OKLAHOMA DEPARTMENT OF TRANSPORTATION CONSTRUCTION DIVISION - TRNS\*PORT BRANCH

# Sitemanager Procedure Manual

### CHANGE ORDERS



### Contains :

- Creating Change Orders
- Approval Methods
- Attachments

CHANGE ORDERS			
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А	CREATING A CHANGE ORDER				
	Overview				
	This series of procedure details the necessary parts of a Change order. A unilateral Change order can be applied to any one of this circumstance. The Only difference is that the Contractor will not be signing the Document.				
20	USER(S) FOR	R THIS	Procedure		I
	GROUP ID	GROUP N	AME	GROUP ID	GROUP NAME
	RESADMIN	Residence	cy Administration (R)		
	RESPRMAN	Residency Project Manager (R)			
	CONPRMAN	Consula	nt Residency Project		
		Manager (R)			
	References				
	Reference		Number		
	SiteManager Policy		0801.0, C	801.1, 0801	.2, 0801.3, 0801.4
	Control Directiv	e	20090729, 20020212,	2, 20000225, 19971107, 19961121, 19920904	
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Change order to				
Contractor				
				atom.
NOTES				
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A.1	MATERIAL DEDUCTION CHANGE ORDER						
	Process						
	Creating a Material Deduction Change Order						
	STEPS						
	• 1. Entering in the Header						
	2. Entering in New Item Information						
	3. Entering in Change Order Item Information						
	4. Entering in General and Item Explanation						
	• 5. Recalculating Change Order						
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		Сн	ANGE ORDERS		
	MATERIAL DEDUC	TION CHAN	ge Order	A.1	
Step 1	STEP Entering in Header Information.				
User					
GROUP ID	GROUP NAME	GROUP ID	GROUP NAME		
RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)		
RESPRMAN	Residency Project Manager (R)				
SCREENSH	ОТ			2	
Go to Main	Panel / Change Order/ Chang	ge Order Mair	itenance / Header	7	
Contract ID: 0404	36     CO Number: 018       Roor, Antoinetta C.     Approval Level.       Overnide Approval Rules     Bit       Overnan/Undernan     Force Account       Extra Work     Zero Dollar       Time Adjustment     Final Quantity	Tentative Vetbal Apg Federal: 00/00/00 On: 12/11/05 Emergency Work I Centract Amt: \$24,83 I Centract Amt: \$24,83 I Centract Amt: \$24,83 I Centract Amt: \$24,83 I Centract Amt: \$24,83	Reval Dates: Locat (0/00/00 1 1,744.31 7,310.01		
Au	THORIZED BY CONSTRUCTIO	N DIVISION	on 1 August 2010	PAGE 6	
	Chang	e Orders			

11	CHANGE ORDERS				
A.1(1)	MATERIAL DEDUCTION CHANGE ORDER				
	ENTERED INFORMATION				
	FIELD				
	FEDERAL	For those contracts which require Federal Oversight, enter the date that the change was granted verbal approval by the FHWA.			
	LOCAL	For those contracts which are Local Government projects, enter the date that the Lo- cal Government entity was notified of the pending change order.			
	DESCRIPTION	"MATL DEDUCT FOR"			
	REASON CODE	SITE REQUIREMENT			
	CO TYPE	Change Order			
	OVERRIDE APPROVAL RULES	ODOT will not use this indicator. This checkbox will never be selected			
	EMERGENCY WORK	ODOT will not use this indicator. This checkbox will never be selected			
	Overrun/ Underrun	Leave Unchecked			
	Extra Work	СНЕСК			
	Time Adjustment	Leave Unchecked			
	Force Account	WILL NOT BE USED			
	Zero Dollar	Leave Unchecked			
	Final Quantity	Leave Unchecked			
	Dispute	Please fill in with the appropriate Dispute Tracking number. If no Dispute has been created please leave blank.			
	Force Account	ODOT will not use this indicator. This checkbox will never be selected			
PAGE 7	Author	IZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010			
FAGE /	Сни	ANGE ORDERS / CHANGE ORDER MAINTENANCE			

	CHANGE	ORDERS	11
	MATERIAL DEDUCTION CHANGE ORDER		A.1
ATTACHMENTS			Ø
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	CHANGE ORDERS				
A.1(2)	MATERIAL DEDUCTION CHANGE ORDER				
	Step				
	Entering in Item Information				
	User				
	GROUP ID GROUP NAME GROUP ID GROUP NAME				
	RESADMIN Residency Administration (R) CONPRMAN Consultant Project Manager (R)				
	RESPRMAN Residency Project Manager (R)				
2	SCREENSHOT				
SCREENSHOT         Go to Main Panel / Change Order/ Change Order Maintenance / Items / New Contract Item Tab         Image: The Contract Item Tab         Image: Table Table         Image: Table Table Table					
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PAGE 9	CHANGE ORDERS / CHANGE ORDER MAINTENANCE				

