



# 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 shall be taken and major issues (i.e., those that affect the budget and/or scope of the project) will be brought to the attention of Admin Council and/or the Board of Trustees depending on the dollar value, as per the Board's Procurement Policy authorization limits. All minutes will be kept on file for future reference.
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. Construction contracts over \$75,000 are approved by the Board of Trustees as per the Board's Procurement Policy authorization limits.
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 in accordance with Policy 4013 – Purchasing. Fees will be based on total project construction cost and/or approved capital costs from the Ministry of Education. The Director of Education will approve any fees over this approved amount.
6. Change Orders
  - No fees or reimbursable expenses resulting in extra cost or changes to the contract shall be paid to the architect or the sub-consultants that relate to errors or omissions of the architect or the sub-consultants.
  - All change orders will be evaluated by the appropriate board representative 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
< \$10,000	√		
\$10,000 to \$100,000	√	√	
> \$100,000	√	√	√

√ = signature required

- A change order that causes the contract price to exceed the Board-approved total project cost will be approved based on the above limits. Funds to offset the overage would be applied from available project contingencies, other available project contingencies and the overall contingency amount built into the annual Capital Plan. If no contingencies are available, a report would be provided to the Board of Trustees for approval.
- 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 such things as construction completion, occupancy dates, the budget, and contingency or miscellaneous accounts 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.
- A construction change order tracking form must be completed and updated for all approved change orders.