

WSDOT Construction Change Order Process Guide

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1. Contracts and Contract Changes - General Overview

1.1 Contract

In the administration of Washington State Department of Transportation (WSDOT) construction contracts, we rely upon the definitions provided by Section 1-01.3, **Definitions**, of the [Standard Specifications](#), which states in part:

“Contract

The written agreement between the Contracting Agency and the Contractor. It describes, among other things:

1. What work will be done, and by when;
2. Who provides labor and materials; and
3. How Contractors will be paid.

The contract includes the contract (agreement) form, bidder’s completed proposal form, contract provisions, contract plans, standard specifications, standard plans, addenda, various certifications and affidavits, supplemental agreements, **change orders**, and subsurface boring logs (if any).”(emphasis added)

The construction contract documents establish the rights and obligations of both the Contracting Agency and the Contractor. The Contractor is obligated to deliver the completed facility within the time specified, for the amount specified, and in accordance with the plans, specifications and contract provisions. The Contracting Agency (WSDOT), is obligated to pay the Contractor upon satisfactory completion of the contract Work, in accordance with the terms of the contract.

[Standard Specifications](#), Section 1-04.2, **Coordination of Contract Documents, Plans, Special Provision, Specifications, and Addenda**, establishes the order of precedence of contract documents as:

1. Addenda
2. Proposal Form
3. Special Provisions
4. Contract Plans
5. Amendments for the *Standard Specifications*
6. *Standard Specifications*
7. Standard Plans

When making changes to the contract, remember that all the preceding documents are part of the contract, and that care should be taken to ensure that any change made does not create unexpected conflict between documents.

Changes to the contract may be initiated by the Contracting Agency, The Contractor, or jointly by both parties. In all cases a change order is a legal document and once executed, cannot be un-executed. The only way to make further changes to the contract or correct an error in a change order is by processing another change order.

The WSDOT change order process has been designed to comply with the requirements of the Washington Federal-Aid Stewardship Agreement. This agreement (viewable from the Construction Office web page) between WSDOT and the Federal Highway Administration (FHWA), implements a process of program and project oversight and accountability, and lays out the respective roles of WSDOT and FHWA in providing stewardship for Federal-Aid Highway projects. Monitoring the change order process is part of the Stewardship Agreement.

2. Contract Changes

2.1 Contracting Agency Initiated Changes

The right of the Contracting Agency to make changes to the contract is detailed in Section 1-04.4, **Changes**, of the *Standard Specifications*, as follows:

“The Engineer reserves the right to make, at any time during the work, such changes in quantities and such alterations in the work as are necessary to satisfactorily complete the project.”

When the need arises, as determined by WSDOT, to make a change to the contract during the performance of the contract, the change must be accomplished by means of a written order from the Engineer to the Contractor. Such a written order is as legally binding on both parties as the original contract. Once executed by the Engineer and received by the Contractor, the change order becomes part of the contract.

The Engineer may order changes orally when time is of the essence; however, oral change orders require the same levels of approval as written change orders, and must be followed promptly with a written change order.

When the Engineer determines that a change must be made to the contract, and issues an order to the Contractor, the Contractor is obligated to proceed with the change work. Per Section 1-04.5 of the *Standard Specifications*, **Procedure and Protest by the Contractor**:

“The Contractor accepts all requirements of a change order by: (1) endorsing it, (2) writing a separate acceptance, or (3) not protesting in the way this section provides.”

As mentioned above, if the Contractor disagrees with the terms or conditions of a change order, there are specific requirements that must be met in order to file a valid protest. This protest procedure is described in Section 1-04.5, as follows:

“...the Contractor shall:

1. Immediately give a signed written notice of protest to the Project Engineer before doing the work;
2. Supplement the written protest, within 15 calendar days, with a written statement providing the following:
 - a. The date of the protested order;
 - b. The nature and circumstances that caused the protest;
 - c. The contract provisions that support the protest;
 - d. The estimated dollar cost, if any, of the protested work and how that estimate was determined; and
 - e. An analysis of the progress schedule showing the schedule change or disruption if the Contractor is asserting a change or disruption; and

If the protest is continuing, the information required above, shall be supplemented as requested by the Project Engineer. The Contractor shall provide the Project Engineer, before final payment, a written statement of the actual adjustment requested.”

Change orders initiated may be, but are not limited to:

1. A response to unexpected conditions, which should not be confused with “Changed Condition”. Changed condition can only be determined by the State Construction Office, and the Contractor must closely follow the requirements for notification as defined in Section 1-04.7 of the [Standard Specifications](#). WSDOT will strictly enforce these requirements, especially if the impacts could have been mitigated with proper notification.
2. Plan deficiencies (errors or omissions). This may include conflicts or ambiguities in specification. As a rule of thumb, if there are errors in the plans, the correction and the cost of correction will be borne by WSDOT.
 - a. When details in the plans do not provide an accurate or adequate representation of the work to be accomplished a change order will be required to detail the work and to provide an equitable adjustment to compensate the Contractor. Ambiguities in specification or contradiction between contract documents must be resolved in order to provide a clear description of the work to be performed, and how it will be measured and paid.
3. Extra or unanticipated necessary work.
 - a. Extra work may be required when a contract lacks an item, or items, to complete an item of work as specified in the contract. A new contract item may be required to complete the work and to compensate the Contractor
4. Design criteria changes.
 - a. Care must be taken to identify those changes that impact or alter the design criteria of the project. These changes must be discussed with, and concurrence obtained from, Region and State Design Offices, and may require a design report amendment. On Federal-Aid projects they may require FHWA concurrence as well.

2.2 Contractor Initiated Changes

A Contractor initiated change may be approved by the Project Engineer. The most usual Contractor initiated changes are:

1. Repair procedures.
 - a. If a repair requires modification to the plan (i.e. rebar placement, moving a joint, etc.) a change order is required to document the physical change to the contract plans.
2. Material substitution.
 - a. The Contractor may propose to substitute a different material for what is specified in the contract. If the material is deemed to be satisfactory for the purpose, the Materials Laboratory may recommend acceptance of the change. These types of changes often include a credit to WSDOT, unless the material is a substantially superior product or there is other substantial benefit accrued to WSDOT by the use of the material.
3. Work method change.

- a. If the Contractor proposes to alter the work method specified in the contract, a change order will be necessary. This type of change may include a reduction in working days, and WSDOT may be entitled to a credit.
4. Cost Reduction Incentive Proposal (CRIP).
 - a. When a Contractor proposes a CRIP change order there are strict requirements to be met. These requirements are discussed in Chapter 7 of this manual and described in more detail in Section 1-2.4C(1) of the [Construction Manual](#).

2.3 Typical Change Order Flow

While each change order may be unique, the typical change order flow is as follows:

- The need for a change arises.
- A change is identified and all options are evaluated.
- The project Engineer obtains all change concept approvals required by the Change Order Checklist.
- The Project Engineer prepares Plans Specifications and Estimates (PS & E) type documentation for the change, including an independent estimate to justify the cost, and any new or revised plan sheets required to detail and describe the work.
- The Project Engineer meets with the Contractor to discuss the terms of the change and to negotiate agreed pricing and time.
- The change is formalized with a written change order.
- The change order is submitted to the Region Construction for review and/or execution. Region send the change order to the State Construction Office for review and/or execution.
- The change order is executed, sent to the Contractor, and the Contractor proceeds with the change work.

Ideally, no change work is to be performed until the Project Engineer has an executed change order in hand. On rare occasions, an approval to proceed with the change work prior to issuance of an executed change order may be requested from the **executing authority**. This prior approval, which must be documented in the file, may be appropriate if there is a cost/time benefit to WSDOT, or if it will mitigate a cost/time disadvantage to the Contractor.

If the change order process follows the flow as described, the Project Engineer should have few difficulties. Problems tend to arise if the Project Engineer doesn't first obtain required approvals, or when he/she has not done an adequate job preparing the PS&E type documentation for the change. Preparing good documentation for a change order is just as important as preparing the original contract. Having adequate documentation when negotiating with the Contractor will minimize the chance of misunderstanding about the quantity or type of work expected, exactly what will be included in the compensation and how it will be measured and paid.

2.4 Important Notes

1. It is especially important that deleted or reduced contract items be checked against Condition of Award items. WSDOT has made a commitment to FHWA to monitor DBE participa-

tion requirements and any change to the Condition of Award work to be performed may affect funding.

2. Keep in mind that the only way to correct an error in an executed change order is by means of another executed change order.
3. Once executed, a change order is part of the contract. The original contract now contains the provisions of the executed change order.

3. Engineering the Change

3.1 *Justify the Change*

The first step in engineering the change is to establish justification for the change. The Project Engineer must establish that the issue under discussion is truly a change to the contract, not covered by any other item of contract work, or not made incidental to other contract items by Standard Specifications, addenda, special provision, or amendments, etc. It is WSDOT policy to make only necessary changes and forego elective changes. The Project Engineer must establish that there is a real need or added value to the change.

Once it has been determined that a change to the contract must occur, the Project Engineer should investigate all possible solutions to the problem. In many cases there is more than one possible corrective action that may be taken. It is the job of the Project Engineer to determine which action is the most efficient, effective, and in the best interest of the State. The Project Engineer may request help or advice from Region or HQ Construction personnel in making this determination, as well as input from the Contractor, i.e. impacts to other work, etc.

Once the best action is decided upon, the Project Engineer must prepare a plan for the change, assemble the pertinent specifications for the change, estimate how much the change is going to cost, how long it will take, and obtain the required approvals according to the Change Order Checklist in the Construction Manual. Just as in the pre-bid state of the original contract, the Project Engineer must prepare PS&E type documents for the changed portion of the contract. This gives a clear and complete idea of what the change work entails and allows the Project Engineer to determine how much this change work should cost. If these steps are followed, the Project Engineer should find it much easier to negotiate the change.

3.2 *Change Order Checklist*

One thing that must not be overlooked is the completion of the change order checklist. The change order checklist is the mechanism for determining who must give approval for the change, as well as who is the executing authority for the change and, therefore, the change order checklist is required for all change orders, including minor changes. The change order checklist will also be used when requesting an approval to proceed with change work prior to the execution of the change order, since the approving authority is the only one authorized to issue such an approval.

3.3 *Description of the Change*

Putting the change order documentation together begins with preparing a complete description of the change. This should include:

- What is to be changed and how.

- The physical location of the change.
- Material and product specifications.
- Any time constraints that may be required.
- Any other considerations.

The description needs to be clear enough that the Contractor will understand exactly what work must be performed, what materials will be required, and what construction requirements must be met in order to complete the change work. If there are time constraints of the performance of the change work, this must be detailed as well.

3.4 *Prepare Plans*

In addition to a complete written description of the change, an illustrative plan may be required to provide supplemental details, which will clearly explain, illustrate, or delineate the change work. This might be a sketch of a detail, a plan sheet from the original contract, modified to show the change order work, or a new plan sheet that provides the details of the work.

3.5 *Define Pay Items*

With a description of the change and a plan for the change, the Project Engineer can determine how other work under the contract has been affected, i.e., which contract items are affected and what new pay items, if any, must be created. Any affected contract items must be checked against Condition of Award items, since increasing, reducing or deleting COA items requires Headquarters Construction Office approval and execution of the change order. Any new non-standard items needed must have a full description, a method of measurement, and a method of payment, similar to the Standard Specifications. If the new items are “standard items”, already covered in the Standard Specifications, this is not required.

If the Project Engineer takes the time to put together good documentation for the change, the chances of misunderstandings will be greatly reduced. If, on the other hand, the Project Engineer enters into negotiations with the Contractor before he/she can fully define and describe the work, it is very possible that there will be a dispute over some aspect of the change.

3.6 *Estimate the Cost*

An important step of the change order process is preparing the Project Engineer’s Independent cost estimate for the change. This must be a truly independent estimate, and not just a reiteration of the Contractor’s estimate. The Project Engineer will estimate the quantities for each of the items (modified or deleted contract items and new items), the unit price for each, and compute the total cost of the change. The Project Engineer’s Independent estimate should be done prior to any negotiation with the Contractor.

Unit prices for new items are usually estimated in one of several ways:

- Using bid prices from recent contracts with similar work and similar quantities, (Unit Bid Analysis)
- Using a time and materials estimate
- Means Cost Estimating Guide

The first method of estimating prices is common and easily understood. However, every effort must be taken to ensure that the type and quantity of work used for the estimate is recent enough for prices to be current, and truly similar to the type and quantity of work to be performed as change work. It may also be appropriate to take geographic location into account, since price for similar work may vary greatly from one area to the next. If the prices are not recent, the work is not really similar, or the quantities vary too much, the price may not be reflective of the actual change work, and will result in an inaccurate estimate.

Another means is by estimating the costs of labor, material, equipment, and overhead in a manner similar to Force Account computation. Quotes may be solicited from suppliers, rental companies and service companies to get current prices. The use of Force Account markups for overhead and profit should not be automatic. These markups may not be appropriate for the change work. This type of estimate requires that the Project Engineer establish what types of equipment the Contractor may utilize for the work, as well as estimate the level of efficiency of the Contractor's work force. The Project Engineer must also establish labor and equipment rates.

Information on the use of the RS Means Cost Estimating Guides, as well as other methods may be found on the internet at the Project Management website. The Design Office provides training in cost estimating for designers, and this training may be beneficial to those writing change orders. Further guidance on cost estimating may also be found in the Plans Preparation Manual and the PS & E training course.

3.7 CCIS, Change Order Tracking, and Back-up Documentation

All change orders must be entered into CCIS (Construction Contracts Information System), and all information must be kept current. For those change orders not using the Minor Change process, CCIS is the mechanism for creating and generating the change order document. WSDOT also uses CCIS to track and report on change orders. In order to report accurately, this information must be current and accurate.

It is essential that a change order log be used to track the status of change orders. It is advisable that change orders be tracked prior to execution in order to ensure that the change order is processed expeditiously and that the change order is executed or, if warranted, approval to begin the work prior to execution of the change order is obtained from the executing authority, prior to any change order work being performed.

The Project Engineer maintains the change order backup information in the file with the change order. This material should be clear enough that someone unfamiliar with the project can understand why and how the change came about, and why any compensation/time is justifiable and reasonable. It should also include documentation of all approvals obtained. This will prove indispensable should the change order be subject to problems later, the FHWA is reviewing the file, or internal auditors are reviewing change orders.

4. Negotiating Agreed Prices and Time

4.1 Definition of Criteria and Timing

When the change order process has reached the point of negotiation, there are two major criteria to keep in mind:

1. The Project Engineer must negotiate to obtain an agreement that is in the best interest of the state; price and all other factors being considered.
2. The price agreed upon must be fair and reasonable for the change work. The state should not attempt to under price the work, since the Contractor is entitled to a fair profit.

The most critical part of the negotiating process is the timing of the negotiations. The preferred situation is to negotiate before any change work is performed. Negotiation prior to any change work being done lessens the chance of problems, since both the Project Engineer and the Contractor know what is being changed and how compensation will be made.

4.2 Negotiation Prior to Change Work Beginning

Negotiating the cost of a change order before any change work has been performed is very important. The Project Engineer should enter the negotiation by presenting the Contractor with a complete description of the change work. This should include plans and specifications, as well as any other documentation required to fully explain the change work, describe the materials that are required, and detail how the work will be measured and paid. The Contractor, after studying the proposal can then present what he considers to be a fair price for the work.

The Project Engineer will then compare the Contractor prepared estimate to the previously prepared Engineer's Independent Estimate. If there is a large difference in price, the basis for each estimate must be discussed. If unit contract prices from recent contracts were used for the Independent estimate, the Project Engineer should compare the change work to the work represented by the unit bid prices. Sometimes the work or quantity is not truly similar. Dissimilarities can be caused by location, local site conditions, different equipment requirements, or haul differences. When agreement cannot be reached using an estimate based on unit bid prices – adjusted for specific change order conditions – the Project Engineer should prepare an estimate based on time and materials.

A time and materials estimate will be based on estimates of the labor, materials, and equipment used to complete each item of change work. When there is a difference in prices, breaking the cost down in this manner will make it much easier to identify where discrepancies exist. Since this type of estimate places on the estimator the burden of establishing the amount of time it will take to do the work (production rates), as well as what types of equipment are required, this is usually where differences surface.

Usually agreement can be reached on the type of equipment, equipment rates, duration of use, etc., so that the change work may be forward priced before any change work is performed. If the change work or duration cannot be clearly defined or adequately quantified, and agreement cannot be reached to forward price the work, the Project Engineer may use the Force Account method, per [Standard Specifications](#) Section 1-09.6 **Force Account**, to make payment for the change work.

The Project Engineer and Contractor may agree to measure a portion of the change order work using Force Account methods, with the intent to forward price the remainder of the work – a method known as “the measured mile”. This method is most applicable to work that is of long duration.

The Project Engineer may also consider establishing the cost and duration unilaterally, based on the Independent estimate. If the Project Engineer is confident that the price and duration for the change work can be supported, there is nothing wrong with issuing a change order to the Contractor unilaterally.

Another aspect of the negotiation that should always be considered is that of contract time. Any change that impacts an activity on the critical path of the Contractor's approved progress schedule, or that causes another item to become a critical item, will need to be evaluated for an adjustment of working days. This evaluation will be based only on the approved Contractor's progress schedule. During the negotiating phase, agreement should be reached on how long it will take the Contractor to have the appropriate equipment available, how long it will take to obtain any required materials, and how long it will take to accomplish the actual change work. The appropriate amount of time should then be included in the change order so that the entire issue is resolved. (*Decreasing time is appropriate if the change order saves time*).

Sometimes the Contractor will be unwilling to commit to a stated number of working days. If there is an entitlement for additional time, it may be appropriate to include working days based on the Independent estimate, even if the Contractor does not agree. The issue of time may be considered after the change work is completed; however, resolving the issue of time with the change order is the preferred method. A statement in the change order, indicating that time will be considered at a later date, is required when time is not resolved with the change order. A time statement must be included in all change orders.

4.3 Negotiation After Change Work Begins

There are times when it might be necessary to proceed with the change work prior to agreement upon prices for the new work. This may happen when it is impossible to estimate the amount of work required. When this happens, there are several alternatives for handling the problem:

1. Agree to use Force Account to measure and pay for the change work prior to proceeding with the work.
2. Proceed with a unilateral change order. Adjustments to the amount of compensation may be made later if cost records justify such an adjustment.
3. Use the "measured mile" method.

5. Change Order Documentation Composition

5.1 CCIS Change Order Pages

The Construction Contract Information System (CCIS) is used to create, track, and print change orders. A change order document consists of the standard CCIS generated pages, any drawings or plan sheets needed to illustrate the change, and any other documentation referenced in the text of the change order. A change order does not have attachments. Any document required by, or referenced in, the text must be part of the change order, and must be appropriately identified with the Contract number, change order number, and change order page number.

