

<b>City of Northfield, Minnesota</b>	<b>Policy Number:</b>
<b>PUBLIC WORKS (ENGINEERING)</b>	<b>Adopted: 4/18/1994 – Resolution 94-110</b>
<b>CHANGE ORDER POLICY</b>	<b>Revised:</b>

## CHANGE ORDER POLICY

April 11, 1994

**PURPOSE:** To establish a working policy on change orders.

A change order is an order given to a contractor to expand on work set forth in the original contract. In a majority of the contracts issued by the city, there will be change orders. There will be contracts with a high degree of planning that will not cover unanticipated aspects of the project.

### **The City of Northfield's Change Order Process Shall Be As Follows:**

A change order cannot be approved which amounts to more than 25% of the total cost of a Minnesota Statutes Chapter 429 ordered project. The City Improvement Policy for 429 projects states the "financial information shall be submitted to the City Council when partial payments are made and when change orders are requested exceeding the contract amount by at least 10%".

Staff shall not approve a change order over \$25,000 on any project without Council approval. Staff may approve change orders up to 10% of the total cost on non-MS 429 contracts under \$100,000.

*MS 429*  
*on* → The city staff who is responsible for the administration of the project, shall determine if the work is needed. After making the determination of need, staff shall determine the cost of the change order, the percent of the change order on the total cost of the project and follow through with the administration of the work as per this policy.

Change orders shall be submitted to the City Council as soon as practical. Change orders, if possible, shall be approved prior to authorization of the work. In almost all cases, the contractor is in the middle of construction when the need for a change in the project occurs. If the contractor stops or needs to come back to do the work, the city will generally have to pay more for the work that needs to be done. In cases when it is not feasible to stop the work of the contractor, the work shall be ordered by the appropriate staff person if the amount does not exceed as identified above. The Contractor shall not be held up unduly while waiting for an approval of a change order by the City Council.

Staff shall inform the Council of pending change orders. In many cases, cost estimates rather than final costs will be the only available data at the time the Council is informed. Staff shall identify a revenue source for all change orders. Staff shall order work on a contract when it is imperative to get the work done in an orderly manner.

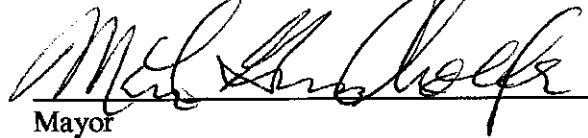
RESOLUTION #94- 110

WHEREAS, a Change Order Policy has been reviewed by the City Council in a Council Work Session; and

WHEREAS, the Change Order Policy establishes a procedure to approve change orders on 429 projects and other construction projects.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Northfield approves the attached Change Order Policy dated April 11, 1994.

Passed by the City Council of the City of Northfield this 18th day of April, 1994.

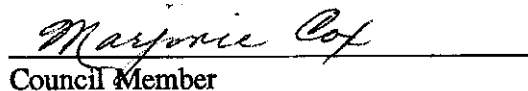
  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Council Member

City Clerk

  
\_\_\_\_\_  
City Clerk

  
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Council Member

Vote:  GRUNDHOEFER  COX  OLSEN  GARWOOD-DELONG  
 HAGER  PROWE  BRACKEE