



CENTRAL TEXAS REGIONAL  
**MOBILITY AUTHORITY**

July 25, 2018  
**AGENDA ITEM #18**

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Consider and take appropriate action on a resolution authorizing an administrative change order process and associated dollar amounts for use on construction projects

Strategic Plan Relevance: Regional Mobility  
Department: Engineering  
Contact: Justin Word, P.E., Director of Engineering  
Associated Costs: None  
Funding Source: Not applicable  
Action Requested: Consider and act on draft resolution

Summary:

This item authorizes the Executive Director to negotiate and approve certain change orders on current and future active construction projects. The value of the change order is progressive and is based on the originally authorized contract construction value, as outlined in the table below.

Construction Contract Value	Executive Director Maximum Change Order Approval Authority
Under \$10M	\$ 300,000
\$10M to \$100M (inclusive)	\$ 1,000,000
Over \$100M	\$ 2,000,000

Approval of the resolution will expedite the change order review and approval process. All change orders that are approved by the Executive Director under this proposed resolution, regardless of value, will be provided to the Board for the information of the Board.

Backup provided: Draft Resolution

**EXHIBIT A**

<b>Construction Contract Value</b>	<b>Executive Director Maximum Change Order Approval Authority</b>
Under \$10,000,000.00	\$ 300,000.00
\$10,000,000.00 to \$100,000,000.00 (inclusive)	\$ 1,000,000.00
Over \$100,000,000.00	\$ 2,000,000.00

**GENERAL MEETING OF THE BOARD OF DIRECTORS  
OF THE  
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

**RESOLUTION NO. 18-0XX**

**APPROVAL OF AN ADMINISTRATIVE CHANGE ORDER PROCESS**

WHEREAS, the Central Texas Regional Mobility Authority (“Mobility Authority”) desires to expedite the change order review and approval process for construction projects; and

WHEREAS, the Executive Director has proposed a process which allows the Executive Director to negotiate and approve change orders below a certain dollar amount, based on the originally authorized construction contract value, as more fully described in Exhibit A attached hereto; and

WHEREAS, the Executive Director will assure that a periodic summary of change orders approved under this proposed process, regardless of value, will be provided to the Board.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the Executive Director to implement the change order approval process; and

BE IT FURTHER RESOLVED, that all change orders in excess of the approval authority set forth in Exhibit A shall be presented to the full Board for approval; and

BE IT FURTHER RESOLVED that the Executive Director shall cause a periodic summary to be provided of the amount of change orders approved pursuant to this process.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 25<sup>th</sup> day of July 2018.

Submitted and reviewed by:

Approved:

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Geoff Petrov, General Counsel

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Ray A. Wilkerson  
Chairman, Board of Directors