### CHANGE ORDERS

A.1(2)

#### MATERIAL DEDUCTION CHANGE ORDER

#### ENTERED INFORMATION

FIELD Change Order Item-New Contract Item Tab **Project Number** The correct project number which applies to the new contract item shall be selected from the drop down box. **Category Number** Will be the category of the Failing Material. i.e. Failing Concrete for Bridge Deck will be under the Bridge Category. Line Number The first New Contract Item added to a contract shall be given a line number of 8000. The second new contract item added to a contract shall be given a line number of 8001, and so on Item Code **105 XXXX** Major Item Unchecked Specialty Item Unchecked **Unit Price** ENTER THE UNIT PRICE AS SHOWN IN THE MATERIAL **DEDUCTION CALCULATION SHEET ATTACHED TO THE** HEADER. Proposal Line Will be the Same as the Line Number Number Related Item FAILING MATERIAL DEDUCTION Critical This checkbox will not be used. Do not check this box. **Play Plan Quantity** If the new contract item is to be paid on a plan quantity basis, check this box. Material Always check this box. Adjustment Discrepancy Failing material deduction pay items are those pay items that have been Supplemental given the description "Deduction For Failing Material". Refer to Section Description 702.4, Line Item Adjustments for information concerning the appropriate use of this pay item type. A supplemental pay item description shall be included to properly identify the deduction. Example: You have sampled Asphalt Concrete, Type A material produced by the contractor and have found that the gradation for that material did not meet specification requirements. You intend to impose a deduction to the contract, through a change order, for this deficiency. You create a change order and select the "Deduction For Failing Material" pay item with ton units. To distinguish this "Deduction For Failing Material" pay item from all other "Deduction For Failing Material" items that may be on a contract, you indicate in the supplemental pay item description line - "Asphalt Concrete, Type A Gradation" AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010 PAGE 10 CHANGE ORDERS / CHANGE ORDER MAINTENANCE

	Снал	GE ORDERS	5			
A.1(3)	MATERIAL DEDUCTION CHANGE ORDER					
	Step					
	Entering in Item Information concerning this change order					
	RESADMIN R	esidency Administration (R)	CONPRMAN	Consultant Project Manager (R)		
	RESPRMAN R	esidency Project Manager (R)				
	Screensho	т				
-	Go to Main Par Order Item Tal	nel / Change Order/ Cha b	nge Order Mair	itenance / Items / Change		
	AASHTO SiteMone, Fie Edt Services Win Change Order Ite Change Order Ite Change Order Item Cont ID: 060436 Line Item Nbr: Unit: Item and Supplement	dow Help Contract Item New Contract Item CO Nbr: Item Code: Unit Price: Item Code:	Project Nbr:			
	Change Order Item	Description:				
	Contro Approved Change Current Co Pending Change	Quantity Amount ct Bid: 0.000 Order: 0.000 Intract: 0.000 Order: 0.000				
	This Change Order: 0 000 Force Account Item					
	Аитн	ORIZED BY CONSTRUCT	ION DIVISION	on 1 August 2010		
PAGE 11	(	CHANGE ORDERS / CI	HANGE ORDE	R MAINTENANCE		

	CHANGE ORDERS	11
	MATERIAL DEDUCTION CHANGE ORDER	A.1(3)
ENTERED INFO	ORMATION	•
FIELD	Change Order Item—Change Order Item Tab	
Change Order	Added Detail concerning Material Deduction i.e. for Drill Shaft.	
Description		
This Change Order	Will be the Quantity	
Force Account Item	Will be Unchecked	
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# CHANGE ORDERS

#### MATERIAL DEDUCTION CHANGE ORDER

A.1(4)