The standard CCIS pages consist of page 1 (the signature page), page 2 (the text page(s)), page 3 (the accounting page(s)), and when applicable, page 4 (the COA – Condition of Award – page(s)).

5.2 Page 1 (Signature Page)

The first page of the change order deals mostly with the approval/execution of the change order. The header information, as well as the financial information, is automatically pulled from CCIS when the change order is printed. The rest of the page has spaces for signatures and dates, indicating concurrence by the Contractor (and when applicable, Surety) and approval/execution of the change order by the Project Engineer, Region Construction Engineer, and HQ Construction.

5.3 Page 2 (Text Page(s))

The change order text page(s) contain(s) all of the terms and requirements of the change, with references. Note the beginning statement on the change order text page, which reads, "All work, materials, and measurements to be in accordance with the provisions of the Standard Specifications and Special Provisions for the type of construction involved." This statement, which is printed automatically by the CCIS system, saves the Project Engineer the trouble of describing every new standard item of work involved in the change, including measurement and payment specifications.

The main body of the change order should contain text explaining and detailing:

1. Description of what is being changed (including the location of the change work, any pertinent specification reference, etc.) and the work required to complete the change.
2. Material requirements for new or modified materials used in the change.
3. Construction requirements for the change work.
4. Measurement of the change work.
5. Payment for the change work.
6. Time Statement

The description should tell, clearly and concisely, but with as much detail as required, exactly what work the Contractor is to perform in accomplishing this change. The description should also include the location of the change work.

Material requirements are the specific requirements for any new or modified materials that may be required for the change work. This section should include the acceptance criteria for the new material, and should be written in a manner similar to the *Standard Specifications*, if the material is not already covered by the *Standard Specifications*.

Construction requirements describe any additional or changed requirements in the way the change work is to be accomplished.

Measurement is a description of exactly how each new non-standard item will be measured for payment. This may also include a description of what is not included as a part of the item.

Payment describes in detail how compensation for each new standard and non-standard item is to be paid.

All change orders must include a statement addressing time. It is preferred that time be negotiated and included as a part of the change order. However, if this is not possible, a statement providing for future determination of time should be included. If time is not affected by the change, a statement that no adjustment in contract time will be made should be included.

All this change order text must be written in Microsoft Word, and uploaded to CCIS via a Word macro (see your IT group to have the macro installed on your computer). The text cannot be altered in CCIS. If the text must be modified, it must be revised in MS Word and uploaded again to CCIS.

5.4 Page 3 (Accounting Page)

The accounting page summarizes and lists all of the added, deleted, or modified pay items affected by the change order, the price of each added, deleted, or modified item, the quantity of change work, and the total dollar amount of the change. It also breaks the quantities into groups, in a manner similar to the summary of quantities included in the plans.

5.5 Page 4 (COA Page)

The Condition of Award (COA) page will only be printed if a COA change order alters COA items. A COA change may modify the quantity of an existing COA item, add a new COA item, or delete an existing COA item. All modification to contract items should be checked against COA items. If a change order modifies or deletes an item that is part of the Condition of Award, approval must be obtained from HQ Construction, with concurrence from the Office of Equal Opportunity, and the affected Condition of Award subcontractor.

Care must be taken to ensure that when replacing a deleted COA item with a new item, the dollar amount is the same. (For example, if the original COA item had a dollar value of \$1,000 and the new item has a value of \$2,000; the COA goal is effectively increased by \$1,000).

5.6 Supplemental Plan Sheets

Supplemental plan sheets may be required to show additional details of the change work. They should be clearly marked with the contract number, change order number, sheet number, and change order page number, and must be included as part of the change order document. (Since these plan sheets detail physical changes to the contract work, they are useful as a basis for the required “As Built” plans at the conclusion of the contract.)

5.7 Upload

At this point the change order text may be uploaded to CCIS, any modifications having been made to existing items, and any new items having been created in CCIS. Any reduction or addition of contract time should be addressed at this time. Now the change order may be printed and sent to the Contractor for signature. Make sure that all of the information and dates in CCIS are current.

5.8 Back-up File

The backup file for the change order should include all the documentation used to justify the change, all approval documentation, a copy of the Engineer’s Independent estimate, etc. All correspondence to and from the Contractor regarding the change order should be kept with the backup file for the change order. If the change involves a DMWBE subcontractor, and requires concurrence from the affected subcontractor, this concurrence must be part of the file.

6. Processing the Change Order

6.1 Order of Processing

The change order must be prepared in accordance with the terms negotiated. Once the change order has been prepared, the next step is to print the change order. Some Regions prefer that they be given a chance to review the change order package before the Project Engineer sends it to the Contractor. This will greatly reduce the chance of problems with the change order, since it will be reviewed in accordance with “HQ Change Order Review Criteria” and Region policy.

The change order should be sent to the Contractor to obtain the Contractor’s signature as concurrence, when required. The “Sent To Contr” date in CCIS should now be entered, which locks the change order and prevents further modification. This ensures that the document sent to the Contractor is identical to the one in CCIS. The Contractor’s signature is not required on all change orders. To avoid dispute over the substance and limits of the change, however, it is good business practice to offer the Contractor the opportunity to review and sign the change order. [Construction Manual Section 1-2.4\(C\)7 Minor Changes](#), gives some guidance on determining when the Contractor’s signature is warranted. When sending the change order to the Contractor, it is a good practice to include a date for the expected return of the change order from the Contractor. This will help ensure that the change order progresses through the system and doesn’t get bogged down or forgotten.

The next step is for the Project Engineer to sign and date the change order, either executing the change order, if appropriate, or recommending execution by Region Construction/ HQ Construction.

6.2 The Minor Change Process

All contracts now contain a standard item for “Minor Change”. If the change is valued at \$15,000 or less, and any change in working days is 10 days or less, the Project Engineer may use the Minor Change form (DOT form [421-005A EF](#)). If using the Minor Change process, the Project Engineer may execute the change order.

Some things to keep in mind when using the Minor Change process are:

- Minor Changes require the same approvals, per the change order checklist, as conventional change orders.
- The CCIS requirements are similar to those of a conventional change order. All the same date and initial fields must be completed; however, there will be no change order text page or accounting page. The short description must be descriptive enough to explain the change. You may upload a more detailed text description, like that for a conventional change order, but it is not required when using the Minor Change process.
- The Minor Change form takes the place of the justification memorandum. Therefore, the text on the form must fully explain and justify the change, as well as any cost or time. The use of the two-page form is required.
- The use of the Minor Change must be noted on CCIS Page 1.
- The Minor Change should not include any additional pages.
- It may be advisable to include MC – denoting Minor Change in the change order title.

- The Minor Change item is a lump sum calculated item. The Minor Change item must be used to make payment, whether paying the Contractor for work performed or taking a credit. The Minor Change is not appropriate for changes that affect any other contract item. The amounts for each Minor Change order must be reportable in CCIS.
- The Minor Change is not entered into the CAPS system as a change order. The Minor Change form acts as a paynote (similar to a Field Note Record) to record the amount to be entered into CAPS.

6.3 Change Order Justification Memorandum

For conventional change orders (not a Minor Change), the Project Engineer must prepare a justification memorandum, which documents the need for the change, explaining why the issue is not covered by the original contract, what options were considered and by whom; and it must provide substantiation for new item prices or adjustment to contract item prices. Impacts to contract time must be addressed and any adjustment to contract time must be justified and documented. If an approval to proceed with the change work prior to execution of the change order was given, it must be documented in the memo. Any unusual circumstances or problems that are not resolved, such as the Contractor refusing to sign the change order, must be explained. If the change order is not a COA Change Order, but involves a change to COA work, this must be mentioned in the memo. All supporting documentation should be readily available, since the change order justification process must be documented before the change order is prepared.

When preparing the memorandum, remember that the person reviewing it may have limited knowledge of the project, and their ability to review and/or approve the change order is closely related to the explanation given in the memorandum. The memorandum package must include the completed change order checklist, the Independent estimate, and all appropriate approval documentation.

[Construction Manual Section 1-02.4C\(6\) Documentation](#) and “HQ Change Order Review” give further guidance on the requirements of the memorandum.

The change order justification memorandum should be prepared as a “thru” memorandum. That is, it should be addressed to the appropriate State Construction Office Assistant Construction Engineer “thru” the Region Construction Engineer or Engineering Manager. The reasons for this are twofold. The Project Engineer usually knows the most about the change, and should be able to explain it best, and it saves the Region office the time and trouble of trying to paraphrase and/or retype the Project Engineer’s memo.

Make sure that all the appropriate information, dates and initials have been entered into CCIS, and then send the change order and memorandum package to the Region Construction Office. There the change order and memo will be reviewed. Region Construction offices will review change orders to make sure that they meet the requirement of “HQ Construction Office Review Criteria”. It is important that sufficient time be allowed for this review, as well as for HQ Construction review. These reviews allow for any concerns to be addressed before the change order is executed. At this time any deficiencies in the documentation may be corrected or additional information requested. If the change order requires Region execution, the Region Construction Engineer or Engineering Manager will sign the change order and execute it, if appropriate. If the change order requires HQ execution, the Region Construction Engineer or Engineering Manager will endorse the change order with a recommendation that HQ execute it, and forward the entire package to HQ Construction Office for review and execution.

The “HQ Construction Change Order Review Criteria” document is available on the WSDOT intranet. It is also included in the appendices of this manual.

Once it has been reviewed at Headquarters, the change order will be either approved/executed, more information may be requested prior to approval or, the change order may be deemed not to be approvable by Headquarters staff. On these occasions, the change order may be returned to the Region by memo, outlining the concerns and reasons for return. This step may be handled with an e-mail or phone call.

In accordance with the WSDOT/FHWA Stewardship Agreement, prior approval from FHWA is required for any change, on a contract for which FHWA retains full Stewardship oversight, which is valued at \$200,000 or more, or changes the scope, termini, or character of the project. In these cases, the HQ Construction Office will forward the change order package to FHWA with a recommendation that it be approved. Once approved, the change order will be returned to HQ Construction and a copy will be sent back to Region Construction.

Distribution of executed change orders is as follows:

Region (and PE) Executed

- Contractor
- State Construction Office
- State Accounting and Financial Services (AFS) Office

Note: If using the Minor Change process, the Minor Change form substitutes for the memorandum and CCIS change order print out.

Headquarters Executed

Contractor

Region

State Accounting and Financial Services (AFS) Office

State Bridge Office – if appropriate

Design – if appropriate

Materials Lab – if appropriate

7. Special Change Order Considerations

7.1 Cardinal Changes

A “Cardinal Change” is a change to the contract that adds work of a type not included in the general scope of the original contract. Cardinal changes are not eligible for the change order process.

7.2 Changed Condition

In order to qualify as Changed Condition, the change must comply with the requirements of [Standard Specifications](#) Section 1-04.7 **Differing Site Conditions (Changed Conditions)**, i.e. conditions differ materially from those described in the contract, preexisting underground conditions of an unusual nature, etc. The Project Engineer must contact the State Construction Office for a determination of changed condition.

7.3 *Unilateral Equitable Adjustment*

Almost any compensation, whether agreed upon or not, is considered to be an equitable adjustment. If the parties cannot agree on a price and Force Account is not appropriate, the contract allows the Project Engineer to determine the adjustment in the Contractor's payment - (Section 1-04.4 **Changes** of the [Standard Specifications](#)). If the Project Engineer determines the adjustment without agreement, then the equitable adjustment is unilateral. This type of action should not be avoided when it is called for. It is simply an available action under the contract and as such, it is no different from other allowed actions, such as a Contractor's notice of changed condition or the Project Engineer's determination of workable days. Regardless of how the decision is made, the Project Engineer has an obligation to advise the Contractor that work is being ordered and how payment will be made. Contractors have the right to protest unilateral changes and follow up with price demands and other arguments that protect their rights (Section 1-04.5 **Procedure and Protest by the Contractor** of the [Standard Specifications](#)). In the meantime, however, the work is proceeding, delays are avoided and WSDOT has paid the Contractor the amount that they have determined to be equitable.

7.4 *Underruns and Overruns of Major Items*

In accordance with the contract, WSDOT and the Contractor are required to assume the risk for variations in quantity up to 25% above or below proposal quantities. If the final quantity variation is more than 25%, based on the proposal quantity, renegotiation of price is available to either party.

In the case of overruns, only the units measured in excess of 125% of the proposal quantity are eligible for renegotiation. Any units measured above proposal quantity, but less than 125% of proposal quantity should not be included in the renegotiation.

In the case of underruns, any adjustment must be based upon one of three factors:

1. Increase or decrease in unit costs of labor, materials or equipment, used for work actually performed, resulting *solely* from the reduction in quantity.
2. Changes in production rates or method of performing work actually done if it materially differs from the work included in the original plan.
3. An adjustment for the lost contribution to fixed cost and overhead associated with those units not performed, below the 75% limit.

The Project Engineer should keep in mind that in accordance with Section 1-04.6 **Variation in Estimated Quantities** of the [Standard Specifications](#), the total payment (including adjustment amount and amount paid for work performed) shall not exceed 75% of the proposal amount.

Consequential damages are not compensable per Section 1-04.6 **Variation in Estimated Quantities** of the [Standard Specifications](#). Similarly, the profit that the contractor might have made on some other work, but for the need to perform the extra work in an overrun, is also not compensable.

7.5 *Disposal of Surplus Materials*

Disposal of surplus processed material from a state-owned source does not require a change order. When excess aggregate is produced by the Contractor from a WSDOT furnished source, the Contractor will be reimbursed actual production costs if the excess materials meet specification.

The handling of deleted or unneeded/unused materials that have been ordered by or delivered to the Contractor should be in accordance with Chapter 1-2.4C(1)(II)[3] PAYMENT FOR MATERIALS of the *Construction Manual*, as follows:

1. *“contractor restocks* The first and best method for disposing of the materials is to request that the contractor attempt to return the materials to the supplier at cost or subject to a reasonable restocking charge. If the materials are restocked then, in accordance with Section 1-09 of the *Standard Specifications*, the contractor’s actual costs incurred in handling the materials may be paid.
2. *contractor purchases* If WSDOT cannot utilize the materials, the contractor may elect to retain them for other work. Once again, in accordance with Section 1-09 of the *Standard Specifications*, the contractor’s actual costs incurred to handle the materials may be paid.
3. *state purchases and disposes* As a last resort, if the materials can not be disposed of at a reasonable cost to WSDOT, the Department may choose to purchase the materials from the contractor. There are some limitations that come with the use of federal funds that may require that the materials be purchased with state funds depending on the situation. In some instances, WSDOT may purchase the material for use on future projects and recoup the cost from FHWA, over time, as the material is incorporated into these future projects. The State Construction office may be contacted for advice. If possible, such materials may be provided to a future contractor (work with Design) or to Maintenance (work with the Regional Maintenance Office). If the materials cannot be used, they shall be disposed of as described in the manual for *Disposal of Personal Property* (M 72-91). Once again, in accordance with Section 1-09 of the *Standard Specifications*, the contractor’s actual costs incurred in handling the materials may be paid.”

7.6 Claim Settlement

Claim settlement change orders require the same approvals, documentation, and preparation as any other change order. The change order settling a formal claim must be approved by the State Construction Office and must include waiver language similar to the following:

“The Contractor, (company name), by the signing of this change order agrees and certifies that:

Upon payment of this change order in the amount of \$_____, any and all claims set forth in the letter(s) to the Department of Transportation, dated _____ and signed by _____ of (company name) in the approximate amount of \$_____, have been satisfied in full and the State of Washington is released and discharged from any such claims or extra compensation”.

If the settlement is intended to close out all dispute discussions for the contract, use language similar to:

“The Contractor, (company name), by the signing of this change order agrees and certifies that:

Upon payment of this change order in the amount of \$_____, any and all claims in any manner arising out of, or pertaining to, Contract No. _____, (including but not limited to those certain claims set forth in the letter(s) to the Department of Transportation, dated _____ and signed by _____ of (company name) in the approximate amount of \$_____) have been satisfied in full and the State of Washington is released

and discharged from any such claims or extra compensation in any manner arising out of Contract No. _____”.

7.7 Contract Time

A statement about contract time must be included in every change order. When change work impacts items on the Contractor's critical path, time is affected by the change work. Time should be addressed as a part of the change order. If the amount of time can not be agreed upon, the Project Engineer may unilaterally grant time, based on the Independent estimate. The issue of time may be specifically left open in the change order. Time can then be addressed through an extension of time request initiated by the Contractor. See Section 1-08.8 **Extensions of Time** of the [Standard Specifications](#) for the requirements of a time extension.

7.8 Condition of Award

When a change to the contract impacts items of work that are part of the Condition of Award, as defined in the award letter, a revision to the Condition of Award must be addressed. This type of change order must have approval from the State Construction Office and concurrence from the Office of Equal Opportunity. We ask the affected DBE subcontractor to sign the change order to indicate awareness of the change, but do not allow the subcontractor approval/disapproval power. This type of change order must be executed by the State Construction Office.

7.9 Conversion Factors

Change orders that involve a conversion factor usually are of the type that converts from one unit of measure to another unit of measure for payment. For minor construction items, Section 1-09.2(5) **Measurement** of the [Standard Specifications](#) allows the use of an agreed upon conversion factor. This requires that a change order be prepared or letter of agreement be on file to allow the conversion, but no credit is pursued for the lack of a scale. If a conversion is desired for anything but a minor quantity, a conversion factor is determined specifically for the material in question and a scale credit may be included as part of the change order.

7.10 Equal or Superior Product

This is a common type of change order proposed by the Contractor, and is generally related to a material/product substitution. Typically there is no payment to the Contractor for this type of change order. There may be a credit to WSDOT based on the saving to the Contractor.

7.11 Deleted Work

When items are deleted from a contract, a check must be made to see if the Contractor has ordered or taken delivery of any materials or equipment required for these items. When work is decreased or deleted by the Contracting Agency, payment will only be for the costs actually incurred for partially completed work. No profit will be allowed for work that was not completed. Consequential damages are also not allowed. In the case of a portion of a lump sum item, or partially completed unit items, the value of this work will need to be determined. It may also be necessary to negotiate a price adjustment for the work that was performed and paid using a contract unit price, if there is a material difference in the nature of the accomplished work, when compared to the nature of the overall planned work. Under certain circumstances when

the contractor says “you eliminated all the easy work and left the difficult,” there may be entitlement to an adjustment.

In the event that the deletion impacts the critical path for the project, an adjustment in working days may also be appropriate.

The Project Engineer should also check to make sure that the deleted work is not part of the Condition of Award, since this would require that the change order address a change to the Condition of Award.

7.12 Consent of Surety Required

On any change of large value or substantial risk, consent of surety should be considered. If consent of surety is requested, make sure that the appropriate signature and date fields are completed on the change order document and in CCIS.

7.13 Credits for Non-specification Material

Use of non-specification material is often discovered after the fact, when testing the material shows that it failed to meet specified requirements. It may also be the use of a substitute material. The use of non-specification material requires a recommendation from the Materials Laboratory and State Construction Office approval. The pricing of a credit may be based on savings (delete this and replace with that), on the loss of product value to WSDOT (service life, increased maintenance costs, etc.), or on a statistical evaluation of the material.

