

TUOLUMNE CITY SANITARY DISTRICT

TCS
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REGULAR MEETING STAFF REPORT OCTOBER 6, 2021

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To: Board of Directors

Agenda Item: VI

From: Dave Andres, General Manager

Subject: Approval of Change Orders / Work Change Directives – SRF Projects

Date: September 30, 2021

Background: The Board of Directors approves the award of bid to a contractor and sets the award amount and contingency for the project. During construction certain issues present themselves that need to be addressed. There are two types of situations that arise: 1.) *Change Orders* – contractor-initiated requests due to changed conditions or actions required that are not identified in the plans and specifications, or 2.) *Work Change Directives* – owner-initiated requests to correct a defect or improve the project. There is a formal process for the review of change orders and work change directives that includes approvals by the Construction Manager, General Manager, Contractor and District Engineer. The Board of Directors will see these changes in the monthly “*Construction Status Reports*” and at the end of the project when the Board is requested to approve the substantial completion of the project.

Discussion: This is the first large construction project that the current staff and board have undertaken. Inherent in the responsibility of the General Manager is the approval of change orders and work change directives. These issues are time-sensitive and require approval while the contractor is working on a particular aspect of a project. A delay for a few days or weeks may make the proposed activity mute because it may delay other contractor activities. In order to address this issue, I am requesting approval of the attached resolution. This clearly delegates approval of the issues to the General Manager up to your Board’s designated contingency fund for the project.

Fiscal Impact: No direct fiscal impact.

Attachment(s): Resolution 2021-02

Recommendation: Approve attached resolution

Recommended Motion: I move to approve the attached Resolution 2021-02 authorizing the General Manager to approve Change Orders and Work Change Directives up to the approved contingency amount on SRF and other state and/or federally funded construction projects.