



CONSTRUCTION CHANGE ORDER (CO) INSTRUCTIONS

Overview:

Review steps for Project Manager, Owner's Representative (OR), Architect/Engineer (A/E) and Contractor or Construction Manager (CM) for preparing and processing a Construction Change Order.

Change Order forms

There are 2 Change Order forms required to use that are available in the eManual. The standard Change Order form is the CC.41. The CM.80 is only used as a contract modification to a Construction Manager at risk contract at the Guaranteed Maximum Price:

- CC.41 Construction Change Order. See below for procedure.
- CM.80 A133-2009 Change Order for GMP. See red text on CM.80 for completion of this form.

Procedure

1. Architect, Owner's Representative or Project Manager may initiate the CO2-1 process in e-Builder. The initiator electronically uploads and attaches the approved PRs and CCDs, and prepares the CC.41 Construction Change Order. This is an assumed change in cost. If there is a change in time without cost, the Change Order may be prepared without executing a PR or CCD first.
2. Project Manager or OR infills requested information in red text and changes it to black text on CO template CC.41, using accepted Proposal Requests (PRs) and/or Construction Change Directives (CCDs) that are yet unprocessed. Information on each Change Order includes:
 - Contract number (copy from original contract)
 - Project Name (same as on contract)
 - Location (College/University and campus)
 - Contractor name, address, phone, contact and email
 - Change Order number
 - Date
3. Include a brief description of the original project scope, which should be the same for all change orders and can be copied after the first Change Order is processed for upcoming Change Orders.
4. In the next box, provide a brief summary of what and why the scope of work is being changed.
5. In the table, insert the reference PR or CCD and the number, a brief description, and the cost, either an increase or a decrease (use parenthesis to indicate negative numbers), per each PR# or CCD# pertaining to the Change Order, under the appropriate category of:
 - Error or Omission,
 - Field Condition,
 - Owner Directive, or
 - Regulatory Change.

The Total, Sub-total and TOTAL CHANGE will be automatically calculated.

Delete any unused rows from the table or add additional rows if more PR's or CD's are included in the Change Order.

6. Identify the impact of the change(s) to Substantial Completion by selecting "INCREASE", "DECREASE" or "NOT CHANGE" with the drop down arrow. List the number of calendar days or insert "0" and the insert the new DATE of Substantial Completion if it changes. This information will auto populate on the other side.
7. On page 2, insert the original construction Contract Sum amount on line 1.
8. Insert the Change Order numbers and amounts previously added on line 2.
9. Insert the Change Order numbers and total sum amount previously deducted on line 3
10. Lines 4 – 7 will auto populate as will the Substantial Completion Date.
11. Save this spreadsheet on the desktop, then save the document as a pdf for signatures.
12. The Architect or Initiator uploads the Change Order into e-Builder work flow, CO2-1 process.
13. A/E or OR consultant reviews and signs the CO electronically in e-Builder. Then the CO is circulated and signed by the A/E, then the Contractor or CM, and finally by the Project Manager.
14. The Contractor or CM receives the signed CO and can include the amount in the next application for payment.