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#### ENTERED INFORMATION

FIELD	Change Order Item—Change Order Item Tab	
General Explanations	A general explanation shall be created to establish the overall intent of the change. The author of the change order may create their own general explanation or utilize the standard change order explanations avail- able in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard ex- planation available and for the instances where the use of a standard explanation is mandatory.	
Specific Line Item Explanations	Specific line item explanations shall be created for each change order item. The author of the change or- der may create their own specific line item explana- tions or utilize the standard change order explanations available in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard explanation available and for the instances where the use of a standard ex- planation is mandatory.	
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11	Снаг	NGE ORDERS		
A.1(5)	MATERIAL DEDUCTION CHANGE ORDER			
	Step			
	5	Recalculate Change Order		
	User			
	GROUP ID	GROUP NAME	GROUP ID	GROUP NAME
	RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)
	RESPRMAN	Residency Project Manager (R)		
	SCREENSH	ют	<u> </u>	
~	Go to Main Header	Panel / Change Order/ Chan	ge Order Main	tenance /
	🚢 AASHTO	SiteManager		
	File Service	s Window Help	_	
		ose Keys Ctrl+Alt+K	-	
	Gene Atta Proc Calc Forw CO I CO I Char Run	eric Fields Ctrl+Alt+G chments ess Status ulate Change Order Ctrl+Shift+C vard To Ctrl+Shift+F items Ctrl+Shift+I fime Adjustments Ctrl+Shift+M nge Order Tracking Ctrl+Shift+T Change Order Process	e Fed	ative Verbal Approval Dates: mat (00/00/0 Locat: 00/00/00 Dec 12/11/09
	From the 1	Override Approval Rule     Functions:     Override Approval Rule     Functions:     Override Approval Rule     Faith Work     Faith Work     Fore Account	ero Dollar inal Quantity Co	gency Wesk act Amt: \$24,831,744.31 act Amt: \$24,877,310.01 Amount: \$0.00
	From the I	op Menu Select Services the	en Calculate Ch	hange Urder.
	Your Char Section B (	nge order is ready for the Re of this Manual.	view or Approv	val Process Which is covered in
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CHANGE ORDERS	11
MATERIAL DEDUCTION CHANGE ORDER	A.1
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	CHANGE ORDERS				
A.2	Adding Funding for Incentive Pay				
	PROCESS				
	Creating a Incentive Pay Change Order				
	STEPS				
	◆ 1. Entering in the Header				
	◆ 2. Entering in New Item Information				
	3. Entering in Change Order Item Information				
	4. Entering in General and Item Explanation				
	• 5. Recalculating Change Order				
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CHANGE ORDERS				
	Adding Funding	FOR INCEN	ΙΤΙ VΕ ΡΑΥ	A.2 (1)
STEP Entering in Header Information.				
USER				
GROUP ID	GROUP NAME	GROUP ID	GROUP NAME	$\bigcirc$
RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)	
RESPRMAN	Residency Project Manager (R)			
SCREENSF	ют			2
Go to Main	Panel / Change Order/ Chang	ge Order Mair	ntenance / Header	-
Gottettion       Federation         Contention       Contention         Contention       Contention         Contention       Contention         Contention       Contention         State:       Contention         Contention       Contention         Contention       Contention         Contention       Contention         State:       Contention         Contention       Contentio				
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	Chang	e Orders		

11	CHANGE ORDERS				
A.2(1)	Adding Funding for Incentive Pay				
	ENTERED INFORMATION				
	FIELD				
	FEDERAL	For those contracts which require Federal Oversight, enter the date that the change was granted verbal approval by the FHWA.			
	LOCAL	For those contracts which are Local Government projects, enter the date that the Lo- cal Government entity was notified of the pending change order.			
	DESCRIPTION	"INCENTIVE PAY FOR"			
	REASON CODE	SITE REQUIREMENT			
	CO TYPE	Change Order			
	OVERRIDE APPROVAL RULES	ODOT will not use this indicator. This checkbox will never be selected			
	EMERGENCY WORK	ODOT will not use this indicator. This checkbox will never be selected			
	Overrun/     Leave Unchecked       Underrun				
	Extra Work	СНЕСК			
	Time Adjustment	Leave Unchecked			
	Force Account	WILL NOT BE USED			
	Zero Dollar	Leave Unchecked			
	Final Quantity Leave Unchecked				
	Dispute	Please fill in with the appropriate Dispute Tracking number. If no Dispute has been created please leave blank.			
	Force Account	ODOT will not use this indicator. This checkbox will never be selected			
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	Change	ORDERS	11
	ADDING FUNDING FOR INCENTIVE PAY		A.2(1)
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	CHANGE ORDERS			
A.2(2)	ADDING FUNDING FOR INCENTIVE PAY			
	Step			
	Entering in Item Information			
	User			
	GROUP ID GROUP NAME GROUP ID GROUP NAME			
	RESADMIN Residency Administration (R) CONPRMAN Consultant Project Manager (R)			
	RESPRMAN     Residency Project Manager (R)			
2	SCREENSHOT			
	Go to Main Panel / Change Order/ Change Order Maintenance / Items / New Con- tract Item Tab			
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	CHANGE ORDERS / CHANGE ORDER MAINTENANCE			

