



CITY OF WASHINGTON, ILLINOIS
Committee of the Whole Agenda Communication

Meeting Date: March 9, 2020

Prepared By: Ray Forsythe, City Administrator

Agenda Item: Project Change Order Process

Explanation: Staff is seeking direction on establishing a Policy which outlines the process for Change Orders for Capital Improvement projects. As you are aware, there will be several projects started in the next few weeks. This includes the Water Tower Painting, MFT project, Stratford Bridge, and the Lawndale and Holland reconstruction projects. Each of these projects have an Engineering Firm overseeing the work on behalf of the City. In case there is an unforeseen issue on the jobsite which requires a decision, which may impact the budget, the Acting City Engineer, City Engineer or Public Works Director will assess the impact to the project and consult the City Administrator. They will make a determination if the project can proceed with limited impact to the budget, in which case the City Council will be notified via email and a change order brought forward ratifying the decision at the next available City Council Meeting. Staff will continue to follow the Procurement Policy where applicable.

Fiscal Impact: N/A

Recommendation/

Committee Discussion Summary: Staff is seeking approval of this process and if agreeable, a Policy will be established.

Action Requested: Approval of the proposed process.