

## Memo

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TO: Belmont High School Building Committee  
FROM: Shane Nolan  
DATE: June 4 11, 2019  
SUBJECT: Belmont High School Project: Contract Amendments, Changes and Approvals – Rev 1

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### **Designer Contract Amendments**

When there are additional services requested by the Designer for work which is not included in the fee for basic services, the designer shall submit a proposal to the Owner for review. Such proposals shall be presented and approved by the Owner prior to the performance of any additional services.

To expedite the approval of Designer amendments prior to the execution of a formal Amendment we recommended the following process:

1. Single event changes valued up to \$50,000: review, acceptance and recommendation by OPM and approval by School Building Committee Representatives.
2. Single event changes valued above \$50,000: review, acceptance and recommendation by OPM and School Building Committee Representatives; approval by School Building Committee.

We recommend there should be two Building Committee Representatives designated, who have the authority to approve changes at the level of value presented above. For this role we suggest the SBC Chair and SBC Vice Chair.

### **Pre GMP Amendments/Construction Change Orders**

When the CM believes that an event or circumstance gives rise to an adjustment in the Contract Price and/or the Contract Time he shall submit a request for a change to the Owner for review. Such request shall be submitted and approved before commencement of the pertinent work or as soon thereafter as possible.

To expedite approval of construction changes prior to the execution of a formal Change Order we recommended the following process:

1. Single event changes valued up to \$50,000 with no time extension: review, acceptance and recommendation by Designer, OPM and approval by School Building Committee Representatives.
2. Single event changes valued above \$50,000 or including contract time extension: review, acceptance and recommendation by Designer, OPM and School Building Committee Representatives; approval by School Building Committee.

We recommend there should be two Building Committee members designated, who have the authority to approve changes at the level of value presented above. For this role we suggest the SBC Chair and SBC Vice Chair.