### **CHANGE ORDERS** ADDING FUNDING FOR INCENTIVE PAY A.2 (2) **ENTERED** INFORMATION Change Order Item-New Contract Item Tab **Project Number** The correct project number which applies to the new contract item shall be selected from the drop down box. **Category Number** Will be the category that relates to the incentive i.e. Roadway or Bridge Line Number The first New Contract Item added to a contract shall be given a line number of 8000. The second new contract item added to a contract shall be given a line number of 8001, and so on Item Code 644 XXXX Unchecked Major Item Specialty Item unchecked **Unit Price** ENTER THE UNIT PRICE AS SHOWN IN THE SPECIAL PROVISIONS AND ON SHEET ATTACHED TO THE HEADER. Proposal Line Will be the Same as the Line Number Number **Related Item STANDARD PAY ITEM** Critical This checkbox will not be used. Do not check this box. **Play Plan Quantity** If the new contract item is to be paid on a plan quantity basis, check this box. Material Always check this box. Adjustment Discrepancy Supplemental Description

FIELD

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	CHANGE ORDERS			
A.2 (3)	ADDING FUNDING FOR INCENTIVE PAY			
	Step			
	Entering in Item Information concerning this change order			
	USER			
	GROUP ID G		GROUP ID	GROUP NAME
	RESADMIN	esidency Administration (R)	CONPRMAN	Consultant Project Manager (R)
	RESPRMAN	esidency Project Manager (F	8)	
8	SCREENSHO	Т		
	Go to Main Par Order Item Ta	nel / Change Order/ Ch b	ange Order Mair	ntenance / Items / Change
AASHTO SiteManager         File Edit Services Window Help         Im M. D. D. Color Help         Im M. D. D. D. Color Help         Im M. D. D. D. D. Color Help         Im M. D. D. D. D. D. Color Help         Im M. D. D. D. D. D. Color Help         Im M. D. D. D. D. D. Color Help         Im M. D. D. D. D. D. D. Color Help         Im M. D. D. D. D. D. D. Color Help         Im M. D. D. D. D. D. Color Help         Im M. D. D. D. D. D. Color Help         Im M. D. D. D. D. D. D. Color Help         Im M. D.			Project Nbr	
	Change Order Item	Description		
		Dana Da	4	L III
	Contra	ct Bid: 0.000	ant.	
	Approved Change	Order: 0.000		
	Current Co Pending Change	Order: 0.000		
	This Change	Order: 0.000	Force A	ccount litem
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	CHANGE ORDERS	11
Adding Funding for Incentive Pay		
ENTERED INFO	ORMATION	-
FIELD	Change Order Item—Change Order Item Tab	
Change Order	Added Detail concerning Material Deduction i.e. for Drill Shaft.	
Description		
This Change Order	Will be the Quantity	
Force Account Item	Will be Unchecked	
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# CHANGE ORDERS

#### Adding Funding for Incentive Pay

A.2 (4)

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#### ENTERED INFORMATION

FIELD	Change Order Item—Change Order Item Tab
General Explanations	A general explanation shall be created to establish the overall intent of the change. The author of the change order may create their own general explanation or utilize the standard change order explanations avail- able in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard ex- planation available and for the instances where the use of a standard explanation is mandatory.
Specific Line Item Explanations	Specific line item explanations shall be created for each change order item. The author of the change or- der may create their own specific line item explana- tions or utilize the standard change order explanations available in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard explanation available and for the instances where the use of a standard ex- planation is mandatory.
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	Change	ORDERS	11
ADDING	FUNDING FOR INCENTIVE PAY		A.2
Notes			A CONTRACTOR
AUTHORIZED BY COM	ISTRUCTION DIVISION ON 1 AUG	UST 2010	PAGE 28
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	CHANGE ORDERS			
A.3	ZERO DOLLAR CHANGE ORDER WITHOUT ITEMS			
	Process			
	Creating a Zero Dollar Change Order without Items Change Order			
	STEPS			
	• 1. Entering in the Header			
	2. Entering in General Explanation			
	• 5. Recalculating Change Order			
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CHANGE ORDERS						
ZERO DOLLAR CHANGE ORDER WITHOUT ITEMS						
STEP						
Entering in Header Information.						
User						
GROUP ID	GROUP NAME	GROUP ID	GROUP NAME			
RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)			
RESPRMAN	Residency Project Manager (R)					
SCREENSH	от					
Go to Main I	Panel / Change Order/ Chang	ge Order Mair	ntenance / Header	7		
Contract ID: 0404	36 CO Number: 018	Federal 00/00/00	Local: 00/00/00			
CO Created by: \v	Vison, Antoinetta C.	On: 12/11/0	9			
Status: Disit Description:	Approval Level					
Reason Code:		*				
CO Type:	Overside Approval Bules	Encioence Work				
Overnide Approval Bulles     Emergency Wolk       Functions:     Overnun/Underrun       Extra Work     Zero Dollar       Current Contract Amt:     \$24,831,744,31						
Time Adjustment Final Quantity CD Amount: \$0.00      Reference to:      Dispute: Force Account:						
. L <u></u>						
AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010						
CHANGE ORDERS						

