



## CONSTRUCTION CHANGE OVERVIEW

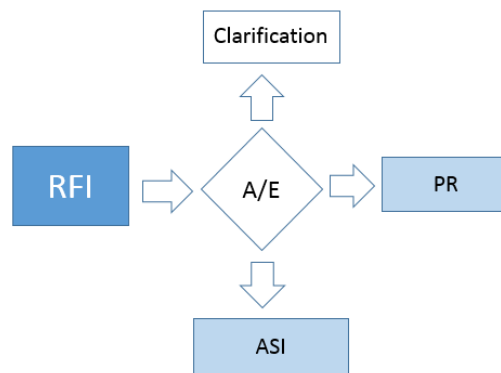
### Overview

Review processes for changes in the scope, cost and/or schedule during construction. Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, only by Change Order (CO), Construction Change Directive (CCD) or order for a minor change in the work.

### Terms Associated with Construction Changes

**Request for Information (RFI)** is a written request from the Contractor (GC) to the Architect/Engineer (A/E) for clarification of either the Drawings or Specifications, which may or may not result in a change in the scope, cost and/or schedule for the completion of the work. RFIs provide clarification and may result in an Architect's Supplemental Instruction (ASI) or Proposal Request (PR).

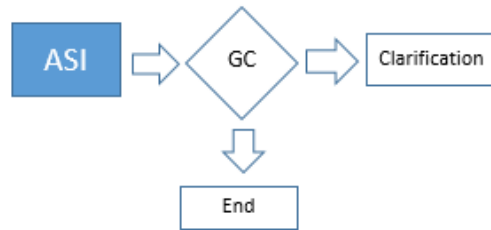
*Example RFI: In reviewing the barrier cable installation, a conflict was found regarding locations of the barrier cable plates, fire extinguisher cabinets and signage. Please review all levels and give direction regarding these conflicts including which column face these specialties should be mounted.*





**Architect’s Supplemental Instruction (ASI)** is written clarification or a response for a minor change in the scope, issued by the A/E to GC, not resulting in additional cost or change in schedule.

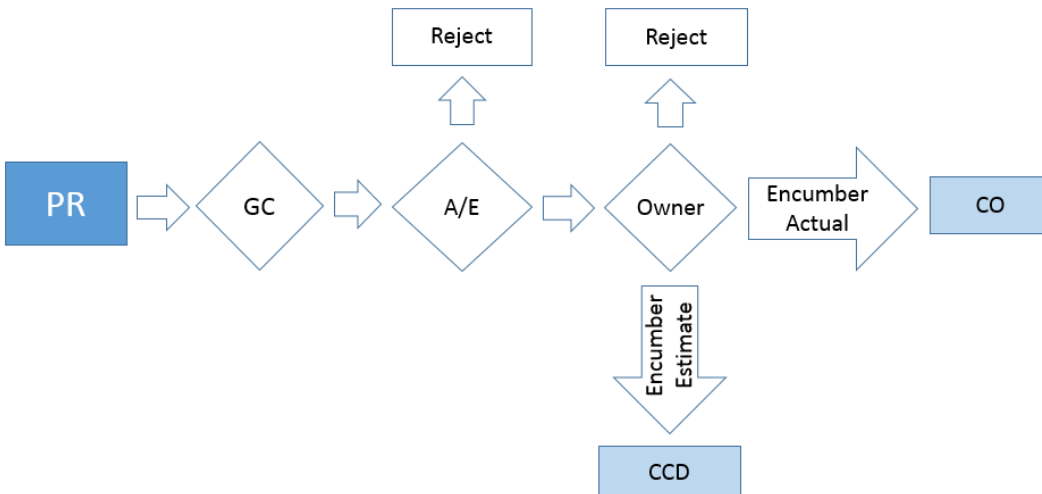
*Example ASI: Wall paint color shall be Benjamin Moore #A100*



**Proposal Request (PR)** is a written request, initiated by the A/E to the GC for changes in construction (add or delete), which may impact scope, cost, and/or schedule. If the A/E determines if there is a change in scope, cost, and/or schedule based on an RFI, the A/E initiates a PR.

The GC then provides a written response for the PR to A/E detailing scope, cost, and/or schedule changes. If PRs are approved by the Project Manager, the A/E will initiate a CCD or CO that will provide GC with approval to proceed work.

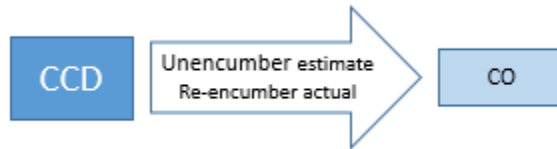
*Example PR: A/E issues PR to GC for adding side-lite to a door. Contractor submits response to PR to A/E with detailed cost of labor and material and identifies any increase in completion time.*





**Construction Change Directive (CCD)** is a written order prepared by the A/E and signed by the Owner and A/E, directing the GC to proceed with a change in the Work prior to or after agreement on adjustment, if any, in the scope, cost, and/or schedule. This is used when there is not a definitive scope of work or sufficient time for processing PR into CO. Per MS 16A.015, Subd (c), encumbering funds is required to immediately occur following authorization of work. The Contractor and/or A/E shall provide an estimated cost, based on the scope of the work defined in the CCD, to the Project Manager for the purposes of encumbrance.

*Example CCD: Additional quantity of poor soil is found during excavation. In order not to stop construction, CCD is issued to authorize removal of additional amount of soil and add new fill. Estimated cost for work, identified by contractor, is encumbered. This amount is unencumbered and actual amount for work is re-encumbered when CO is prepared.*

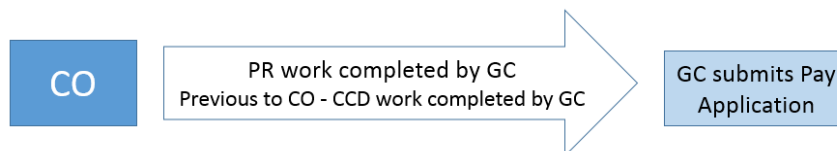


**Change Order (CO)** is a written document prepared by the A/E and signed by the Owner and the GC stating a change in the Work (scope), the amount of adjustment to the Contract Sum (cost), and/or an adjustment, if any, in the Contract Time (schedule). Adjustments are generated by responses to PRs and CCDs. Payment cannot be made until CO is executed. Note that a CO may bundle multiple CCDs and PRs.

PR with response flows directly into CO and work occurs after CO is executed.

After the work specified in the CCD is completed, the GC provides a detailed breakdown of the cost of labor and material and/or any adjustments to the Contract Time (schedule) to the A/E to incorporate into CO. Payment for work cannot be made until CO is fully executed.

*Example CO: PR with response for adding side-lite to a door and CCD for removing poor soil and adding new fill are bundled together into single CO. Work for PR will occur after CO is executed and work for CCD already occurred. After CO is fully executed, GC may submit pay application for work completed.*





## Reference

Minnesota State AIA Document A201-2007: Article 7, Changes in the Work

*Minnesota Statute 16A.15, subd.3, Allotment and encumbrance.*

*(c) "...To minimize potential construction delay claims, an agency with a project funded by a building appropriation may allow a contractor to proceed with supplemental work within the limits of the appropriation before money is encumbered. Under this circumstance, the agency may requisition funds and allow contractors to expeditiously proceed with a construction sequence. While the contractor is proceeding, the agency shall immediately act to encumber the required funds..."*

For more information, contact your System Office Program Manager

<https://minnstate.edu/system/finance/facilities/design-construction/index.html>

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