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| POLICY NAME:     | <b>501.01: Construction, Renovation, and Alteration</b> |
| EFFECTIVE:       | April 8, 2020   |
| SUPERSEDES:      |   |
| SOURCE:          | <u><i>Code of Alabama 16-60-111.4</i></u>               |
| CROSS REFERENCE: |   |

1. The ACCS Chancellor may approve the selection and engagement of design firm(s), the design of facilities projects (including new construction, renovation, demolition or alteration of campus facilities or infrastructure), and the bidding of facilities projects without the prior approval of the ACCS Board of Trustees.
2. The ACCS Chancellor may execute Construction Contracts for facilities projects valued at \$500,000 and under without the prior approval of the ACCS Board of Trustees. The ACCS Chancellor may execute Construction Contracts over \$500,000 only with the prior approval of the ACCS Board of Trustees.
3. Action Items to authorize the ACCS Chancellor to execute Construction Contracts over \$500,000 shall be approved after the projects are bid. Therefore, the Action Items which authorize the ACCS Chancellor to execute Construction Contracts over \$500,000 shall be written using the actual bid results for the subject project.
4. Action Items to authorize the ACCS Chancellor to execute Construction Contracts over \$500,000 shall contain, at a minimum, the following information:
  - Project Name, Project Location, Project Scope
  - Description of Need
  - Actual initial Construction Contract amount
  - Actual initial Architect Agreement amount
  - Other Costs related to the delivery of the Facilities project(s)
  - Total Project Cost (summation of all cost items)
  - Funding Source(s) and amount(s)
  - Milestone / Level 1 Project Schedule
5. For projects over \$500,000 that the ACCS BOT has previously approved, the ACCS Chancellor may execute cumulative Change Orders up to 10% of the of the original Construction Contract amount. The ACCS Chancellor may execute cumulative Change Orders in excess of 10% of the original Construction Contract amount only with the prior approval of the ACCS Board of Trustees. For projects that do not require ACCS BOT Approval (i.e., projects with an initial construction contract of \$500,000 or less), the ACCS Chancellor may execute cumulative change orders of \$50,000 or less. If a Change Order causes the total revised contract amount to exceed \$500,000 that change order shall be approved by the ACCS BOT prior to the Chancellor approving the Change Order.

6. Action Items to authorize the ACCS Chancellor to execute cumulative Change Orders shall contain, at a minimum, the following information:
  - A listing of all change item(s),
  - The amount of each change item
  - A narrative describing the factors which led to and / or necessitated each change item
7. In the case of an emergency, the college President must declare in writing the details of the nature of the danger to public health, safety, or convenience which would result from delay of any contemplated work. The President's written declaration shall be immediately forwarded to the Chancellor. Only matters that are determined to be legitimate emergencies will be approved by the Chancellor. If approved, written notice will be sent to the college President and the Division of Construction Management. The college may utilize the design professional already under contract to the college at the time of the emergency to request plans and begin work to address the emergency.
8. If the cost of the emergency work exceeds \$500,000.00 the emergency project must be submitted to the Board of Trustees for approval as soon as practical.