7.14 Cost Reduction Incentive Proposal (CRIP)

If a proposal offers the same end result as the original design intent, if it was the Contractor's idea, if it saves money, if the Contractor has to provide an effort to make it happen, and if we agree that we would have spent the money, but for the Contractor's suggestion, the Contractor is entitled to a full 50% of the savings, regardless of whether we are talking about design changes, product substitutions, or even straight deletions of contracted work that proved to be unnecessary. CRIPs are documented through change orders. Section 1-02.4(C) **Changes in the Work** of the [Construction Manual](#) outlines the procedures and requirements for preparing a CRIP.

7.15 Change Orders for Design/Build Contracts

The change order process used for Design/Build contracts is the same as that used for any other contract. The Project Engineer must complete the Change Order Checklist, obtain all the required approvals, and enter the information into CCIS. If there is need to track Category A and Category B change orders separately, this can be done by starting the short description of the change order with something like Cat A or Cat B. This will enable the Project Engineer to search the CCIS database and report on the change orders by category.

7.16 Condition of Award (COA) Change Orders

Any change order that adds or deletes work to a Condition of Award item must be executed by the State Construction Office and must have the concurrence of the Office of Equal Opportunity. The change order must include (on the COA page) an accounting of the items and amounts being revised and must be coded (under “What is the purpose of this Change Order”) with the code “CO” indicating that this a COA change order.

7.17 Changes to Lump Sum Items

When a change is desired to a lump sum item, the best way to proceed is with a change order deleting the entire original lump sum item (and any payments made under this item) and creating a new lump sum item to compensate the Contractor for work done on the item.

8. Typical Problems in the Change Order Process

8.1 After the Fact Change Orders

After the fact change orders are not condoned. When an after the fact change order is compounded by the fact that the price is unsubstantiated or the change should not have been allowed, it can cause strained relations between the Contractor and the Project Engineer, the Project Engineer and the Region and between the Region and Headquarters.

8.2 Unjustified Need

Failure to clearly justifying the need for a change is cause for non-approval. The need has to be explained in such a way that those unfamiliar with the details of the project can understand and agree with the need for the change.

8.3 Unacceptable Credit or Substitution

Contractor proposed changes should typically include a credit for equal products but there may be no cost for superior products that will benefit the state.

8.4 Inappropriate No Cost Change Orders

No cost changes proposed by the Contractor usually fail to address the equal or superior product situation. Most often the Contractor proposes the change because of some benefit to the Contractor. The state is entitled to that benefit. A credit of working days is considered a benefit. If the change does not provide a windfall profit to the Contractor, a no-cost change order *may* be appropriate.

8.5 Failure to Follow Guidelines

Change orders may have procedural flaws because the change order instructions described in the *Construction Manual* have not been followed. The most common error in this category is the lack of approval, missing documentation of the approval, or approval by the wrong person.

8.6 No Prior Approval to Proceed

A change order must be executed in writing, or granted prior approval by the executing authority, before any of the change work is performed. The prior approval must be documented and this documentation included with the change order package submitted to Region and the State Construction Office.

8.7 Failure to Follow Through

Obtaining approval to proceed prior to execution of the change order, without promptly following with the change order causes credibility problems. When these prior approvals are given, it is with the understanding that the need is immediate and that the change order will follow as soon as possible.

8.8 Incorrectly Marked

Almost any change order that does not provide a credit to the state should be marked “Ordered by the Engineer”.

Contractor proposed changes should generally be a credit to the state unless we are clearly getting a superior product from which the state can realize a benefit. In the latter case, it would be a no cost, proposed by the Contractor, change order. Contractor proposed repair procedures to correct unsatisfactory work are usually no cost change orders. In all cases where the change is truly initiated by the Contractor, make sure that the appropriate field is indicated in CCIS.

8.9 Insufficient Detail

The need for a change order and justification for the cost has to be clear and understandable to non-engineers (auditors, etc.). If the justification is not clear, much time may be spent later trying to convince a reviewer of its merits. This often happens at a much later date, when the Project Engineer may have forgotten the facts surrounding the change order.

8.10 Inadequate Description

The same rules that apply to writing special provisions apply to writing a change order. The change work must be adequately described, and a method for measurement and payment has to be spelled out in the change order text.

8.11 Lack of Entitlement

When a change order grants a Contractor additional moneys or time, entitlement has to be established. This must be done in the justification memo in sufficient detail, with sources documented, that an auditor will be satisfied. This documentation should include an independent estimate of the cost and should not be a reiteration of the Contractor’s submitted cost estimate.

8.12 Surplus Material

Items deleted from the project or the purchase of surplus processed materials, often lack proper documentation. The requirements as laid out in Section 1-02.4(C) 1(II) **DELETION OF ITEMS** of the [Construction Manual](#) must be followed. Also, we occasionally see change orders wherein the Project Engineer attempts to keep, or give to Maintenance, items that are salvaged from the project. On Federal Aid projects, the question of salvage and value must be discussed with the FHWA Area Engineer prior to initiating the change order.

8.13 No Approval

When the Project Engineer agrees to a change without prior concurrence from Region or the State Construction Office, problems can occur. Changes have to be documented by a written change order. When the change or the compensation cannot be justified or agreed to by Region or the State Construction Office, the Project Engineer is placed in an awkward position with the Contractor.

8.14 Inappropriate Approval

Occasionally, change orders come to the State Construction Office without the correct approvals documented. They may be change orders marked “Approved by the Region”, that are structural changes, etc., that do not have approval from the State Construction Office. Once again, this causes major problems if the approval must be rescinded.

8.15 Time

Additional time is sometimes not addressed in the change order (the change order does not contain a time statement). It is preferred that it be addressed and resolved. This can be done unilaterally if the Contractor and the Project Engineer cannot come to agreement on the appropriate amount of time involved. At the very least, an agreement should be made to address time as soon as the change work is done and its overall impact can be resolved.

8.16 Incidental Work

Change orders written for work that is incidental to other items of work are usually caused by overlooking special provisions, amendments, or *Standard Specifications* during the change order process; and may result in double payment if approved. Double payments are not allowed.

8.17 Actual Vs Prior Approval Types or Quantities

If quantities of additional work used to request approval to proceed prior to execution of the change order do not agree with the quantities in the prepared change order, this may negate the prior approval. The prior approval may be for a specific type and quantity of work, and if these types or quantities change during the change order process, a new approval may be warranted.

8.18 Structural Change

When a change is made on a structure, it should be evaluated to determine if it is a structural change. Even changes that appear to be minor may in fact be structural in nature. If there is any doubt about whether or not a change is structural in nature, contact the State Construction Office for a determination. If a change is structural in nature, it will require approval from the State Construction Office.

8.19 Incorrect Item or Group

Often change orders are received at Region or the State Construction Office that have incorrect contract item numbers or incorrect group numbers. The Project office should proof-read the change orders to ensure that items and groups affected by the change order are represented correctly in the change order document.

8.20 Constructive Changes

Sometimes situations arise on a project that result in a “Constructive Change”, that is work is performed that is not recognized as change work, at the time the work is performed. In cases of dispute over “Constructive Change”, the Inspector’s Daily Report and other field documentation are very important in establishing whether a “Constructive Change” did occur; and if it did what the impacts may be.

8.21 Condition of Award not coded.

Any change order that revises Condition of Award work must have the concurrence of the Office of Equal Opportunity, be executed by the State Construction Office, and be coded "CO" in order to facilitate reporting on COA change orders.

APPENDICES

Appendix A

State Construction Office Change Order Review Criteria

Change Order Review Criteria.doc

December 3, 2002

Foreword

The Construction Office reviews all change orders initiated on WSDOT projects. The reasons for this are tied up in our Stewardship Agreements with FHWA and with the delegation of authority of the Department. While much of the Office's authority to approve changes has been delegated to the Regions through the change order checklist, we retain review and oversight responsibilities to assure adherence to WSDOT policies and principles and to Federal and State statutes. We also seek to achieve statewide consistency while allowing for appropriate local variations and to assist those who initiate change orders to the successful completion of an effective and enforceable order.

The Change Order reviewers at the Headquarters Construction Office have adopted the following criteria for evaluating change order documents. These criteria are employed to assess the quality of the change document itself and of the accompanying memorandum. They are applied, not only to those few changes submitted to the Office for execution, but also to all other change orders executed at the Region and submitted for review.

This criteria is not intended to cover the concepts, intent, judgment and wisdom of making the change. While that is another significant duty of the Construction Office, it is governed by other criteria. The entire purpose of this effort is to use these criteria to evaluate the quality and effectiveness of the documents created once the decision to change has been made.

Change Order Document

The change order, once properly executed, becomes a part of the contract documents. It must stand on its own, clearly and unambiguously defining a change to the original contract. During preparation of change orders, it is wise to assume that the document may appear at some future time in a court of law. At that time, there will be no opportunity to explain any missing or conflicting provisions. The intent of the parties will be meaningless when compared to the literal reading of the change order. Ambiguities will be held against the owner, who created the document in the first place.

Change order documents, then, must be well-organized and presented in a clear and rational manner. There can be no "attachments" to a change order. Additional pages of a change are just that—additional pages. All pages of any change order must be identifiable, using the unique change order number, the date of final preparation of the overall document and a page-sequencing number in the format, "*Page X of Y Pages.*"

Most changes are in the form of orders to the Contractor to perform additional work, to delete some portion of the work, to perform some part of the work in a different manner or to perform some part of the work under different restrictions or requirements than those described in the original contract. Other changes may formalize agreements or settlements or change the time for completion of the entire contract or for a segment of the work.

The following areas may need to be addressed in any change order. Depending on the nature of the change, some may apply in a given situation and some may not. The person preparing the change document should consider each and apply judgment about whether or not it should be included and, if so, how it should be expressed. In the consensus opinion of the reviewers, the underlined areas must be addressed:

1. **Description of the Work.** In a simple added work change, this is straightforward. It will look very much like the description in a standard specification or in a special provision. In other cases, it might be the identification of an agreement. To the extent possible, it should clearly describe the change to the contract.
2. **Materials Requirements.** Where applicable, describe the materials involved in the change. Define the physical properties that must be met. Typically, this area would only apply in the case of added or changed work.
3. **Construction Requirements.** Similar to the same issue in standard specifications or special provisions. Define the specific requirements that must be adhered to during performance of the work. Again, this typically applies only to added or changed work.
4. **Measurement.** If there is a new item of payment included in the change order, this provision must be included. It determines the contractual limits of payment. If there is no measurement (force account or lump sum), then a statement saying so should be included.
5. **Payment.** If there is an item of payment, describe it and define what is covered by the payment and what is not covered. If there is no payment, say so.
6. **Contract Time.** If the change includes a revision in time for the entire project or for any segment, state it. If there is no time associated with the change, say that. If time has not been determined and will be left open for future discussion, include an acknowledgement of that decision. If there is any change to liquidated damages, it must be addressed in the change order text.
7. **Exceptions and Disclaimers.** If the agreement with the Contractor is qualified in any way, try to clearly identify the qualifications and list any exceptions to the agreement in the change order. If the Contractor wishes to reserve some rights to further negotiation by adding disclaimers, try to negotiate specific language, defining the unresolved issues. If the project engineer can agree to what the Contractor wants to disclaim, the words could be added to the agreed change order text, eliminating the need for hand-written or stamped exceptions.
8. **Waivers.** This must be included in the case of a change order formalizing an agreement to resolve a dispute or claim. Use the language in the Construction Manual, editing and revising only as necessary for the specific issue and agreement. If it were possible to identify and include a definition of unresolved issues not covered by the agreement, then the change order and waiver would have even more value.
9. **Professional Engineer's Stamp.** If, in the judgment of the Engineer who has supervised the preparation of the change order, it contains the practice of Engineering, then that portion of the change order must be stamped. In reviewing the change order document, the Construction Office will not review the decision, nor question the judgment of that Engineer.

Before closing the discussion of what should be in a change order, a few words about what should not be in a change order. There should be no discussion of why the change is being made. Remember that this is to become an unambiguous part of the contract document. Stat-

ing reasons is just another way of stating intent, which is an almost guaranteed method of creating ambiguities.

There should be no discussion of justification for the change. Once executed, the change exists, whether justified or not. Inclusion of justification language belongs in the accompanying memorandum, not in the change document. Finally, there is no place for a discussion of the history of the negotiation. Describing the parties' various positions, offers, counter-offers, meetings and correspondence has no meaning once a final agreement is reached and the final change document is written.

Another item that does not belong in a change order, but is in wide use is the term "CRIP." A CRIP is a Contractor's cost reduction incentive proposal. Change orders are not proposals. They are orders. In some cases, a contractor's CRIP may lead to the existence of a change order. The only discernible difference between a change order that originated from a CRIP and the same change order initiated in any other way, should be the inclusion of two additional pay items. For most such changes, these are:

1. Contractor's Engineering Costs for CRIP Development, and
2. Contractor's Cost Reduction Incentive Payment.

Accompanying Memorandum

The memorandum accompanying a change order is a formal engineering report. Its quality reflects the professionalism of the Project Engineer. Its purpose is two-fold. First, it must describe and explain the change. Second, it must convince the reader that the decision to execute the change order was appropriate and that any included payment or time extension is warranted and is substantiated. Like the change order document, this report needs to stand on its own merits. The writer may assume fundamental engineering knowledge, transportation construction skills and contract administration abilities on the part of the readers, but may not assume knowledge of issue specific information that is not included in the memorandum package. When a Construction Office reviewer reads this report, the following areas will be evaluated for adequacy:

Description of the Change.

Why is a change order being prepared? What do the plans, provisions and specifications require? Why won't that work? What does the change accomplish? How does it solve the problem?

Evolution of the Change.

This refers to the development of this method of solving the problem. How the change came about is valuable information. Who was consulted? If appropriate, what alternatives were evaluated and why was this method the one chosen? Was a design approval needed? If so, was it obtained? Was the effect on environmental permits (either existing or new approvals necessitated by the change itself) assessed? If necessary, were environmental approvals obtained? Was the Contractor included in the development to advise on constructability issues? On the other hand, the evolution of the *price*, including the various offers, counter-offers, meetings and discussions, is of little interest and need not be included in the memo at all.

Entitlement.

If increased payment or added time for completion is included, why is the Contractor entitled to receive them? What is it about the original contract that fails to make this work a part of that

deal? Isn't it included in some other payment definition? If not directly mentioned, wouldn't it be considered incidental to other items? Why not? If the overall issue is compensable, what components are included and why are they compensable?

Price.

Why is the amount being paid considered to be appropriate? If unit prices are being utilized, is the work of a similar magnitude and nature to that from which the unit price is obtained? If there is a new price, how is it substantiated? If independent quotes were obtained, what were they and where did they come from? If a time and materials analysis is included, is it the work of the Project Engineer? In substantiating a new unit price, pay particular attention to production rates. If the contractor's estimate of cost is used as a basis, how has it been independently checked? Let's save a few trees, here. There is no need to attach a complete set of daily equipment and labor sheets. Summaries will do the job well. Remember that someday the Project Engineer might be called upon to support the summary. Full records should be retained in the field office. If the payment will be by force account, what is the estimated amount of the final calculation?

Contract Time.

Is there a time extension in the change order? If so, is it linked to the entitlement area described above? The Standard Specifications list all of the reasons for time extensions. How does this one fit in? Did or will the change order work actually delay project completion? (Was the critical path interrupted?) Is a critical path analysis included? Is the duration of the extension reasonable?

Disclaimer.

If there is a disclaimer or exception in the change order, what does it mean? Why was it not able to be covered in the negotiations? What effect will it have on the future administration of the contract?

Contractor's Point of View.

Unless there is a disclaimer, or unless the contractor has refused to sign the change order (unilateral change), there is no reason to include this information. Remember, the whole process started because of the contractor's point of view and ended with agreement on the change order that, theoretically, satisfied the contractor's viewpoint. The purpose of the memorandum is to explain and justify the change order. Key points: What are we changing? Why? Why is there entitlement? Why is the amount correct?

Other Information.

The change order memo becomes a multiple-use document. It is often used to support fund requests. It is exchanged with Design for lessons-learned efforts. It is reviewed for conformance with Region requirements and Region supervisory communication. The Project Engineer may choose to include references to these and other purposes provided doing so will not degrade the quality of the engineering report and detract from its main purpose.

Attachments to Memorandum

Checklist

Documentation of Design Approvals, Verbal Approvals, etc.

Supporting sketches, plan excerpts, photos, etc. as needed for clarity. Independent Engineer's estimate, if price is not supported in the memo. Attachments need to be complete and readable and should be clearly referenced to the memorandum.

Closing Thought

Finally, prepare and assemble the memorandum and attachments with the mission of convincing the reader that the Project Engineer correctly initiated a change order and did the job well.

Appendix B

CHANGE ORDER CODE SELECTIONS and DEFINITIONS

What Section of the Contract Changed?

