



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES CONSTRUCTION MANAGEMENT

1. Site meetings will be held at least bi-weekly for all construction projects over \$500,000. Minutes from site meetings shall be taken and forwarded to Admin Council.
2. Sub-searches shall be conducted for all projects over \$250,000 before release of holdback. Sub-searches shall be conducted for at least every second draw for all projects over \$1 million.
3. A final report shall be prepared for all projects over \$500,000 summarizing project budget, funding sources and total expenditures. This report shall be forwarded to Admin Council and presented to the Board Committee as a whole.
4. A project schedule shall be forwarded to Admin Council for all projects over \$500,000 prior to commencement of the project.
5. Appointment of Architects and Consulting Engineers will be as per Board Policy 3002. Fees will be based on total approved capital costs from the Ministry of Education. Any fees over this approved amount will be approved by the Director of Education. A summary report will be brought to Admin Council and the Board.

6. Change Orders

- The construction contract approved by the Board should be such that the Board will not require significant modifications to the floor plan, equipment, component systems or finishes.
- No fees or reimbursable expenses shall be paid to the architect or the sub-consultants that relate to errors or omissions of the architect or the sub-consultants resulting in extra cost or changes to the contract.
- All Change Orders will be evaluated by Board representatives and must be cost-estimated accurately. The following chart identifies signing-level approvals:

Change Order	Manager of Plant	Director of Education or Superintendent of Business	Board of Trustees
< \$5,000	√		
\$5,000 to \$100,000	√	√	
> \$100,000	√	√	√

√ = signature required

- Any required changes, such as those related to the correction of previously undetected problems in site conditions, directions from authorities with jurisdiction over the site, or changes in codes, will be approved (see table above) only after a thorough evaluation of their prospective costs.

- All changes processed and approved will identify any impact on construction completion and occupancy dates, the budget, the contingency or miscellaneous account, and so on, and will include reference to outstanding or remaining contract funds.
- The Board will seek justification from the general contractor for any construction delay and will pursue alternative methods to minimize the impact on the schedule for project completion.
- When a change in the work is proposed or required, the architect shall provide a notice describing the proposed change in the work to the general contractor. This will require completion of a Change Order form. The general contractor shall present, in a form acceptable to the architect and the Board, the contract price adjustment, if any, and the construction completion adjustment, if any, for the proposed change in the work.
- When the Board and general contractor agree to the adjustments in the contract price and construction completion schedule, such agreement shall be effective immediately and shall be recorded in a Change Order form, signed by the architect, the Board, and general contractor. The value of the work performed as the result of a Change Order shall be included in applications for progress payment.
- The Construction Change Order Tracking form (example attached) must be completed and updated for all approved change orders.
- No Change Orders that cause the contract price to exceed the board-approved total project cost will be approved.