

**JULY 28, 2011 CTRMA BOARD OF DIRECTORS MEETING
Summary Sheet**

AGENDA ITEM # 13

Authorize the Executive Director to administratively approve certain construction change orders.

Department: Engineering
Associated Costs: Not applicable
Funding Source: Not applicable
Board Action Required: Yes

Description of Matter:

At its August 29, 2007 meeting, the CTRMA Board approved Resolution 07-49 to authorize the Executive Director to execute a construction change order up to and including \$150,000.00 without Board approval. The Resolution referred specifically to a change order associated with a Comprehensive Development Agreement, which at that time was only the CDA for construction of the 183A Turnpike. The proposed resolution was included under the heading of "183-A Project Authorizations."

The Texas Department of Transportation (TxDOT) has had, since 2007, a Change Order Approval Authority Policy (attached) which authorizes a District Engineer to approve Change Orders up to \$300,000.00 without additional approvals.

Staff recommends that the Board increase the Executive Director's change order approval authority to \$300,000.00 for all construction contracts on all CTRMA projects, including but not limited to change orders to construction under a Comprehensive Development Agreement.

Attached documentation for reference:

TxDOT Change Order Approval Authority Policy

Contact for further information: Wesley M. Burford, P.E., Director of Engineering

Section 2

Change Order Approval Authority

Policy

A CO is approved only after signed with the [signature authority](#) listed in the following table 'Change Order Signature Authority' ([signature authority](#) for highway improvement [contract](#) COs detailed in the *Contract Management Manual*, "[Contracting Authority](#)").

Change Order (CO) Signature Authority

Change Order Category:	Signature Authority:
Bilateral CO less than \$50,000	Area Engineer (AE)
Bilateral CO less than \$300,000	District Engineer (DE), Deputy District Engineer, District Director of Operations, District Director of Construction, Construction Division Director, Construction Section Director
Unilateral CO less than \$300,000	DE
Interim adjustment CO less than \$300,000	DE
CO \$300,000 or greater	Assistant Executive Director (AED), Engineering Operations (EO)
Interim adjustment CO \$300,000 or greater	AED, EO
CO changing project limits, regardless of amount	AED, EO
CO that resolves termination cost to contractors	AED, EO
CO that changes limits or roadways on district-wide CSJ projects (i.e., CCSJ: 09xx-00-xxx)	AED, EO

Follow the signature authority in 'Change Order (CO) Signature Authority' for COs that settle disputes. While the signature authority listed above may not be delegated further, the district delegation allowed is at the discretion of the DE. Adhere to district policy and procedures in the review and approval of COs that may be approved at the district level.

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

RESOLUTION NO. 11-___

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ADMINISTRATIVELY
APPROVE CERTAIN CONSTRUCTION CHANGE ORDERS.**

WHEREAS, under Subsection 6, Section 28 of the CTRMA Bylaws adopted by the Board of Directors, the Executive Director “may execute contracts, contract supplements, contract change orders, and purchase orders not exceeding amounts established in Resolutions of the Board”; and

WHEREAS, at its meeting on August 29, 2007, the Board approved a resolution that authorized the Executive Director to approve a change order to a construction contract in an amount not to exceed \$150,000.00; and

WHEREAS, under policies adopted by the Texas Department of Transportation, a district engineer has authority to approve a change order to a construction contract in an amount less than \$300,000.00; and

WHEREAS, the Board of Directors believes that increasing the Executive Director’s authority to approve a construction contract change order valued at \$300,000.00 or less will increase the efficiency and timeliness of CTRMA construction projects, without risking a loss of good and sound oversight by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the Executive Director to approve a construction contract change order if the value of that change order is \$300,000.00 or less, without review or approval by the Board of Directors; and

BE IT FURTHER RESOLVED that any construction contract change order in excess of \$300,000.00 shall require approval by the Board; and

BE IT FURTHER RESOLVED that the Executive Director may, in his discretion, present a construction change order of \$300,000.00 or less to the Board for its consideration and approval.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 28th day of July, 2011.

Submitted and reviewed by:

Approved:

Andrew Martin
General Counsel for the Central
Texas Regional Mobility Authority

Ray A. Wilkerson
Chairman, Board of Directors
Resolution Number 11-____
Date Passed 7/28/2011