AB GENERAL REQUIREMENTS (STD. SPECIFICATIONS DIVISION 1)
AC PREPARATION
AD GRADING/EARTHWORK
AE DRAINAGE
AF STORM SEWERS
AG SANITARY SEWERS
AH WATER LINES
AI STRUCTURES
AJ BASES
AK PORTLAND CEMENT CONCRETE PAVEMENT
AL BITUMINOUS
AM EROSION CONTROL AND PLANTING
AN TRAFFIC
AO MISCELLANEOUS ITEMS
AP ILLUMINATION SYSTEMS
AQ SIGNAL SYSTEMS
AR ITS SYSTEMS
FP FACILITIES PROJECT
MP MARINE PROJECT
RR RAILROAD PROJECT

Describe the Detail Change

AB GENERAL REQUIREMENTS (STD. SPECIFICATIONS DIVISION 1)

01 SCOPE OF WORK (STD. SPEC SECTION 1-04)
02 CONTROL OF WORK (STD. SPEC SECTION 1-05)
03 CONTROL OF MATERIAL (STD. SPEC SECTION 1-06)
04 LEGAL RELATIONS AND RESPONSIBILITIES (SECTION 1-07)
05 PROSECUTION AND PROGRESS (STD. SPEC. SECTION 1-08)
06 MEASUREMENT AND PAYMENT (STD. SPEC. SECTION 1-09)
07 TEMPORARY TRAFFIC CONTROL (STD. SPEC SECTION 1-10)

AC PREPARATION

01 CLEARING AND GRUBBING
03 ROADSIDE CLEANUP
04 REMOVING AN ITEM
05 PRODUCTION FROM QUARRY AND PIT SITE
06 STOCKPILING AGGREGATES
07 SITE RECLAMATION

AD GRADING/EARTHWORK

- 01 ROADWAY EXCAVATION*
- 02 ROADWAY EMBANKMENT*
- 03 HAUL*
- 04 SUBGRADE PREPARATION*
- 05 WATERING*
- 06 STRUCTURE EXCAVATION*
- 07 DITCH EXCAVATION*
- 08 TRIMMING AND CLEANUP*
- 09 CONSTRUCTION GEOTEXTILE*

AE DRAINAGE

- 01 DRAINS*
- 02 STRUCTURAL PLATE PIPE*
- 03 PIPE ARCH*
- 04 ARCH*
- 05 UNDERPASS*
- 06 DRYWELLS*
- 07 CLEANING EXISTING DRAINAGE STRUCTURES*
- 08 GENERAL PIPE INSTALLATION REQUIREMENTS*
- 09 CULVERTS*

AF STORM SEWERS

- 01 GENERAL PIPE INSTALLATION REQUIREMENTS*
- 02 MANHOLES*
- 03 INLETS*
- 04 CATCH BASINS*

AG SANITARY SEWERS

- 01 GENERAL PIPE INSTALLATION REQUIREMENTS*
- 02 SIDE SEWERS*
- 03 SEWER CLEANOUTS*
- 04 MANHOLES*

AH WATER LINES

- 01 WATER LINES*
- 02 VALVES FOR WATER MAINS*
- 03 HYDRANTS*
- 04 SERVICE CONNECTIONS*

AI STRUCTURES

- 01 PRE-CAST CONCRETE GIRDERS*
- 02 PRE-CAST CONCRETE PANELS*
- 03 STEEL GIRDERS*
- 04 DRILLED SHAFT*
- 05 BEARINGS*
- 06 POWDER COATING*
- 07 REINFORCING BAR*
- 08 POST-TENSIONING*

- 09 CONCRETE
- 10 STRUCTURAL STEEL
- 11 TIMBER STRUCTURES
- 12 PILING STRUCTURES
- 13 BRIDGE RAILINGS
- 14 EXPANSION JOINTS
- 15 SIGN BRIDGES
- 16 PAINTING
- 17 WATERPROOFING
- 18 MODIFIED CONCRETE OVERLAY
- 19 CONCRETE BARRIER
- 20 NOISE BARRIER WALLS
- 21 STRUCTURAL EARTH WALLS
- 22 GEOSYNTHETIC RETAINING WALLS
- 23 SOIL NAIL WALLS
- 24 SOLDIER PILE AND SOLDIER PILE TIEBACK WALLS
- 25 PERMANENT GROUND ANCHORS
- 26 SHOTCRETE FACING
- 27 LUMINAIRES
- 28 BRIDGE ELECTRICAL-MECHANICAL
- 29 APPROACH SLABS

AJ BASES

- 01 GRAVEL BASE
- 02 BALLAST
- 03 CRUSHED SURFACING BASE COURSE
- 04 CRUSHED SURFACING TOP COURSE
- 05 ASPHALT TREATED BASE

AK PORTLAND CEMENT CONCRETE PAVEMENT

- 01 GRINDING
- 02 DOWEL BARS
- 03 TIE BARS
- 04 CEMENT
- 05 AGGREGATE
- 06 ADMIXTURES
- 07 WATER
- 08 PLACEMENT
- 09 CURING
- 10 PANEL REPAIR

AL BITUMINOUS

- 01 LIQUID ASPHALT
- 02 TACK COAT
- 03 ANTI-STRIPPING ADDITIVE
- 04 TEST STRIP
- 05 PLACEMENT

06 *COMPACTION*

07 *JOINTS*

08 *PRE-LEVEL*

09 *AGGREGATES*

10 *PLANING AND GRINDING*

AM EROSION CONTROL AND PLANTING

01 *EROSION CONTROL*

02 *WATER POLLUTION CONTROL*

03 *IRRIGATION SYSTEMS*

04 *ROADSIDE RESTORATION*

05 *SEEDING*

06 *FERTILIZING*

07 *MULCHING*

AN TRAFFIC

01 *CURBS GUTTERS AND SPILLWAYS*

02 *CEMENT CONCRETE DRIVEWAY ENTRANCES*

03 *PRE-CAST TRAFFIC CURB AND BLOCK TRAFFIC CURB*

04 *RUMBLE STRIPS*

05 *RAISED PAVEMENT MARKERS*

06 *GUIDEPOSTS*

07 *GUARDRAIL*

08 *IMPACT ATTENUATOR SYSTEMS*

09 *PERMANENT SIGNING*

10 *TEMPORARY PAVEMENT MARKINGS*

11 *GLARE SCREENS*

12 *PAVEMENT MARKINGS*

AO MISCELLANEOUS ITEMS

01 *CHAIN LINK FENCE AND WIRE FENCE*

02 *MONUMENT CASES*

03 *CEMENT CONCRETE SIDEWALKS*

04 *RIPRAP*

05 *CONCRETE SLOPE PROTECTION*

06 *MAILBOX SUPPORT*

07 *ROCK WALLS*

08 *GRAVITY BLOCK WALL*

09 *GABION CRIBBING*

10 *WIRE MESH SLOPE PROTECTION*

AP ILLUMINATION SYSTEMS

1 *FOUNDATIONS*

2 *CONDUIT*

3 *JUNCTION BOXES, CABLE VAULTS AND PULL BOXES*

4 *WIRING*

5 *GROUNDING*

6 *LIGHT STANDARDS*

7 LUMINAIRES

8 SIGN LIGHTING

9 HIGH MAST LIGHT STANDARDS

AQ SIGNAL SYSTEMS

01 FOUNDATIONS

02 CONDUIT

03 JUNCTION BOXES, CABLE VAULTS AND PULL BOXES

04 WIRING

05 GROUNDING

06 LUMINAIRES

07 SIGN LIGHTING

08 SIGNAL CONTROLLERS

09 SIGNAL HEADS

10 DETECTOR LOOPS

11 SIGNAL STANDARDS

AR ITS SYSTEMS

01 FOUNDATIONS

02 CONDUIT

03 CABINETS

04 JUNCTION BOXES

05 CABLE VAULTS

06 PULL BOXES

07 CONDUCTORS, CABLE

08 DETECTOR LOOPS

09 COMMUNICATION CABLE

10 VIDEO DETECTION CABLE

11 GROUNDING

FP FACILITIES PROJECT

01 FACILITIES

MP MARINE PROJECT

1 MARINE PROJECT

2 TERMINAL CONSTRUCTION

RR RAILROAD PROJECT

1 RAIL

2 BALLAST

3 BRIDGE

4 TIES

5 DITCHING

6 CULVERTS

What Created the Need or Caused the Change? (Only one selection applies)
Select the one that best describes what caused the change.

- AP *ADMIN PROBLEM**
- BC *BUDGET CONSTRAINTS**
- CC *CHANGED CONDITIONS**
- CE *CONTRACTOR ERROR**
- EE *CONST ENGR ERROR**
- EV *ENVIRONMENTAL**
- HZ *HAZARDOUS MATERIAL**
- IP *CRIP**
- MS *MATERIAL SUBSTITUTION**
- NS *NON-SPEC MATERIAL**
- PI *PLAN ERROR-INFO.**
- PM *PLAN ERROR-MISTAKE**
- SC *SPEC CONFLICT/AMBIG**
- TP *THIRD PARTY REQUEST**
- UC *UNANTICIPATED COND**

AP *ADMIN PROBLEM

THERE IS A PROBLEM WITH ADMINISTRATIVE FUNCTIONS THAT DOES NOT RELATE TO THE PHYSICAL WORK.

BC *BUDGET CONSTRAINTS

DELETION OR MODIFICATION WAS INITIATED BECAUSE THE COST OF THE PROJECT WAS EXCEEDING AUTHORIZED FUNDING LIMITS.

CC *CHANGED CONDITIONS

SITE CONDITIONS (OTHER THAN HAZARDOUS MATERIALS) DIFFER FROM DESIGN EXPECTATIONS AND SECTION 1-04.7 APPLIES.

CE *CONTRACTOR ERROR

CONTRACTOR MADE A MISTAKE IN PERFORMING THE WORK OR CAUSED SOME DAMAGE THAT NEEDS REPAIR.

EE *CONST ENGR ERROR

A STATE EMPLOYEE MADE A MISTAKE THAT CREATED A NEED FOR A REPAIR, MODIFICATION OR COST ADJUSTMENT.

EV *ENVIRONMENTAL

INITIATED TO SATISFY ADDITIONAL ENVIRONMENTAL REQUIREMENTS NOT ALREADY COVERED BY THE CONTRACT.

HZ *HAZARDOUS MATERIAL

A HAZARDOUS MATERIAL ENCOUNTERED DURING THE PROJECT NOT ALREADY COVERED BY THE CONTRACT.

IP *CRIP

CONTRACTOR'S COST REDUCTION INCENTIVE PROPOSAL.

MS *MATERIAL SUBSTITUTION

CONTRACTOR PROPOSED A MATERIAL NOT ALREADY ALLOWED FOR USE IN THE CONTRACT.

NS *NON-SPEC MATERIAL

FOR MATERIAL THAT IS OUT-OF-SPEC BUT STILL ACCEPTABLE – USUALLY INVOLVES A REDUCED PRICE OR CREDIT TO WSDOT

PI *PLAN ERROR-INFO.

PLANS CONTAIN A MISTAKE THAT RESULTED FROM THE DESIGNER WORKING WITH INSUFFICIENT INFORMATION.

PM *PLAN ERROR-MISTAKE

PLANS CONTAIN A MISTAKE THAT, GIVEN THE INFORMATION AVAILABLE TO THE DESIGNER, SHOULD NOT HAVE BEEN MADE.

SC *SPEC CONFLICT/AMBIG

THERE IS A CONFLICT OR AMBIGUITY BETWEEN SPECS OR BETWEEN SPECS AND PLANS.

TP *THIRD PARTY REQUEST

INITIATED BY ANY PARTY OTHER THAN WSDOT OR THE CONTRACTOR FOR EXAMPLE, LOCAL OR REGULATORY AGENCIES, PRIVATE PARTIES.

UC *UNANTICIPATED COND

A SITUATION, DIFFERENT FROM THAT ASSUMED DURING DESIGN, BUT NOT QUALIFYING UNDER SECTION 1-04.7.

What is the purpose of this Change Order? (Up to two codes may apply)

AF	ADMIN CHANGE
AW	ADDED WORK
CO	CONDITION OF AWARD
CR	CORRECTION/REPAIR
CS	CLAIM SETTLEMENT
DO	DELAY COMPENSATION
DR	DRB DECISION
DS	DESIGN CHANGE
DW	DELETED WORK
EN	ENVIRONMENTAL COMPLIANCE
MO	QUANTITY VARIATION
MR	MAT'LS SPEC REVISION
NP	FEDERAL NON- PARTICIPATION
OC	OMISSION IN CONTRACT PROVISIONS
OP	OMISSION IN THE PLANS
OR	OTHER SPEC REVISION
RG	MODIFIES A REGION SPECIFICATION
RS	REVISED SCOPE
SA	SCHEDULE ADJUSTMENT
SU	DESIGN SURVEY OR BASE MAP ERROR
UP	UTILITY PLAN ERRORS
VI	RESOLVED A TITLE VI ISSUE
WM	WORK METHOD CHANGE

AF ADMIN CHANGE AFFECTS ADMINISTRATIVE FUNCTIONS OF THE CONTRACT THAT DO NOT RELATE TO THE ACTUAL WORK. PREV WAGES, SALES TAX, INSUR, ETC.

AW ADDED WORK

FOR NEW ITEMS OF WORK ADDED WITHIN THE ORIGINAL SCOPE OF THE CONTRACT.

CO CONDITION OF AWARD

MODIFIES THE CURRENT DBE COA REQUIREMENTS.

CR CORRECTION/REPAIR

DOCUMENTS A PROCEDURE FOR CORRECTION OR REPAIR NEEDED TO RESTORE OR BRING PERMANENT WORK TO CONTRACT REQUIREMENTS.

CS CLAIM SETTLEMENT

ENTITLEMENT WAS FOUND FOR THE CONTRACTOR IN A CLAIM SITUATION PER SECTION 1-09.11(2)

DO DELAY COMPENSATION

COMPENSATES THE CONTRACTOR FOR DELAY DAMAGES

DR DRB DECISION

ENTITLEMENT WAS FOUND FOR THE CONTRACTOR BY A DISPUTES REVIEW BOARD.

DS DESIGN CHANGE

CHANGES OR CLARIFIES THE PHYSICAL DESIGN WITHIN THE SCOPE OF THE CONTRACT. COULD BE AN ADDITION OR DELETION.

DW DELETED WORK

USE WHEN DELETING CONTRACT ITEMS OF WORK.

EN ENVIRONMENTAL COMPLIANCE

PLANNED METHOD WAS CHANGED TO MAINTAIN COMPLIANCE WITH EXISTING PERMIT REQUIREMENTS

MO QUANTITY VARIATION

CHANGES THE PRICE FOR A CONTRACT ITEM WHICH HAS EXPERIENCED A QUANTITY VARIATION IN EXCESS OF 25%.

MR MAT'LS SPEC REVISION

CHANGES A MATERIALS PROPERTY SPECIFICATION, ACCEPTS NON-SPEC MATERIAL OR ALLOWS A MATERIALS SUBSTITUTION.

NP FEDERAL NON- PARTICIPATION

A DETERMINATION HAS BEEN MADE THAT WE WILL NOT USE FEDERAL FUNDS ON THIS ITEM OF WORK.

OC OMISSION IN CONTRACT PROVISIONS

INITIATED TO CORRECT AN OMISSION IN THE CONTRACT PROVISION

OP OMISSION IN THE PLANS

INITIATED TO CORRECT AN OMISSION IN THE PLANS

OR OTHER SPEC REVISION

CHANGES A PROVISION OTHER THAN MATERIALS

RG MODIFES A REGION SPECIFICATION

MODIFIES A REGION GSP. OR SPECIAL PROVISION

RS REVISED SCOPE

ADDS WORK TO OR DELETES WORK FROM THE ORIGINAL SCOPE AND/OR INTENT OF THE CONTRACT.

SA SCHEDULE ADJUSTMENT

CHANGES THE DURATION FOR ALL OR PART OF THE CONTRACT.

SU DESIGN SURVEY OR BASE MAP ERROR

INITIATED TO PAY FOR EXTRA COSTS RESULTING FROM CONTRACTING AGENCY SURVEY OR BASE MAP ERROR

UP UTILITY PLAN ERRORS

INITIATED TO CORRECT OMISSION OR CONFLICT ON PLANS RELATED TO UTILITIES

VI RESOLVES A TITLE VI ISSUE

A CONTRACT CHANGE REQUIRED TO ADDRESS A TITLE VI ISSUE (EQUAL EMPLOYMENT OPPORTUNITY, FEDERAL TRAINING, AMERICANS WITH DISABILITIES, ETC.)

WM WORK METHOD CHANGE

CHANGES A SPECIFIC METHOD REQUIRED BY THE CONTRACT

Appendix C

CHANGE ORDER-CHECKLIST

Cont. #: _____ Cont. Title: _____		If yes, State Construction Office Approval Required.
C.O. #: _____ C.O. Title: _____		
I. Executed by the State Construction Office		
1. Cost or credit equal to or exceeding \$500,000.*1	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
2. Change in the contract documents beyond the scope, intent or termini of the original contract.*2	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
3. Any proposed revision or deletion of work that affects the condition of award requirements. (Must be coded "CO" in CCIS)	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
4. Change in contract time greater than 30 working days, or a change in contract time not related to any change order.	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
II. Executed by the Region		
5. Cost or credit greater than \$100,000 but less than \$500,000. *1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Change in contract time greater than 10 and less than or equal to 30 working days (must be related to changes implemented by change order).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
III. Executed by the Project Engineer		
7. Determination of impacts and/or overhead.	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
8. Specification change involving Headquarters generated specification. <i>(Includes Region generated specification requiring State Construction Office Approval)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
9. Specification change involving Region generated specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Material or product substitution.	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
11. Structural design change in the roadway section. <i>(Requires State Materials Lab approval)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Determination of changed condition. <i>(Section 1-04.7 of the Standard Specifications)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
13. Settlement of a claim. <i>(Section 1-09.11(2) of the Standard Specifications)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
14. Repair of damage regarding "acts of God" or "acts of the public enemy or of government authorities". <i>(Section 1-07.13 of the Standard Specification)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
15. Structural change to structures. <i>(See BTA authority as shown in the Construction Manual)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	X

Approvals obtained: Project Engineer (Required): _____ Date: _____
 Region (Required if yes marked): _____ Date: _____
 State Construction Office: _____ Date: _____
 State Materials Lab: _____ Date: _____
 Other (Local Agency, FHWA, Surety, etc.): _____ Date: _____

To be completed by the Project Engineer :

CO Reason(s) (See "2008 Codes and Definitions" on HQ Construction SharePoint): _____

Change Order Prepared By: _____ Date: _____

Has change been entered as lesson learned? ☐ Yes ☐ No Has design documentation been updated? ☐ Yes ☐ No

Is this project under full FHWA stewardship oversight? *1 ☐ Yes ☐ No

To be completed by the Region :

Is the change eligible for Federal participation where applicable? ☐ Yes ☐ No

Change Order Reviewed by: _____ Date: _____

*1 Change (Cost or Credit) greater than \$200,000 or greater than 30 days on Full Federal Stewardship Oversight projects requires FHWA approval. (see Construction Manual - Chapter 1-2.4C(3), Chapter 1-3.4, and <http://www.wsdot.wa.gov/biz/construction/Stewardship/Stewardship.xls>)

*2 Per RCW 47.28.050, any change beyond \$7,500 that is beyond the original scope shall go through the competitive bidding process.

This form represents the minimum information required by the State Construction Office. If you wish to supplement this information, you may do so on a separate sheet of paper.

Rev. 10/15/2012

Appendix D

D. Change Orders

1. D1 – Pending Change Orders

This CCIS function provides a tool for setting up, revising, approving, executing, and printing a change order. This manual divides the change order into four parts: Set Up A New Change Order, Upload Change Order Text, Approve/Void Change Orders, and Print Change Orders. Because of this function's complexity, the instructions include the four separate processes.

D1 Submenu

NCGD100P Jul 07, 2011	WSDOT - CONSTRUCTION CONTRACTS PENDING CHANGE ORDER MENU	NCGD100M 4:05 PM
<p>1. General Information</p> <p>2. Change Items</p> <p>3. Condition of Award Items</p> <p>4. PRINT Change Order</p>		
<p>OPTION:</p> <p>PF1(H) PF2(M) PF3(E) PF4(R) PF6(S) PF7(-) PF8(+)</p> <p>Menu End Return</p>		
4B	:00.1	22/11

a. Set Up A New Change Order

You set up a change order by completing five steps:

- (1) Enter general information.
- (2) Add new or change items.
- (3) Enter condition of award revisions (where applicable).
- (4) Upload change order text
- (5) Print change order

General Information

- (1) Select Option 1 from the D1 submenu.

