

## APPENDIX 1 E

### Board of Regents of the University System of Georgia

#### Delegation of Approval of Change Orders

Delegation of approval of change orders to construction contracts for projects exceeding the campus' delegated authority has been authorized for each of the following institutions (see Chapter 9 for standard procedures for the processing of change orders):

- Georgia Institute of Technology
- Georgia Southern University
- Georgia State University
- Kennesaw State University
- Medical College of Georgia
- The University of Georgia

The presidents of the above named institution are authorized to approve change orders with the following stipulations:

1. Individual change orders **may not exceed \$25,000**
2. The **cumulative amount** of all change orders for any one contract **may not exceed 5%** of the original amount of the construction contract.
3. Change orders that exceed these requirements must be submitted to the BOR Facilities Office for approval. (See Chapter 9 for procedures.)

At the time of execution, copies of change orders approved by the campus must sent to the BOR Facilities Office along with a completed “*Change Order Summary*” form shown in Appendix 9 B. (Further delegation of this authority must be approved in writing by the BOR Facilities Office.)

Work done by change order is typically at least 30% more costly than competitively bid work. It is incumbent upon the campus to ensure that work authorized via change order be limited to that truly necessary (such as unforeseen field conditions.) Careful review of construction documents prior to bid will prevent the need for many change orders. Change orders should not be subdivided/broken down to remain within the \$25,000 limit.

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