



Reimagine Northfield High School Bond Referendum Projects | Construction Update No. 5 | Feb. 10, 2025

Core Planning Team

- The core planning team met on Jan. 29. The team reviewed feedback from the facility tours and began discussing design criteria.
- The next core planning team meeting is scheduled for Feb. 19.

Activities Subcommittee

- First meeting scheduled for Feb. 26.

Change order process

Change orders are adjustments to the original scope of a construction project, often emerging when unforeseen conditions, design modifications, or regulatory updates occur during the build. The district, architects, engineers, and construction management team work hard to develop clear criteria and specifications to avoid change orders because they increase costs and may lead to delays. By investing significant effort upfront, we strive to deliver projects that adhere closely to the initial plan and limit change orders. They are, from time to time, necessary. An approval process when change orders are recommended is vital to maintain construction progress.

Recommended process:

- Administrative authority: The administration may authorize change orders estimated to be less than \$100,000 when the superintendent, director of finance, and director of buildings and grounds all agree that the change order is necessary, feasible, and within the contingency budget.
- Project oversight committee: The project oversight committee may authorize change orders estimated to be at least \$100,000 but less than \$175,000 when all of the attendees at a project oversight committee agree that the change order is necessary, feasible, and within the contingency budget.
- School board: The school board will consider approving change orders estimated to be \$175,000 or more or when a change order is recommended but not approved by the administration or project oversight committee.

Reporting:

- The superintendent will report all change orders to the school board during the next regular meeting as part of the construction update report.