Then select Option 1 – SET UP New Change Order

- (2) Enter the key field information.
 - (a) Type the CONTRACT NO and press [Enter] or press [F1] to browse select.

CCIS skips the CHANGE ORDER NO and the REVISION fields and prompts you to enter the next field. The CHANGE ORDER NO field will be numbered with the next sequential number automatically when you save the record the first time.

CCIS also displays the number of your last created change order as a reminder. For more information about existing change orders, press [F1] for help.

- (3) Enter/update the data on each screen page as outlined below:

Page 1: Enter the appropriate letter code in the “Proposed by” field. In the “Order Date” field, CCIS will automatically enter the date the change order is being setup in CCIC. If this date is not correct, enter the correct date at this time. Once the change order is created in CCIS, only Headquarters may change this date. Enter the appropriate letter code in the “Unilateral Change” field. Enter the appropriate letter code in the “PE stamp required” field. Type a short description of the change. Enter the appropriate letter code in the “Is this a MINOR Change” field. This field automatically defaults to “N”.

Page 2: If prior approval was issued for this change order, enter a summary of the approval, including REQUESTED BY, APPROVED BY, APPROVAL DATE and ESTIMATED AMOUNT.

Page 3: CCIS automatically calculates the first five fields on this page. The CRIP (Cost Reduction Incentive Proposal) AMOUNT will be entered manually by headquarters as needed. When setting up a new change order, the third amount, ESTIMATED NET CHANGE THIS CHANGE ORDER, will remain zero until you enter the change items.

Also, CCIS determines the CURRENT CONTRACT AMOUNT based on the ESTIMATED CONTRACT TOTAL AFTER CHANGE from the preceding change order.

Page 4: Contractor approvals: Enter the date the change order is sent to the Contractor in the “Sent to Contr” field. Enter the date the change order is received back from the Contractor in the “Rec’d from Contr” field. Enter the appropriate letter code in the “Surety Consent” field. Enter the date surety signed the change order (if required) in the “Surety Date” field.

FHWA approvals: Enter the appropriate letter code in the “FHWA Approval” field and the date FHWA signed the change order (if required) in the “Date” field.

PE approvals: Enter the appropriate letter code (only if the PE is not executing the change order) in the “Recom” field. Enter the PE initials (only if the PE is executing the change order) in the “Exec” field. Enter the date the PE recommends execution or executes the change order.

Region approvals: Enter the appropriate letter code (only if the Region is not executing the change order) in the “Recom” field. Region should enter the Region Construction Engineer initials (only if the Region is executing the change order) in the “Exec” field. Region should enter the date the Region recommends execution or executes the change order.

State Construction Office approvals: Enter the appropriate letter code in the “Who” field, enter the State Construction Engineer initials in the “Exec” field, and enter the date the Construction Office executes the change order. The “Date Executed” field should be used only by Region or the State Construction Office to enter the date of execution.

CAPS: The “Posted in CAPS” field will be populated by CCIS.

Voided change orders: Enter the name of the person voiding the change order in the “By Whom” field and the date the change order is voided in the “Date” field.

CCIS will continue to update the financial summary fields until the PE sends the change order to the contractor, voids the change order, or approves a unilateral change order. This ensures that the on-line version of the change order matches the printed copy that the contractor receives.

When the PE office revises the change order, CCIS clears the SENT TO CONTRACTOR, PE: RECOM and APPR fields, which allows the financial summary to be recalculated.

Page 5: Enter the NET CHANGE OF WORKING DAYS for each phase of the contract. To do this, first enter a PHASE NO and press [Enter]. Then enter the number of days by which to adjust the working days for that phase.

Optionally, type “Y” to indicate that the working days changes will be DETERMINED AT A LATER DATE. If this change order does not change working days, enter an “N” in DETERMINED AT A LATER DATE.

Page 6: Tab to the “What section of contract changed” field and press F1 to get a list. Select the appropriate code and hit enter to return to page 6 at the “Describe the detail change” field. Press F1 to get a list. Select the appropriate code and hit enter to return to page 6 at the “What created the need or caused the change” field. Press F1 to get a list. Select the appropriate code and hit enter to return to page 6 at the “What is the purpose of this change

order” field. Press F1 to get a list. Select the appropriate code and hit enter to return to page 6 (you may select up to two codes in this category).

- (4) When finished, press [F6] to save the new record. CCIS will enter the next sequential number in the CHANGE ORDER NO field.

If you have additional changes to the record while still in this function, you may edit data and save again. CCIS will save your changes using the original number.

Change Items

- (1) Select Option 2 – Change Items from the D1 submenu.

Then select Option 1 – ADD/MODIFY Items.

- (2) To change existing items, follow the steps below:

- (a) Enter the key field information.

Press [Enter] to select the existing CONTRACT NO.

Type the CHANGE ORDER NO and press [Enter] or press [F1] to browse/select.

Type the ITEM NO or press [F1] to browse/select.

Type the GROUP NO and press [Enter].

NOTE: you must enter one record for each ITEM NO/GROUP NO combination.

- (b) CCIS will look up the item in the CONT ITEM file and display the STD ITEM NO, ITEM DESCRIPTION, UNIT OF MEASURE and UNIT PRICE.

- (c) Enter the EST QTY CHANGE and press [Enter]. (You may enter either a positive or a negative amount). CCIS will calculate the EST AMT CHANGE.

- (d) Press [F6] to save the record. At that time, CCIS will return the cursor to the ITEM NO field in preparation for another entry. Enter another ITEM NO, or if the ITEM NO remains the same, press [Enter], enter another GROUP NO and repeat the preceding steps.

- (3) To enter a new item, follow the steps below.

- (a) Enter the key field information.

Enter the CONTRACT NO and CHANGE ORDER NO.

For the ITEM NO, type the word “NEW” and press [Enter]. When you save the record, CCIS will replace the word “NEW” with the temporary item number.

Type a GROUP NO and press [Enter]. If using a new or unknown GROUP NO, type “N1” or “N2” in the field.

NOTE: You must enter one record for each ITEM NO/GROUP NO combination.

- (b) If available, enter a STD ITEM NO and press [Enter] or press [F1] to browse/select. CCIS will display the standard item description. Otherwise, type in an item description. *Spell out the word inch, if needed, **DO NOT** use the inch symbol (").*
- (c) Enter the UNIT OF MEASURE, UNIT PRICE, and EST QTY CHANGE and press [Enter]. CCIS will calculate the EST AMT CHANGE.

For Estimated Amount items, Type "EST" in the UNIT OF MEASURE field. Leave the UNIT PRICE and EST QTY CHANGE fields blank and enter the total amount in the EST AMT CHANGE.

For Lump Sum negotiated items, type "L.S." in the UNIT OF MEASURE field. Leave UNIT PRICE and EST QTY CHANGE fields blank and enter the total amount in EST AMT CHANGE.

NOTE: *If you need to enter a negative number, you must type in the minus sign as the left-most character, followed by the number.*

If you enter the number incorrectly, you will receive an error message. If so, Press [F4] to return to the submenu, then reenter the screen.

- (d) Press [F6] to save the record. At this time, CCIS will assign a new temporary item number and return the cursor to the ITEM NO field. If the ITEM NO remains the same, press [Enter], enter another GROUP NO, and repeat the preceding steps.

When you press [Enter] or [F6], CCIS will calculate a new EST NET CHANGE if one does not yet exist.

- (4) To browse items, use BROWSE Change Items (D1, Option 2,2).
- (5) To delete items, use the DELETE Option (D1, Option 2,3).

In both cases, CCIS will recalculate the ESTIMATED NEW CHANGE THIS CHANGE ORDER automatically

NOTE: *Change items will NOT show up in the A2 - Contract Items function until the change order has been approved and executed.*

Condition of Award Revisions

- (1) Select Option 3 Condition of Award from the D1 submenu. Then select Option 1 – ADD/MODIFY Condition of Award Items.
- (2) Enter the key field information.
 - (a) Type the CONTRACT NO and press [Enter] or press [F1] to browse/select.
 - (b) Type the CHANGE ORDER NO and press [Enter] or press [F1] to browse/select.

- (c) Type the CONTRACTOR ID and press [Enter] or press [F1] to browse/select.
 - (d) Finally, enter an ITEM NO and press [Enter]. CCIS will look up the Condition of Award record, and display existing contractor and COA data.
- (3) Complete the record as needed:
- (a) To modify an existing Condition of Award, enter the REVISED COA and, optionally, enter a NARRATIVE. If adding a new Condition of Award item for an existing contractor, the CURRENT COA amount will be blank. Enter the new Condition of Award amount into the REVISED COA field.
 - (b) To add a new Condition of Award contractor, enter the minority business information and the REVISED COA amount. If the contractor has not been set up in the Business Master file – B1; that will have to be done first.
 - (c) Press [F6] to save the record. CCIS will return the cursor to the ITEM NO field for more changes.

Note: O.E.O. concurrence and Headquarters Approval is required for all Condition of Award change orders.

- (4) To browse condition of award revisions, use BROWSE Condition of Award Changes (D1, Option 3, 2).

This option allows you to view Condition of Award revisions for one firm. You must print the change order to review all firms at the same time.

- (5) To delete a Condition of Award, use DELETE Condition of Award Changes (D1, Option 3, 3).

In both cases, CCIS will recalculate the revised totals automatically.

- (6) The revisions to the Condition of Award are not to be included in the description of work. However, the following statements must be included in the description of work, if applicable:

“The Contractor’s obligation as listed in the Condition of Award letter of ____ (Date) _____ is revised in accordance with this change order.”

“This is a no cost change order.”

“No time extension will be granted on this change order.”

NOTE: COA revisions will NOT show up in the A3 – COA File function until the change order has been approved and executed.

Upload the Change Order Text

This function is performed by means of a MS Word Macro, which must be installed on your computer. (Contact your local IT staff to schedule this work).

- (1) Open MS Word and type in the text to the change order.
- (2) Execute the Macro. This will open a test box that will prompt you to enter the CONTRACT NO and CHANGE ORDER NO before you can complete the upload.

View Text Description

- (1) Select Option 1 – General Information from the D1 submenu.
Then select Option 2 – MODIFY Existing Change Order.
- (2) View the change order text on page 6.
Press [F8] and [F7] to table up and down to read all the lines in the description. Note that the system will “wrap” from the bottom to the top of the document.
- (3) CCIS does not allow you to edit the text description in the mainframe. In order to update the system with current text descriptions, repeat the upload process with the revised text and replace the previous version.

Approve/Void Change Orders

Change orders remain in the “pending status” until they are approved, executed or voided. When you approve, execute or void a change order, CCIS changes an internal activity flag from the pending file to the approved file.

Caution: Once CCIS has changed the flag to approved, you can no longer modify the change order.

D1-1, Page 4

PLEASE ENTER NEW DETAILS FOR CHANGE ORDER - PRESS PF6 TO SAVE			
NCGD111P	WSDOT - CONSTRUCTION CONTRACTS		NCGD1114
Jul 07, 2011	PENDING CHANGE ORDER		4:08 PM
CONTRACT NO: 006895		CHANGE ORDER: R	Page 4 of 6

CONTRACTOR APPROVAL	WSDOT RECOMMENDATION/EXECUTION	DATE
1. Sent To Contr: -- -- --	1. PE: Recom: _ (y/n)/Exec -- -- --	-- -- --
2. Rec'd From Contr: -- -- --	2. DO: Recom: _ (y/n)/Exec -- -- --	-- -- --
3. Surety Consent: _ (y/n)	3. HQ: Who _ Exec -- -- --	-- -- --
Surety Date: -- -- --	A-Admin, S-Struct, R-Rdwy, C-Chief	
	4. Date Executed: -- -- --	-- -- --
	5. Posted in CAPS: -- -- --	-- -- --

FHWA Approval ___ Date -- -- --

CHANGE ORDER VOIDED By Whom: _____ Date: -- -- --

OPTION:

PF1(H)	PF2(M)	PF3(E)	PF4(R)	PF6(S)	PF7(-)	PF8(+)	PF10(<)	PF11(>)
Menu	End	Return	Save				Page Up	Page Dn

4B :00.1 07/25

Approve a Change Order

- (1) Select Option 1 - General Information from the D1 submenu.
Then select Option 2 – MODIFY Existing Change Order.

Lock in Financial Summary for Non-unilateral Change Orders: When the PE Office sends the change order to the contractor, enter a date in the SENT TO CONTR field (page 4). CCIS will no longer recalculate the financial summary (page 3). This ensures that the on-line version of the change order matches the printed copy that the contractor received.

Lock in Financial Summary for Unilateral Change Orders:

When the PE Office either recommends or approves a unilateral change order, enter the PE: Recom or Exec fields (page 4). CCIS will stop recalculating the financial summary (page 3). This ensures that the on-line version of the change order matches the printed copy that the contractor received.

- (2) Enter Recommendation and Approval Fields.

When either recommending or not recommending change order approval, enter either "Y" or "N" in the Recom field and the date in the date field. (No initials are entered when recommending or not recommending approval.)

When approving/executing, enter initials of approving authority, in the Exec field, and the date. (Do not enter "Y" or "N" in Recom field.)

Execute a Change Order

Only the Region or Headquarters should enter the DATE EXECUTED on page 4, line 4. This date should always be the same date as the approval date.

Caution: When you press [F6] to save the record and then return to the menu, CCIS changes the change order pending flag to APPROVED. When this happens you can no longer access the change order via D1 – Pending CO and therefore cannot modify the record.

If you execute a change order by mistake, contact the CCIS System Administrator **IMMEDIATELY!** If the Administrator can correct the error before the evening posting process, the incorrect change order can be “turned around”.

Revise a Change Order

If the change order has not been executed or voided, the PE office can revise it.

- (1) Select Option 1 – General Information from the D1 submenu.
Then select Option 2 – MODIFY Existing Change Order.
- (2) Change the NEW REVISION field (page 1) to “Y”, and then save the record by pressing [F6].
CCIS will increment the REVISION NO field (page 1), recalculate the financial summary on page 3 and blank all fields on page 4. You may then modify the change order as needed.

Print Change Orders

CCIS provides a function for printing the change order directly from the CCIS menu on the mainframe. This function prints your data in standard form from your laser printer. First you select the change order, and then you select your print destination as described in the following steps:

Select Change Order

- (1) Select Option 4 PRINT Change Orders from the D1 sub menu.
- (2) Enter the key field information.
 - (a) Type the CONTRACT NO and press [Enter] or press [F1] to browse/select.
 - (b) Type the CHANGE ORDER NO and press [Enter] or press [F1] to browse/select.

Select Print Destination

- (1) At the PRINTER DESTINATION field, type in your printer number or press [F1] to select from a list of WSDOT printers.

If your printer number does not display, contact the CCIS System Administrator.

Enter “Y” or “N” to answer the question, “Has the work description file been uploaded?”

- (2) When you have filled in all these fields, press [F6] to print.

Appendix Examples

COA Change Order

MAY 08 2012 RD

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION
CHANGE ORDER**

DATE: 11/30/11
Page 1 of 4

CONTRACT NO: 008186

CONTRACT TITLE: US 101, CHEHALIS RIVER BRIDGE TO OAK ST - ADA RAMP

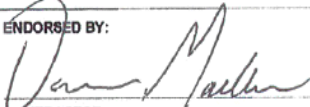
CHANGE ORDER NO: 1 DECREASED NUMBER OF ADA RAMP

FEDERAL AID NO: NH-0101 (323)

NOVA CONTRACTING, INC.
10615 DELPHI RD SW
OLYMPIA WA 98512-9353

(X) Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications

() Change proposed by Contractor

ENDORSED BY: 

CONTRACTOR

11/03/2012

DATE

SURETY CONSENT:

ATTORNEY IN FACT

DATE

ORIGINAL CONTRACT AMOUNT:	745,831.50
CURRENT CONTRACT AMOUNT:	757,831.50
ESTIMATED NET CHANGE THIS ORDER:	-52,606.50
ESTIMATED CONTRACT TOTAL AFTER CHANGE:	705,225.00

Approval Required: () Region () Olympia Service Center () Local Agency


() HQ Const

RECEIVED

JAN 04 2012

ABERDEEN P.E.O.


☒ APPROVAL RECOMMENDED () EXECUTED



PROJECT ENGINEER

4/26/12

DATE

EXECUTED: 


STATE CONSTRUCTION ENGINEER

5/11/12

DATE

☒ APPROVAL RECOMMENDED () EXECUTED

REGIONAL ADMIN: K. DAYTON

BY: 

DATE 5/11/12

OTHER APPROVAL WHEN REQUIRED

SIGNATURE DATE

REPRESENTING

CO02v04 (revised Feb 2005)

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION
CHANGE ORDER**

DATE: 11/30/11
Page 2 of 4

CONTRACT NO: 008186

CHANGE ORDER NO: 1

All work, materials, and measurements to be in accordance with the provisions of the Standard Specifications and Special Provisions for the type of construction involved.

This contract is revised as follows:

Description of Work

This change order deletes ADA ramps A1, A2, A3, A4, B1, B2, B3, and B4 and provides a credit for reduced work associated with lump sum traffic items. Unit bid items that have decreased as a direct result of this change include the following:

- 3 Crushed Surfacing Base Course
- 5 Commercial HMA
- 8 Seeding and Fertilizing By Hand
- 9 Cement Conc. Traffic Curb
- 10 Cement Conc. Pedestrian Curb
- 12 Plastic Stop Line
- 18 Cement Conc. Sidewalk
- 19 Detectable Warning Surface
- 20 Adjust Valve Box

The lump sum traffic bid items indirectly reduced as a result of the change include the following:

- 2 Removing Misc. Traffic Items
- 14 Permanent Signing
- 15 Traffic Signal System
- 16 Project Temporary Traffic Control
- 17 Pedestrian Traffic Control

Measurement and Payment

"Credit for Deleted Traffic Work", lump sum. A credit equitable adjustment of \$3200.00 will be applied to the contract for the reduced work associated with the lump sum traffic bid items.

