

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT

**BOARD OF DIRECTORS MEETING**

**OCTOBER 15, 2019**

**ITEM: 5.f.i**

**KPPCSD: APPROVE RESOLUTION 2019-11 RELATED TO ESTABLISHING A DISTRICT CHANGE ORDER POLICY AND FORM TO RECORD PROPOSED CHANGE ORDERS**

**SUMMARY**

With the renovation of the Community Center underway it has become necessary to consider and approve change orders. To establish parameter of approval and keep a record of changes a policy statement and form are presented for the Board's consideration.

It should be noted that there had been demolition of thicker pavement than anticipated in addition to fees for removal and disposal of soil. This additional off-haul work, for \$11,544.00, has been completed and funded by the project contingency. This work should be logged through the change order process, once approved by the Board, to keep track of all project costs.

After the completion of the Community Center it is anticipated that change orders will not be frequently used.

**RECOMMENDATION:**

Approve RESOLUTION NO. 2019- authorizing the approval of change orders and adopting a Change Order Policy.

**FISCAL IMPACT:**

Administrative policy only

**ATTACHMENTS:**

Resolution 2019-11  
Change Order Policy  
Change Order Form

**SUBMITTED BY:** Anthony Constantouros, General Manager