Time

Time for completion will be reduced by two working days as a result of this change order.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION
CHANGE ORDER**

DATE: 11/30/11
Page 3 of 4

CONTRACT NO: 008186				CHANGE ORDER NO: 1			
ITEM NO	GROUP NO	STD ITEM	ITEM DESCRIPTION	UNIT MEASURE	UNIT PRICE	EST QTY CHANGE	EST AMT CHANGE
0003	01	5100	CRUSHED SURFACING BASE COURSE	TON	33.00	-68.80	-2,064.00
0005	01	5875	COMMERCIAL HMA	TON	120.00	-25.20	-3,024.00
0008	01	6419	SEEDING AND FERTILIZING BY HAND	S.Y.	5.00	-7.00	-35.00
0009	01	6701	CEMENT CONC. TRAFFIC CURB	L.F.	65.00	-290.60	-18,689.00
0010	01	6707	CEMENT CONC. PEDESTRIAN CURB	L.F.	60.00	-57.00	-3,420.00
0012	01	6859	PLASTIC STOP LINE	L.F.	8.00	-50.00	-400.00
0018	01	7055	CEMENT CONC. SIDEWALK	S.Y.	80.00	-221.40	-17,712.00
0019	01	7054	DETECTABLE WARNING SURFACE	S.F.	25.00	-134.50	-3,362.50
0020	01	6243	ADJUST VALVE BOX	EACH	600.00	-1.00	-600.00
1002	01		CREDIT FOR DELETED TRAFFIC WORK	L.S.	0.00	0.00	-3,100.00

-52,606.50

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION
CHANGE ORDER**

DATE: 11/30/11
Page 4 of 4

CONTRACT NO: 008186				CHANGE ORDER NO: 1		
CONTRACTOR NAME/ID	ITEM NO.	C/P	CURRENT COA AMOUNT	REVISED COA AMOUNT	CONTRACTED PROPOSAL AMT	NARRATIVE DESCRIPTION

DIVERSIFIED EXCAVATING, LLC

201528986	0001	P	1,000.00	929.46	141,000.00	CO DELETED # ADA RAMPS & DECREASED QUANTI
	0003	P	2,000.00	1,858.93	16,800.00	CO DELETED # ADA RAMPS & DECREASED QUANTI
	0009	P	10,000.00	9,294.64	180,609.00	CO DELETED # ADA RAMPS & DECREASED QUANTI
	0010	P	1,375.00	1,278.01	39,504.00	CO DELETED # ADA RAMPS & DECREASED QUANTI
	0018	P	8,000.00	7,435.71	154,160.00	CO DELETED # ADA RAMPS & DECREASED QUANTI

Contractor Total

22,375.00 20,796.75

Change Order Total

22,375.00 20,796.75

CHANGE ORDER-CHECKLIST

Cont. #: <u>8186</u> Cont. Title: <u>US 101 Chehalis River Bridge to Oak St. ADA Ramps</u>		If yes, State Construction Office Approval Required.
C.O. #: <u>1</u> C.O. Title: <u>Decrease number of ADA Ramps</u>		
I. Executed by the State Construction Office		
1. Cost or credit equal to or exceeding \$500,000.*1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
2. Change in the contract documents beyond the scope, intent or termini of the original contract.*2	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
3. Any proposed revision or deletion of work that affects the condition of award requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X
4. Change in contract time greater than 30 working days, or a change in contract time not related to any change order.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
II. Executed by the Region		
5. Cost or credit greater than \$100,000 but less than \$500,000. *1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. Change in contract time greater than 10 and less than or equal to 30 working days (must be related to changes implemented by change order).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
III. Executed by the Project Engineer		
7. Determination of impacts and/or overhead.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
8. Specification change involving Headquarters generated specification. (Includes Region generated specification requiring State Construction Office Approval)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
9. Specification change involving Region generated specifications.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Material or product substitution.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
11. Structural design change in the roadway section. (Requires State Materials Lab approval)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Determination of changed condition. (Section 1-04.7 of the Standard Specifications)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
13. Settlement of a claim. (Section 1-09.11(2) of the Standard Specifications)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
14. Repair of damage regarding "acts of God" or "acts of the public enemy or of government authorities". (Section 1-07.13 of the Standard Specification)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
15. Structural change to structures. (See BTA authority as shown in the Construction Manual)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X

Approvals obtained: Project Engineer (Required): Scott Ireland Date: 8/16/2011
 Region (Required if yes marked): Amy Revis Date: 12/14/2011
 State Construction Office: Randy Dubigk Date: 12/15/2011
 State Materials Lab: _____ Date: _____
 Other (Local Agency, FHWA, Surety, etc.): John Huff OEO Concurrence COA/DBF Date: 12/20/2011

To be completed by the Project Engineer :CO Reason(s) (See "2008 Codes and Definitions" on HQ Construction SharePoint): TP DW COChange Order Prepared By: Stefani Hardy Date: 9/28/2011Has change been entered as lesson learned? ☐ Yes ☒ No Has design documentation been updated? ☐ Yes ☒ NoIs this project under full FHWA stewardship oversight? *1 ☐ Yes ☒ No**To be completed by the Region :**Is the change eligible for Federal participation where applicable? ☒ Yes ☐ NoChange Order Reviewed by: Randy Date: 5-1-12

*1 Change (Cost or Credit) greater than \$200,000 or greater than 30 days on Full Federal Stewardship Oversight projects requires FHWA approval. (see Construction Manual - Chapter 1-2.4C(3), Chapter 1-3.4, and <http://www.wsdot.wa.gov/biz/construction/Stewardship/Stewardship.xls>)

*2 Per RCW 47.28.050, any change beyond \$7,500 that is beyond the original scope shall go through the competitive bidding process.

This form represents the minimum information required by the State Construction Office. If you wish to supplement this information, you may do so on a separate sheet of paper.

Rev. 06/02/11



**Washington State
Department of Transportation**

Memorandum

Date: April 26, 2012

To: Randy Dubigk, MS: 47354

Thru: Amy Revis, MS: 47440 *AR*

From: Scott Ireland, MS: WA-48 / *SI* Stephen Busche *SB*

Subject: C8186, Chehalis River Bridge to Oak St. ADA Ramps
Change Order No. 1 Decreased Number of ADA Ramps

Requested Action:
☐ Review ☐ Review and Execution ☒ Review and HQ Execution

Approval to make the change to the contract (Date): Scott Ireland 8/16/2011

Verbal Approval to proceed with the work (Date): Scott Ireland 8/16/2011

Description of the Change

This change consists of deleting eight sidewalk ramps from the contract.

Evolution of the Change

On July 26, 2011, WSDOT was notified by the City of Aberdeen that they had received grant funding to construct sidewalk and ADA improvements at the intersections of "M" St. & Wishkah St., and Jefferson St. & Wishkah St. (**Attachment B**). These intersections were within the project limits of Contract 8186 which included ADA improvements for the eight ADA ramps at the two intersections. The City proposed sidewalk improvements were significantly different and not compatible with the ADA improvements in the current project. To avoid building new ADA ramps that would ultimately be demolished by the City, Scott Ireland (Project Engineer) determined that it was in WSDOT's best interest to delete the work at the subject locations.

On August 16, 2011 Scott Ireland (Project Engineer) provided Change Order Approval (**Attachment C**) and informed the Contractor that these ramps will be omitted from the project (**Attachment D**). On August 19, 2011, The Contractor (Nova, Contracting, Inc.) responded with a letter acknowledging the deletion of the work and associated items, and a statement that they would review our estimated quantities and costs to be reduced (**Attachment E**).

On August 24, 2011, Nova notified WSDOT stating the deletion of the ramps would affect work associated with the DBE Condition of Award goal (**Attachment F**). On October 13, 2011, Nova submitted a letter stating that the items decreased by the deletion of the eight ramps impacted their ability to meet the dollar amount established to meet the 3% DBE Condition of Award (COA) goal (**Attachment G**). On October 14, 2011, Nova submitted a letter with detailed calculations showing an increased cost of \$597.36 to their company if NOVA was required to maintain the DBE COA amount (**Attachment H**). On October

Contract 8186
Page 2 of 3
Change Order No. # 1

19, 2011, Scotty Ireland responded to Nova that WSDOT is agreeable to reducing the DBE COA amount upon written confirmation that the affected DBE subcontractor has acknowledged the reduction of work (**Attachment I**). On November 29, 2011, WSDOT received written confirmation from the DBE subcontractor (Diversified Excavating) that they acknowledge and took no exception to the change to the contract (**Attachment J**).

On December 14, 2011, Amy Revis (OR Construction) provided Approval to Proceed, and on December 15, 2011, Randy Dubigk (HQ Construction) provided Approval to Proceed. On December 20, 2011, John Huff (WSDOT OEO) provided concurrence with changing the DBE goal (**Attachment K**).

***NOTE:** Processing this change was suspended after the APEO was notified by OR Local Programs Office that the City's proposed project may lose funding. The APEO delayed executing the change until the OR Local Programs Office confirmed on April 16, 2012, that the grant funding was secured and the City would proceed with their project.*

Entitlement

This deletion change order reduces the amount of work by approximately 3%. Because this reduction affected work performed by the Contractor's DBE subcontractor, WSDOT determined that the Contractor's request to reduce the DBE COA amount by the same proportion was reasonable. Therefore, the Contractor is entitled to have the DBE goal reduced by 3% of the value of the work that is deleted.

By deleting the work associated with the two intersections, the duration of the critical path activity of the approved progress schedule is reduced by two working days. Therefore, WSDOT is entitled to reduce the contract time by the same duration.

Price

The total net change to the Contract is estimated to be -\$52,606.50.

WSDOT and the Contractor agreed to this value based on the combined value of unit bid items deleted from the Work, along with an equitable adjustment for lump sum bid items directly affected by the change (**Attachment L**).

Contract Time

Contract time is reduced by two working days as a result of this change.

Contract 8186
Page 3 of 3
Change Order No. # 1

Attachments to Memorandum

Attachment A, Change Order Checklist (1 pg)
Attachment B, Letter from the City of Aberdeen, (1 pg)
Attachment C, PE Change Order Approval (1 pg)
Attachment D, Letter to Nova, dated August 16, 2011 (2 pgs)
Attachment E, Letter from Nova, dated August 19, 2011 (2 pgs)
Attachment F, email from Nova, dated August 24, 2011 (1 pg)
Attachment G, letter from Nova, dated October 13 (1 pg)
Attachment H, Letter from Nova, dated October 14, 2011 (2 pgs)
Attachment I, email from Scott Ireland, dated October 19, 2011 (1 pg)
Attachment J, email from Diversified, dated November 29, 2011 (1 pg)
Attachment K, emails providing OR and HQ approvals (3 pgs)
Attachment L, Engineer's Estimate (6 pgs)

City of
Aberdeen



Public Works Administration
200 E. Market St. • Aberdeen, WA 98520-5242
phone (360) 537-3228 • fax (360) 537-3350
e-mail lbledsoc@aberndeeninfo.com

July 26, 2011

Stefanie Hardy
WSDOT
4801 Olympic Highway
Aberdeen Washington 98520

Regards: ADA ramps on M and Jefferson at Wishkah and Heron

Dear Stefani,

The City of Aberdeen has received a grant from WSDOT to do sidewalk and bulb-out improvements at the above four reference intersections. As an integral part of that project there will be ADA ramps constructed to meet current standards. The work is scheduled to be bid this winter with work to begin in the spring.

Sincerely

A handwritten signature in cursive script, appearing to read "Larry Bledsoe".
Larry Bledsoe

RECEIVED

AUG 15 2011

ABERDEEN PEO

ATTACHMENT NO: B
CONTRACT NO: 8150
CHANGE ORDER NO: 1
PAGE: 1 OF 1



Washington State Department of Transportation

CHANGE ORDER APPROVAL

DATE: 8/16/11

TO: Scott Ireland

REQUESTED BY: Stefani Hardy

CONTRACT: 8186

CHANGE ORDER NO.: 1

ESTIMATED AMOUNT: -\$52,031

REASON FOR A CHANGE: The City of Aberdeen has informed us that they received funds to construct sidewalk improvements that include ADA ramps at the intersections of "M" St & Wishkah St, and Jefferson St & Wishkah St.. This Contract included four ramps at each of these intersections, and will no longer be constructed..

DESCRIPTION OF WORK: Reduces the number of ADA ramps from 82 to 74. The Work associated with the ramp improvements identified in the Contract Plans as A1, A2, A3, A4, B1, B2, B3, and B4 will be decreased.

APPROVED BY:  Scott Ireland DATE: 8/16/11

ATTACHMENT NO: C
CONTRACT NO: 8186
CHANGE ORDER NO: 1
PAGE: 1 OF 1

G:\CONTRACT\8186 - Chehalis River Br to Oak St - ADA Ramps\Change Orders\CO 1\CO 1 Change Approval.docx



**Washington State
Department of Transportation**
Paula J. Hammond, P.E.
Secretary of Transportation

August 16, 2011

Olympic Region
Aberdeen Project Engineer Office
4801 Olympic Highway
Aberdeen, WA 98520

360-533-9352 / Fax 360-533-9449
TTY: 1-800-833-6388
www.wsdot.wa.gov

Nova Contracting, Inc.
10615 Delphi Rd, SW
Olympia, WA 98512-9353

Contract 8186, US 101
Chehalis River Bridge to Oak St ADA Ramps
NH-0101(323)

Ladies and Gentlemen:

In accordance with Section 1-04.4, WSDOT has determined that the Work directly associated with the ADA sidewalk ramp improvements at the intersection of "M" St. and Wishkah St, and at the intersection of Jefferson and Wishkah St. will be deleted.

In general, the Work is detailed on SD1 and SD2, sheets 8 and 9 of the contract plans. It also includes Work detailed on SG1, sheet 41; and S1, sheet 55.

The contract items that are directly affected by this deletion include the following:

- 3 Crushed Surfacing Base Course
- 5 Commercial HMA
- 8 Seeding and Fertilizing by Hand
- 9 Cement Conc. Traffic Curb
- 10 Cement Conc. Pedestrian Curb
- 12 Plastic Stop Line
- 13 Temporary Pavement Marking
- 18 Cement Conc. Sidewalk
- 19 Detectable Warning Surface
- 20 Adjust Valve Box

TOTAL ORIGINAL bid was
\$497,156

WSDOT proposes to decrease the quantities for these items at unit bid prices at in accordance with Section 1-09.5, as the reduced quantities are approximately 10% of the total contract quantities.

$$\$497,156 \times 10\% = \$49,716$$

G:\CONTRACTS\8186 - Chehalis River Br to Oak St - ADA Ramps\Letter\Deletion

ATTACHMENT NO: D
CONTRACT NO: 8186
CHANGE ORDER NO: 1
PAGE: 1 OF 25



Washington State Department of Transportation

CHANGE ORDER APPROVAL

DATE: 8/16/11

TO: Scott Ireland

REQUESTED BY: Stefani Hardy

CONTRACT: 8186

CHANGE ORDER NO.: 1

ESTIMATED AMOUNT: -\$52,031

REASON FOR A CHANGE: The City of Aberdeen has informed us that they received funds to construct sidewalk improvements that include ADA ramps at the intersections of "M" St & Wishkah St, and Jefferson St & Wishkah St.. This Contract included four ramps at each of these intersections, and will no longer be constructed..

DESCRIPTION OF WORK: Reduces the number of ADA ramps from 82 to 74. The Work associated with the ramp improvements identified in the Contract Plans as A1, A2, A3, A4, B1, B2, B3, and B4 will be decreased.

APPROVED BY: 

Scott Ireland

DATE: 8/16/11

ATTACHMENT NO: C
CONTRACT NO: 8186
CHANGE ORDER NO: 1
PAGE: 1 OF 1

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**Washington State
Department of Transportation**
Paula J. Hammond, P.E.
Secretary of Transportation

August 16, 2011

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TTY: 1-800-833-6388
www.wsdot.wa.gov

Nova Contracting, Inc.
10615 Delphi Rd, SW
Olympia, WA 98512-9353

Contract 8186, US 101
Chehalis River Bridge to Oak St ADA Ramps
NH-0101(323)

Ladies and Gentlemen:

In accordance with Section 1-04.4, WSDOT has determined that the Work directly associated with the ADA sidewalk ramp improvements at the intersection of "M" St. and Wishkah St, and at the intersection of Jefferson and Wishkah St. will be deleted.

In general, the Work is detailed on SD1 and SD2, sheets 8 and 9 of the contract plans. It also includes Work detailed on SG1, sheet 41; and S1, sheet 55.

The contract items that are directly affected by this deletion include the following:

- 3 Crushed Surfacing Base Course
- 5 Commercial HMA
- 8 Seeding and Fertilizing by Hand
- 9 Cement Conc. Traffic Curb
- 10 Cement Conc. Pedestrian Curb
- 12 Plastic Stop Line
- 13 Temporary Pavement Marking
- 18 Cement Conc. Sidewalk
- 19 Detectable Warning Surface
- 20 Adjust Valve Box

TOTAL ORIGINAL bid was
\$497,156

WSDOT proposes to decrease the quantities for these items at unit bid prices at in accordance with Section 1-09.5, as the reduced quantities are approximately 10% of the total contract quantities.

$$\$497,156 \times 10\% = \$49,716$$

ATTACHMENT NO: D
CONTRACT NO: 8186
CHANGE ORDER NO: 1
PAGE: 1 OF 25

Contract 8186 - .01
 August 16, 2011
 Page 2 of 2

The contract items that are indirectly affected by this deletion include the following:

- 1 Mobilization *no change*
- 2 Removing Misc. Traffic Items
- 6 ESC Lead *no change*
- 14 Permanent Signing
- 15 Traffic Signal System
- 16 Project Temporary Traffic Control
- 17 Pedestrian Traffic Control

Total Original Bid amounts
 \$158,300
 estimate 50% reduction
 - \$79,150

WSDOT and Nova Contracting will need to evaluate these bid items, in accordance with Section 1-09.4, to determine whether an equitable adjustment is warranted.

We believe that this change does not affect Nova's ability to meet the contract DBE goal of 3%. Please confirm this assessment.

Due to the reduced scope of work, WSDOT and Nova will need to evaluate if the working days should be adjusted. Our initial assessment of the change is that it would reduce the critical path duration by 2-working days.

WSDOT will be preparing an owner-initiated change order to delete this work. We would like to meet with you to discuss this further. Please call me or Stefani Hardy at 360-533-9352 if you have any questions.

Sincerely,



Scott Ireland, P.E.
 Project Engineer

Total estimated amount
 - \$95,716
 - \$6213
 - \$92,503

← \$100,000 change

ATTACHMENT NO: D
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 2 OF 2

GA\CONTRACT\8186 - Chehalis River Br to Oak St - ADA Ramps\Letter Deletion of Work.DOC



August 19, 2011

Serial Letter 1

Washington State Department of Transportation – Olympic Region
 Attention: Scott Ireland, P.E.
 4801 Olympic Highway, MS: WA-48
 Aberdeen, WA 98520-6922

RE: Chehalis River Bridge to Oak Street – ADA Ramps
 Contract No. 8186

Dear Mr. Ireland,

We received your letter of August 16 in which you propose to delete the first two intersections per our conversation with the Mayor of Aberdeen at the Precon. As far as the directly affected items of work, the measurement of unit quantities will be the final measure anyway for quantity adjustments and for purposes of the charge order we understand that you will incorporate the estimated quantities used in preparation of the contract documents.

The indirect items, of course, are a bit more complicated to put a figure to. Here is our take on the items you have listed as to the proposed changes.

Item 1. Mobilization – We believe that this item should not be adjusted as the work and/or costs associated with this item are for the contract as a whole and will not be affected by the change. For example, no less trips to and from the jobsite moving equipment or personnel will be expected. The subcontractors will not be making any less trips to the site either. Other costs included such as portable potties, storage yard rent, fencing and other items included also will not be affected. So we propose no adjustment to this item.

Item 2. Removing Misc Traffic Items – We have contacted our subcontractor, Stripe Rite Inc., and requested a deduct price for the 4 stop bars that will not be removed.

Item 6. ESC Lead – Since the bid proposal calls for only 10 days of ESC Lead on the 46 working day project, we do not expect that there will be measureable change due to the elimination of these two intersections.

Item 14. Permanent Signing – We have requested a cost breakout of the two new signs and posts from the lump sum proposal from our supplier, Zumar. We will also make an adjustment proposal in labor for installation of the two new posts and removal of the old.

ATTACHMENT NO: E
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 1 OF 2

Item 15. Traffic Signal System – We have requested a cost from our electrical subcontractor to deduct the replacement J-box at corner A-1.

Item 16. Project Temporary Traffic Control – Of course, there will be no decrease in the fixed costs of this item, such as signage, barricades, devices or message board. There will be a small decrease in traffic control labor – we are planning for one person to perform this function, which will likely result in a two working day reduction in wages for that person.

Item 17. Pedestrian Traffic Control – We don't expect there to be a reduction in cost for this item as there will be no less equipment or material cost, and the same person performing traffic control labor will be responsible for pedestrian traffic control. So we could split the two days labor between these two items if you wish to show a deduct on both for the sake of the auditors.

As soon as these costs are known, we will be happy to meet and discuss the changes and execute a change order to cover them. If you need further information, please do not hesitate to contact the undersigned at your convenience.

Very Truly Yours;

Dana Madsen, P.E., Project Manager
NOVA Contracting, Inc.

ATTACHMENT NO: E
CONTRACT NO: 81816
CHANGE ORDER NO: 1
PAGE: 2 OF 2

Hardy, Stefani

From: Dana Madsen [danam@novacontractinginc.com]
Sent: Wednesday, August 24, 2011 1:59 PM
To: Hardy, Stefani
Subject: Proposed Change Order

Good afternoon, Stefani

One more thing occurred to me with regard to the upcoming change order. Since this is an owner-initiated change order, am I correct in assuming that the DBE requirement will be adjusted to 3% of the revised contract amount?

Thanks, Dana

--

Nova Contracting, Inc.
phone: 360.754.2600
Fax: 360.357.3964

1

ATTACHMENT NO: F
CONTRACT NO: 8186
CHANGE ORDER NO: 1
PAGE: 1 OF 1



October 13, 2011

Serial Letter 11

Washington State Department of Transportation – Olympic Region
Attention: Scott Ireland, P.E.
4801 Olympic Highway, MS: WA-48
Aberdeen, WA 98520-6922

RE: Chehalis River Bridge to Oak Street – ADA Ramps
Contract No. 8186

Dear Mr. Ireland,

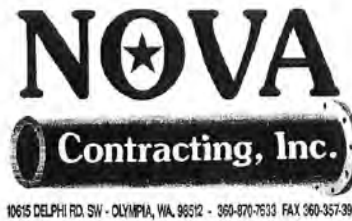
We received your transmittal of the proposed change order 1. Before we delve into the calculations for the bid item quantity adjustments, there is an issue that must be dealt with. WSDOT is initiating a change order that deletes \$52,706.50 worth of work (7% of project) yet proposes to keep the dollar amount of DBE participation the same. This is a changed condition. We bid this project with a stated DBE participation "goal" of 3% of the contract. We took steps to meet this goal. You are now arbitrarily raising that goal to 3.23%. Changing of this goal increases the cost of performance for Nova Contracting. As such, WSDOT is required to compensate for the increased cost of the DBE participation. We will compute that cost unless WSDOT wishes to adjust the DBE participation to the original contract requirement of 3%.

If you need further information, please do not hesitate to contact the undersigned at your convenience. Thank you for your consideration.

Very Truly Yours;

Dana Madsen, P.E., Project Manager
NOVA Contracting, Inc.

ATTACHMENT NO: G
CONTRACT NO: 8186
CHANGE ORDER NO: 1
PAGE 1 OF 1



October 14, 2011

Serial Letter 11R

Washington State Department of Transportation – Olympic Region
 Attention: Scott Ireland, P.E.
 4801 Olympic Highway, MS: WA-48
 Aberdeen, WA 98520-6922

RE: Chehalis River Bridge to Oak Street – ADA Ramps
 Contract No. 8186

Dear Mr. Ireland,

We received your transmittal of the proposed change order 1. Before we delve into the calculations for the bid item quantity adjustments, there is an issue that must be dealt with. WSDOT is initiating a change order that deletes \$52,706.50 worth of work (7% of project) yet proposes to keep the the dollar amount of DBE participation the same. This is a changed condition. We bid this project with a stated DBE participation "goal" of 3% of the contract. We took steps to meet this goal. You are now arbitrarily raising that goal to 3.23%. Changing of this goal increases the cost of performance for Nova Contracting. As such, WSDOT is required to compensate for the increased cost of the DBE participation.

The cost to NOVA of our DBE subcontractor is determined as follows:
 Mobilization is lump sum \$2,000. They require a 6 hour minimum per day and 72 hours notice of schedule change. Their rate of pay is \$95 per hour for truck and driver. We assume during the course of the project that due to early shutdowns, rain events or other production disruptions we will have to pay 6 hour minimums for less production that will amount to 6% of the hours.

Total subcontract	\$22,375.00
Less mobilization	(2,000.00)
Net working pay	\$20,375.00
Divide by rate of \$95/hr	214.5 hours
Reduce by 6%	202 hours
Divide \$22,375.00 by 202 hrs	Rate is \$110.77 per hour

ATTACHMENT NO: H
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 1 OF 2

Our own internal company charge rate is \$75.00 per hour for dump truck with operator. The net difference, then is \$110.77 less \$75.00 or \$35.77 per hour.

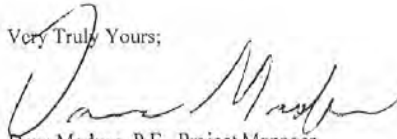
WSDOT by change order reduced our contract by \$52,706.50, or 7.07%. The remaining contract is \$693,125. 3% of that amount would be \$20,793.75, which is all we should be required to have for DBE participation. The number of hours we would have to pay would be :

Total subcontract revised	\$20,793.75
Less mobilization	(2,000.00)
Net working pay	\$18,793.75
Divide by rate of \$95/hr	197.8 hours

So, 214.5 hours less 197.8 hours is 16.7 hours X \$35.77 per hour or \$597.36 additional cost to keep the condition of award at \$22,375.

We either need to maintain the 3% DBE participation on the revised contract amount or pay NOVA the added cost of \$597.36 as detailed above. If you need further information, please do not hesitate to contact the undersigned at your convenience. Thank you for your consideration.

Very Truly Yours;



Dana Madsen, P.E., Project Manager
NOVA Contracting, Inc.

ATTACHMENT NO: H
CONTRACT NO: 81816
CHANGE ORDER NO: 1
PAGE: 2 OF 2

Ireland, Scott

From: Ireland, Scott
Sent: Wednesday, October 19, 2011 10:31 AM
To: 'Dana Madsen'
Cc: WSDOT OR C8186 General; Dubigk, Randy; Revis, Amy
Subject: RE: C8186 CO1 DBE Participation

Follow Up Flag: Follow up
Flag Status: Completed

Dana,

Based on the information you provided, WSDOT is favorable to adjusting the condition of award amount by 3% of the value of the deleted work associated with Change Order 1. Noting we are still negotiating the total value of the change, we estimate the condition of award amount would be reduced by approximately \$1530. Prior to approving this reduction, please provide written confirmation that you have notified the affected DBE of the work deletion and this reduction and they acknowledge the change.

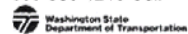
Scott Ireland, P.E.
 Project Engineer
 Aberdeen Project Office Team
 4801 Olympic Highway
 Aberdeen, WA 98520
 360-533-9352 Office
 360-580-1210 Cell



From: Ireland, Scott
Sent: Friday, October 14, 2011 11:21 AM
To: 'Dana Madsen'
Cc: WSDOT OR C8186 General
Subject: RE: C8186 CO1 DBE Participation

Thank you Dana. This is what we requested as a part of your evaluation of change order 1. Based on your detailed evaluation, WSDOT will confirm if the DBE amount will be adjusted.

Scott Ireland, P.E.
 Project Engineer
 Aberdeen Project Office Team
 4801 Olympic Highway
 Aberdeen, WA 98520
 360-533-9352 Office
 360-580-1210 Cell



From: Dana Madsen [mailto:danam@novacontractinginc.com]
Sent: Friday, October 14, 2011 10:01 AM
To: Ireland, Scott
Cc: WSDOT OR C8186 General
Subject: C8186 CO1 DBE Participation

1

ATTACHMENT NO: I
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 1 OF 1

Hardy, Stefani

From: Dan & Debbi Hufana: Diversified Excavating LLC [dndhufana@comcast.net]
Sent: Tuesday, November 29, 2011 6:23 PM
To: Ireland, Scott; Dana Madsen
Cc: Hardy, Stefani; WSDOT OR C8186 General
Subject: Re: RE:C8186 - Aberdeen job

Scott & Dana,

Diversified Excavating acknowledges the change to C8186 for a possible reduction in work of \$1,500.00 as notified by NOVA Contracting in an email on October 23, 2011.

Regards,

Debbi Hufana

From: Ireland, Scott
Sent: Tuesday, November 29, 2011 10:21 AM
To: Dana Madsen
Cc: Hardy, Stefani ; WSDOT OR C8186 General ; Dan & Debbi Hufana: Diversified Excavating LLC
Subject: RE:C8186 - Aberdeen job

Thanks for following up Dana.

Our request has nothing to do with WSDOT being happy. It is our responsibility to ensure that owner initiated changes the affect DBE and condition of award amounts are acknowledged by the appropriate authorities of the prime contractor and the DBE subcontractor. That is the basis for having your DBE sub-contractor formally acknowledge the change as part of that documentation.

If you have any questions, don't hesitate to call.

Scott Ireland, P.E.
 Project Engineer
 Aberdeen Project Office Team
 4801 Olympic Highway
 Aberdeen, WA 98520
 360-533-9352 Office
 360-580-1210 Cell



From: Dana Madsen [mailto:danam@novacontractinginc.com]
Sent: Tuesday, November 29, 2011 8:14 AM
To: Dan & Debbi Hufana: Diversified Excavating LLC
Cc: Hardy, Stefani; WSDOT OR C8186 General
Subject: Fwd: Aberdeen job

Good morning, Dan & Debbi

The folks at WSDOT apparently are not satisfied with our exchange of emails in which I informed you about the change order reducing our contract at Aberdeen. So I'm sending you the original email again and asking that one of you sign at the bottom acknowledging that you have received and understand the situation.

ATTACHMENT NO: WSDOT J
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 1 OF 1

Dahl, Kevin

From: Ireland, Scott
Sent: Tuesday, December 27, 2011 11:56 AM
To: Dahl, Kevin
Cc: Busche, Steve; Hardy, Stefani; Young, Jeff
Subject: FW: C8186 - DBE Condition of Award Change Approval for Change Order 1

Attached is HQ's change approval.

If you haven't already done so, consider Amy's forward of the original email and change request on 12/14/11 as OR change approval.

From: Huff, John
Sent: Tuesday, December 20, 2011 9:08 AM
To: Ireland, Scott; Dubigk, Randy
Cc: Revis, Amy; Bell, Gregory; Busche, Steve
Subject: RE: C8186 - DBE Condition of Award Change Approval for Change Order 1

Hi Scott,

Thank you for responding. **OEO concurs with the change order with the understanding that the COA amount remains at its original established percentage of 3%**

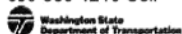
From: Ireland, Scott
Sent: Tuesday, December 20, 2011 8:49 AM
To: Dubigk, Randy
Cc: Revis, Amy; Bell, Gregory; Huff, John; Busche, Steve
Subject: RE: C8186 - DBE Condition of Award Change Approval for Change Order 1

Randy,

As discussed on the phone, I have provided responses and supporting documents below to John's comments and concerns.

If you have any questions, don't hesitate to call.

Scott Ireland, P.E.
Project Engineer
Aberdeen Project Office Team
4301 Olympic Highway
Aberdeen, WA 98520
330-533-9352 Office
330-580-1210 Cell



From: Huff, John
Sent: Monday, December 19, 2011 11:50 AM
To: Dubigk, Randy; Ireland, Scott
Cc: Revis, Amy; Bell, Gregory
Subject: RE: C8186 - DBE Condition of Award Change Approval for Change Order 1

Hi Randy,

1

ATTACHMENT NO: K
CONTRACT NO: 9186
CHANGE ORDER NO: 1
PAGE: 1 OF 3

Contract Administration
 Washington State Department of Transportation
 360-705-7833
dubigkr@wsdot.wa.gov

From: Ireland, Scott
Sent: Thursday, December 15, 2011 8:09 AM
To: Dubigk, Randy
Cc: Revis, Amy; Huff, John
Subject: RE: C8186 - DBE Condition of Award Change Approval for Change Order 1

Randy,
 I left you a voice message. Please secure OEO concurrence if HQ change approval is contingent upon OEO's concurrence. This should be confirmed before I send the Contractor the change order for their signature.

Scott Ireland, P.E.
 Project Engineer
 Aberdeen Project Office Team
 4801 Olympic Highway
 Aberdeen, WA 98520
 360-533-9352 Office
 360-580-1210 Cell



From: Dubigk, Randy
Sent: Thursday, December 15, 2011 7:33 AM
To: Ireland, Scott
Cc: Revis, Amy; Huff, John
Subject: RE: C8186 - DBE Condition of Award Change Approval for Change Order 1

Scott,

Per our conversation, you may consider this email approval to proceed with the proposed change in the COA. Concurrence from OEO still must be obtained before we execute the change order. As always, we would encourage the contractor to employ other DBE firms if other opportunities arises.

If you have any questions at all, please feel free to contact me.

Randy Dubigk
 Contract Administration
 Washington State Department of Transportation
 360-705-7833
dubigkr@wsdot.wa.gov

From: Revis, Amy
Sent: Wednesday, December 14, 2011 12:42 PM
To: Dubigk, Randy
Subject: RE: C8186 - DBE Condition of Award Change Approval for Change Order 1

Please provide HQ approval for a change to the COA based on an owner initiated deletion of work.
 Let me know if you need additional information to consider this request.

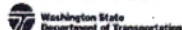
ATTACHMENT NO: K
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 2 OF 3

Contract Administration
Washington State Department of Transportation
360-705-7833
dubigkr@wsdot.wa.gov

From: Ireland, Scott
Sent: Thursday, December 15, 2011 8:09 AM
To: Dubigk, Randy
Cc: Revis, Amy; Huff, John
Subject: RE: C8186 - DBE Condition of Award Change Approval for Change Order 1

Randy,
I left you a voice message. Please secure OEO concurrence if HQ change approval is contingent upon OEO's concurrence. This should be confirmed before I send the Contractor the change order for their signature.

Scott Ireland, P.E.
Project Engineer
Aberdeen Project Office Team
4801 Olympic Highway
Aberdeen, WA 98520
360-533-9352 Office
360-580-1210 Cell



From: Dubigk, Randy
Sent: Thursday, December 15, 2011 7:33 AM
To: Ireland, Scott
Cc: Revis, Amy; Huff, John
Subject: RE: C8186 - DBE Condition of Award Change Approval for Change Order 1

Scott,

Per our conversation, you may consider this email approval to proceed with the proposed change in the COA.
Concurrence from OEO still must be obtained before we execute the change order. As always, we would encourage the contractor to employ other DBE firms if other opportunities arises.

If you have any questions at all, please feel free to contact me.

Randy Dubigk
Contract Administration
Washington State Department of Transportation
360-705-7833
dubigkr@wsdot.wa.gov

From: Revis, Amy
Sent: Wednesday, December 14, 2011 12:42 PM
To: Dubigk, Randy
Subject: RE: C8186 - DBE Condition of Award Change Approval for Change Order 1

Please provide HQ approval for a change to the COA based on an owner initiated deletion of work.
Let me know if you need additional information to consider this request.

ATTACHMENT NO: K
CONTRACT NO: 8186
CHANGE ORDER NO: 1
PAGE: 3 OF 3

Contract 8186 - Chehalis River Bridge to Oak St. ADA Ramps
Reduction in cost due to decrease in number of ADA Ramps

Summary

9/28/2011

rev 11/29/11 54

Sidewalk Ramp Quantities decreased @ unit bid prices - see page 2

	Bid Item	Unit	Quantity	Unit Cost	Cost
3	Crushed Surfacing Base Course	Tons	-68.80	\$ 30.00	\$ (2,064.00)
5	Commercial HMA	Tons	-25.20	\$ 120.00	\$ (3,024.00)
8	Seeding and Fertilizing By Hand	S.Y.	-7.00	\$ 5.00	\$ (35.00)
9	Cement Conc. Traffic Curb	L.F.	-290.60	\$ 65.00	\$ (18,889.00)
10	Cement Conc. Pedestrian Curb	L.F.	-57.00	\$ 60.00	\$ (3,420.00)
12	Plastic Stop Line	L.F.	-50.00	\$ 8.00	\$ (400.00)
18	Cement Conc. Sidewalk	S.Y.	-221.40	\$ 80.00	\$ (17,712.00)
19	Detectable Warning Surface	S.F.	-134.50	\$ 25.00	\$ (3,362.50)
20	Adjust Valve Box	EACH	-1.00	\$ 600.00	\$ (600.00)
Total:				\$	(49,506.50)

Credit for decreased work

Partial lump sum work		Cost
Removing Stop Lines	See page 3	(\$132.91)
Removing Signs	See page 3	\$ (500.00)
Removing and relocating signs	See page 3a	\$ (416.50)
New and Relocate Signs	See page 4	\$ (604.83)
Removing and relocating signs	See page 4	\$ (572.16)
Remove and Replace J-Box	See page 3	\$ (465.00)
Traffic Control Labor and TCS	See page 5	\$ (1,539.13)
Total:		\$ (3,125.70)

USE Credit for deleted traffic work: \$ (3,100.00)

page 1

ATTACHMENT NO: L
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 1 OF 6

Contract 8186 - Chehalis River Bridge to Oak St. ADA Ramps
Reduction in bid items due to decrease in number of ADA ramps

Sidewalk Ramp Quantities decreased @ unit bid prices

Quantities from Sheet QS1							
Item No.>	3	5	8	9	10	18	19
RAMP ID	Crushed Surfacing Base Course	Commercial HMA	Seeding and Fertilizing By Hand	Cement Conc. Traffic Curb	Cement Conc. Pedestrian Curb	Cement Conc. Sidewalks	Detectable Warning Surface
	Ton	Ton	SY	LF	LF	SY	SF
A1	9.8	2.2	0	39.8	23.5	31.8	16.8
A2	9.1	2.4	3.5	36.4	0	30.2	16.8
A3	8.7	3.1	0	35.2	0	29.2	16.8
A4	10.4	6.1	0	45.7	33.5	31.4	17
B1	9.9	3.6	0	42.7	0	32.1	16.8
B2	7.7	2.3	0	32.2	0	25.4	16.9
B3	9.1	3	3.5	37.8	0	29.6	16.9
B4	4.1	2.5	0	20.8	0	11.7	16.5
Totals	68.8	25.2	7	290.6	57	221.4	134.5

Quantities from Sheet QS1			
Item No.>		12	20
RAMP ID	Station	Stop Bar	Adjust Valve Box
		LF	Each
A1	36+61 Lt.	12	
A2			
A3			
A4	36+61 Rt	14	
B1	40+15 Lt.	12	
B2			1
B3			
B4	40+15 Rt.	12	
Totals		50	1

page 2

ATTACHMENT NO: L
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 2 OF 10

Removing Stop Sign and post - REVISED per Contractor's information

Included in Bid Item 14, Permanent Signing, Lump Sum

However, Contractor Included in Lump Sum breakout for Bid Item 2, Removing Misc. Traffic Items

Contractor's LS Breakout for Rem. signs and posts, and relocating signs \$ 5,000.00

Breakdown of labor:

remove and relocate post	@	2 hours each
install signs on luminaire poles	@	0.5 hours each
Remove and relocate signs	@	0.25 hours each

Original

20	new posts	@	2 hours each	40
6	relocated posts	@	2 hours each	12
4	signs on luminaire poles	@	0.5 hours each	2
71	remove and relocate signs	@	0.25 hours each	18

Total original labor 72

Deleted

2	new posts	@	2 hours each	4
8	remove and relocate signs	@	0.25 hours each	2

Total deleted labor 6

Percent deleted 8.33%

Deleted labor costs = \$5,000 x 8.33% = \$416.50

page 3a

ATTACHMENT NO: L
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 3 OF 6

Contract 8186 - Chehalis River Bridge to Oak St. ADA Ramps
Reduction in bid items due to decrease in number of ADA ramps

Decreased Traffic Work Included in various Lump Sum Items

Removing Stop Bars

Included in Bid Item 2, Removing Misc. Traffic Items, Lump Sum

Original

Contractor's LS Breakout for Removing Stop Bars	\$1,500
Original Qty Per Sheet SRL1	632 LF
Calculated Rate for removing stop bars:	\$2.37 per LF

Deleted

"Remove Stop Bars" per Sheet SRL1:

STA. 36+61 Lt.	Ramp A1	15	LF	
STA. 36+61 Rt.	Ramp A4	15	LF	
STA. 40+15 Lt.	Ramp B1	14	LF	
STA. 40+15 Rt.	Ramp B4	12	LF	
	TOTAL	56	LF	

@ \$2.37/LF = \$132.91

Removing Stop Sign and post

Included in Bid Item 14, Permanent Signing, Lump Sum

However, Contractor Included in Lump Sum breakout for Bid Item 2, Removing Misc. Traffic Items

Original

Contractor's LS Breakout for Rem. signs and posts	\$5,000
Qty Per Sheets SR1 & SR2	20
Calculated Rate for removing signs w/posts	\$250 per sign/post

Deleted

Sign and post removal per Sheet SR1:

Sign No. S1-R1	Ramp A1	1	
Sign No. S1-R2	Ramp B1	1	
	TOTAL	2	

@ \$250 ea = \$500

**See revised
calculations
Sheet 3a**

Remove and Replace Junction Box Type 1

Contractor's LS breakout for Item 15, Traffic Signal System did not include specific breakout for this work.
 Engineer's estimate will be based on WSDOT Region Traffic Design's LS breakout for this work.

Deleted

Remove and Replace Junction Box Type 1, per Contract Plan Sheet SG1, Detail A1

Labor to remove:	0.5 hrs	@	\$50/hr	=	\$ 25.00
Labor and Material to install Type 1 with non-slip lid:	1 ea	@	\$440	=	\$ 440.00
					\$ 465.00

page 3

ATTACHMENT NO: 12
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 4 OF 6

Contract 8186 - Chehalis River Bridge to Oak St. ADA Ramps
Reduction in bid items due to decrease in number of ADA ramps

Decreased Permanent Signing included in Lump Sum item

Contractor Included in Lump Sum breakout for Bid Item 14, Permanent Signing as follows:

Signs, Posts, and Hardware	\$ 3,960.00
Labor and Equipment to Install *	\$ 2,440.00
TOTAL	\$ 6,400.00

* The engineer assumes that the labor and equipment to install includes the labor and equipment to install new and relocated signs and posts.

Portion of Work	Original QTY	Deleted QTY	% deleted
<u>Install New signs</u>			
Sheets SS1, SS2	31		2/32 = 6.25 %
delete Sign S1-1 (RAMP A1)		1	
delete Sign S1-2 (RAMP A2)		1	
<u>Relocate existing signs</u>			
Relocated signs - Sheets SL1, SL2, SL3	71		
delete Sign S1-L1 (RAMP A2)		1	
delete Sign S1-L2 (RAMP A2)		1	
delete Sign S1-L3 (RAMP A2)		1	
delete Sign S1-L3 (RAMP A2)		1	
delete Sign S1-L5 (RAMP B2)		1	
delete Sign S1-L6 (RAMP B2)		1	
delete Sign S1-L7 (RAMP B2)		1	
delete Sign S1-L8 (RAMP B2)		1	
TOTAL	102	10	9.80%
<u>Install New posts</u>			
Sheets SS1, SS2	20		2/20 = 10%
delete Sign S1-1 (RAMP A1)		1	
delete Sign S1-2 (RAMP A2)		1	
<u>Relocate existing posts</u>			
Relocated posts - Sheets SL1, SL2, SL3			
TOTAL	23	2	8.70%
<u>Provide Materials for new signs</u>			
Sheets SS1, SS2	193.5		
delete Sign S1-1 (RAMP A1) 36"x36"		9	
delete Sign S1-2 (RAMP A2) 36"x36"		9	
TOTAL	193.5	18	9.30%
<u>Provide Materials for new posts</u>			
Sheets SS1, SS2	20.0		
delete Sign S1-1 (RAMP A1)		1	
delete Sign S1-2 (RAMP A2)		1	
TOTAL	20.0	2	10.00%

Included
in revised
removal
and
relocation

Included in revised removal and relocation

ATTACHMENT NO: L
 CONTRACT NO: 8186
 CHANGE ORDER NO: 1
 PAGE: 5 OF 6

Total estimated cost of deleted work =	Average percent of deleted work		9.45% - 8.94 %
	\$ 6,400.00	x 9.45% =	\$ 604.83
		x 8.94 % =	\$ 572.16

Contract 8186 - Chehalis River Bridge to Oak St. ADA Ramps
Reduction in bid items due to decrease in number of ADA ramps

Reduction in Traffic Control Labor and TCS Labor

Reduction in working days, basis of prorate

Basis of Prorate:

Original Contract:	46	working days for 82 ramps
Assume mobilization :	1	day
Estimate Sawcut in advance of demo:	4	days
Assume signal work:	3	days
Assume signing:	2	days
Assume asphalt paving:	2	days
Assume Cleanup:	1	day
Estimated days for general project:	13	days

Therefore, 33 working days for 82 ramps = 2.5 ramps / day

Using same production rate, deleting 8 ramps @ 2.5 ramps / day = 3.2 days
 However, since the deleted ramps were relatively simple, USE 2 DAYS

Reduction in Traffic Control Labor and Traffic Control Supervisor

Contractor Included TC Labor and TCS in LS breakouts as follows:

Bid Item 16, Project Temporary Traffic Control	TCS	\$	4,600.00
	TC Labor	\$	15,600.00
Bid Item 17, Pedestrian Traffic Control	TC Labor	\$	15,200.00
		\$	35,400.00

Assuming this labor is the same for each day:

Original Contract: \$35400 / 46 days = \$ 769.57 per day

Deleted work: 2 days @\$769.57/day = \$ 1,539.13

Lump Sum Modification



Washington State
Department of Transportation

Memorandum

December 13, 2010

TO: Mike Frucci / Glenn Wagemann

FROM: Chad Simonson / Michelle Plaggerman

SUBJECT: Contract 7897, Idaho State Line to Colton - Paving
Fed. Aid No: ARRA-NHG-0195(045)

Change Order Transmittal, Change Order No. 13

Requested Action:

- ☐ For Review Only
- ☒ For Review and Execution
- ☐ For Review and OSC Execution

Approval Date: 7/06/10

Approval By: Chad Simonson

Work Performed: N/A

Description of Change:

This Change Order deletes Item 19 – Diamond Grinding and Item 70 – Trimming and Cleanup from the contract.

Evolution of the Change:

Diamond Grinding was called out in the plans to flatten crosswalk slopes at several locations. As work was to begin in those areas it was determined the grinding was not needed. Shortly before project physical completion, it was determined that Trimming & Cleanup was not needed.

Entitlement:

As both of these items under-ran by 100% the Contractor is entitled to an equitable adjustment per Section 1-04.6. We offered the Contractor 12% of 75% of the items for extended office overhead.

Unilateral acceptance:

In the interest of saving time, the Contractor agreed to unilateral acceptance of this change order.

Price:

The equitable adjustment for the Diamond Grinding was paid on Change Order #9 in the amount of \$853.20. The equitable adjustment for the Trimming and Cleanup is included on this change order. The amount is \$132.87. With the deletion of the two items the total amount of this change order is a credit to the contract in the amount of \$15,563.51.

Contract Time:

Neither of these items is on the critical path so contract time is not affected.

CFS:mrp

EXEC
CAPS
✓

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION CHANGE ORDER

DATE: 12/13/10
Page 1 of 3

CONTRACT NO: 007897 FEDERAL AID NO: ARRA-0195(045)
CONTRACT TITLE: US 195, IDAHO STATE LINE TO COLTON - PAVING
CHANGE ORDER NO: 12 DELETE ITEMS 19 & 70

PRIME CONTRACTOR: 820263719 POE ASPHALT PAVING, INC.
2732 N BECK RD
POST FALLS ID 83854-4567

() Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications

(X) Change proposed by Contractor

ENDORSED BY:	SURETY CONSENT:
CONTRACTOR	ATTORNEY IN FACT
DATE	DATE

ORIGINAL CONTRACT AMOUNT: 2,014,005.15
CURRENT CONTRACT AMOUNT: 2,174,217.07
ESTIMATED NET CHANGE THIS ORDER: -15,563.51
ESTIMATED CONTRACT TOTAL AFTER CHANGE: 2,158,653.56

Approval Required: (X) Region () Olympia Service Center () Local Agency

Items entered into CAPS on 12/21/2010 by Rick Jordan

() APPROVAL RECOMMENDED	(X) EXECUTED	EXECUTED:
PROJECT ENGINEER		STATE CONSTRUCTION ENGINEER
DATE 12/13/10		DATE
() APPROVAL RECOMMENDED	() EXECUTED	OTHER APPROVAL WHEN REQUIRED
REGIONAL ADMIN:		SIGNATURE
BY:		DATE
DATE		REPRESENTING

CG02v04 (revised Feb 2005)

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION
CHANGE ORDER**

DATE: 12/13/10
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CONTRACT NO: 007897

CHANGE ORDER NO: 12

All work, materials, and measurements to be in accordance with the provisions of the Standard Specifications and Special Provisions for the type of construction involved.

This contract is revised as follows:

GENERAL REQUIREMENTS

Section 1-04.4 Scope of Work

Description

The following Items of work are not needed and are deleted from the contract:

Item 19 - Diamond Grinding
Item 70 - Trimming & Cleanup

Per Section 1-04.6 the Contractor shall be provided an equitable adjustment for variation in estimated quantities for Item 70 - Trimming and Cleanup. (An equitable adjustment for Diamond Grinding was provided for on Change Order #9.)

Payment

The calculated amount of \$132.87 shall be the equitable adjustment for the variation in estimated quantities for Bid Item 70 - Trimming & Cleanup.

Contract time is not affected by this Change Order.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION
CHANGE ORDER**

DATE: 12/13/10
Page 3 of 3

CONTRACT NO: 007897				CHANGE ORDER NO: 12			
ITEM NO	GROUP NO	STD ITEM	ITEM DESCRIPTION	UNIT MEASURE	UNIT PRICE	EST QTY CHANGE	EST AMT CHANGE
0019	03		DIAMOND GRINDING	S.Y.	100.00	-71.10	-7,110.00
0019	04		DIAMOND GRINDING	S.Y.	100.00	-71.10	-7,110.00
0070	01	7490	TRIMMING AND CLEANUP	L.S.	1,476.38	-738.19	-738.19
0070	02	7490	TRIMMING AND CLEANUP	L.S.	1,476.38	-73.82	-73.82
0070	03	7490	TRIMMING AND CLEANUP	L.S.	1,476.38	-442.91	-442.91
0070	04	7490	TRIMMING AND CLEANUP	L.S.	1,476.38	-221.46	-221.46
1012	01		CO #12 - TRIMMING & CLEAN UP - E.A.	L.S.	132.87	132.87	132.87

-15,563.51
=====

Plaggerman, Michelle

From: Simonson, Chad
Sent: Tuesday, September 21, 2010 8:00 AM
To: Plaggerman, Michelle
Cc: Qualley, Jody
Subject: Trimming and Cleanup

Michelle,

This email notes my approval given to Jody on 7/6/10 to delete the trimming and cleanup items for both C7817 and C7897. I failed to send a email at that time. We discussed that no work had been done and it should be deleted provided the contractor is compensated for their overhead.

Chad Simonson
Project Engineer
Eastern Region
508.324.6262
508.844.6486 (cell)

Item 70 Trimming and Clean Up

L.S. amount \$1476.38
(75%)

\$1107.29
(12%)

\$132.87 MRP

Plaggerman, Michelle

From: Qualley, Jody
Sent: Wednesday, July 21, 2010 9:03 AM
To: Plaggerman, Michelle
Subject: FW: 7897-diamond grinding

From: Simonson, Chad
Sent: Wednesday, July 21, 2010 8:54 AM
To: Qualley, Jody
Subject: RE: 7897-diamond grinding

Either now.

We should have done it by CO while working so it would provide the best documentation. Now we will just have to document it. It will require a note or something from the contractor stating that they do not expect anything for the deletion of work (they have overhead spread over all the items and deletion of one raises their costs).

From: Qualley, Jody
Sent: Monday, July 19, 2010 9:02 AM
To: Simonson, Chad
Subject: 7897-diamond grinding

Chad,

Since we did not do this item of work on this project do we need to do a change order or can it be handled when explaining in the overrun/underrun report?

Let me know which way you prefer.

Thanks.

Jody Qualley

CHANGE ORDER-CHECKLIST

Cont. #: 7897 Cont. Title: Idaho State Line to Colton		If yes, State Construction Office Approval Required.
C.O. #: 12 C.O. Title: Delete Items 19 & 70		
I. Executed by the State Construction Office		
1. Cost or credit equal to or exceeding \$500,000.*1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
2. Change in the contract documents beyond the scope, intent or termini of the original contract.*2	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
3. Any proposed revision or deletion of work that affects the condition of award requirements.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
II. Executed by the Region		
4. Cost or credit greater than \$100,000 but less than \$500,000.*1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. Change in contract time greater than 10 and less than or equal to 30 working days, must be related to changes implemented by change order.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. Change in contract time greater than 30 working days.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
III. Executed by the Project Engineer		
7. Determination of impacts and/or overhead.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
8. Specification change involving Headquarters generated specification. (Includes Region generated specification requiring State Construction Office Approval)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
9. Specification change involving Region generated specifications.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Material or product substitution.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
11. Structural design change in the roadway section. (Requires State Materials Lab approval)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Determination of changed condition. (Section 1-04.7 of the Standard Specifications)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
13. Settlement of a claim. (Section 1-09.11(2) of the Standard Specifications)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
14. Repair of damage regarding "acts of God" or "acts of the public enemy or of government authorities". (Section 1-07.13 of the Standard Specification)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X
15. Structural change to structures. (See BTA authority as shown in the Construction Manual)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	X

Approvals obtained: Project Engineer (Required): Chad Simonson Date: 7/6/2010
 Region (Required if yes marked): Date: _____
 State Construction Office: Date: _____
 State Materials Lab: Date: _____
 Other (Local Agency, FHWA, Surety, etc.): Date: _____

To be completed by the Project Engineer :

CO Reason(s) (See CCIS "Browse Reasons" or "HQ Construction SharePoint"): AB 01, UC, DW
 Change Order Prepared By: Michelle Plaggerman Date: 12/07/2010
 Has change been entered as lesson learned? ☐ Yes ☒ No Has design documentation been updated? ☐ Yes ☒ No
 Is this project under full FHWA stewardship oversight? *1 ☐ Yes ☒ No

To be completed by the Region :

Is the change eligible for Federal participation where applicable? ☒ Yes ☐ No
 Change Order Reviewed by: RICK JORDAN Date: 12/14/10

*1 Change (Cost or Credit) greater than \$200,000 or greater than 30 days on Full Federal Stewardship Oversight projects requires FHWA approval. (see Construction Manual - Chapter 1-2.4C(3), Chapter 1-3.4, and <http://www.wsdot.wa.gov/biz/construction/Stewardship/Stewardship.xls>)
 *2 Per RCW 47.28.050, any change beyond \$7,500 that is beyond the original scope shall go through the competitive bidding process.

This form represents the minimum information required by the State Construction Office. If you wish to supplement this information, you may do so on a separate sheet of paper.

Rev. 01/01/09

HWY-RAKC300L-CO

STATE OF WASHINGTON
DEPARTMENT OF TRANSPORTATION
CONTRACT CHANGE ORDER REPORTDATE: 12/21/10
TIME: 13:49:58
PAGE: 1

CONTRACT 007897

DISTRICT 6

CHANGE ORDER NUMBER 012

TYPE OF CHANGE ORDER CONSTRUCTION

DATED 12-21-2010

TIME 13:43:56

ITEM	GROUP	STD ITEM	UNIT OF MEAS	UNIT PRICE	QUANTITY CHANGE	AMOUNT CHANGE
019	03		S.Y.	\$100.0000	71.10-	\$7,110.00-
019	04		S.Y.	\$100.0000	71.10-	\$7,110.00-
DESC.: DIAMOND GRINDING						
070	01	7490	L.S.	\$.0000	.00	\$738.19-
070	02	7490	L.S.	\$.0000	.00	\$73.82-
070	03	7490	L.S.	\$.0000	.00	\$442.91-
070	04	7490	L.S.	\$.0000	.00	\$221.46-
DESC.: TRIMMING AND CLEANUP						
088	01		L.S.	\$132.8700	.00	\$132.87
CCIS TEMP ITEM NUMBER: 1012						
DESC.: CO #12 - TRIMMING AND CLEANUP -EA						
TOTAL NET CHANGE						\$15,563.51-

REPORT STATUS: COMPLETE

Basic Change Order Flow Chart

Basic Change Order Flow