	CHANGE ORDERS					
A.3 (1)	ZERO DOLLAR CHANGE ORDER WITHOUT ITEMS					
	ENTERED INFORMATION					
	FIELD					
	FEDERAL	For those contracts which require Federal Oversight, enter the date that the change was granted verbal approval by the FHWA.				
	LOCAL	For those contracts which are Local Government projects, enter the date that the Lo- cal Government entity was notified of the pending change order.				
	DESCRIPTION	"Adding Special Provision" or Changing Item to Pay Plan Quantity				
	REASON CODE	SITE REQUIREMENT, SCOPE, OR ENGINEERING ERROR /OMMISSION				
	CO TYPE	Change Order				
	OVERRIDE APPROVAL RULES	ODOT will not use this indicator. This checkbox will never be selected				
	EMERGENCY WORK	ODOT will not use this indicator. This checkbox will never be selected				
	Overrun/ Underrun	Leave Unchecked				
	Extra Work	Leave Unchecked				
	Time Adjustment	Leave Unchecked				
	Force Account	WILL NOT BE USED				
	Zero Dollar	Снескед				
	Final Quantity	Leave Unchecked				
	Dispute	Please fill in with the appropriate Dispute Tracking number. If no Dispute has been created please leave blank.				
	Force Account	ODOT will not use this indicator. This checkbox will never be selected				
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ZERO DOLLAR CHANGE ORDER WITHOUT ITEMS	A.3 (1)
ATTACHMENTS	(D)
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	CHANGE ORDERS						
A.3 (2)	ZERO DOLLAR CHANGE ORDER WITHOUT ITEMS						
	Step						
	Entering in Item Explanations						
	GROUP ID	GROUP NAME	GROUP ID	GROUP NAME			
	RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)			
	RESPRMAN	Residency Project Manager (R)					
8	SCREENSH	ОТ					
	Go to Main	Panel / Change Order/ Chan	ge Order Main	tenance /			
	change oru						
	😹 AASHTO S	iteManager					
	File Edit Ser	Aces Window Help					
		12 Line Let 13 Let					
	Contract ID:	64006 Change Order Nbc	017 Status: DRA	F			
	Sea Nite	Std CO Exol ID Type Date a	holied				
		and a set of the set o					
PAGE 33	Authorized by Construction Division on 1 August 2010						
	Change Orders / Change Order Maintenance						
CHANGE ORDERS							
--	--	---------					
Ze	ero Dollar Change Order Without Items	A.3 (2)					
ENTERED INFO	DRMATION	•					
FIELD	Change Order Item—Change Order Item Tab						
General Explanations	A general explanation shall be created to establish the overall intent of the change. The author of the change order may create their own general explanation or utilize the standard change order explanations avail- able in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard ex- planation available and for the instances where the use of a standard explanation is mandatory.						
Specific Line Item Explanations	NONE						
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	CHANGE ORDERS			
A.3 (3)	ZERO DOLLAR CHANGE ORDER WITHOUT ITEMS			
	STEP			
	Recalculate Change Order			
	User			
	GROUP ID GROUP NAME GROUP ID GROUP NAME			
	RESADMIN Residency Administration (R) CONPRMAN Consultant Project Manager (R)			
	RESPRMAN     Residency Project Manager (R)			
2	SCREENSHOT			
~	Go to Main Panel / Change Order/ Change Order Maintenance / Header			
	Image: Services       Window       Help         Image: Choose Keys       Ctrl+Alt+K         Image: Generic Fields       Ctrl+Alt+G         Attachments       Process Status         Image: Calculate Change Order       Ctrl+Shift+C         Forward To       Ctrl+Shift+F         CO Items       Ctrl+Shift+F         CO Time Adjustments       Ctrl+Shift+T         Run Change Order Tracking       Ctrl+Shift+T         Run Change Order Process       Image: Cleaned Control Age: Cleaned C			
	From the Top Menu Select Services then Calculate Change Order. Your Change order is ready for the Review or Approval Process Which is covered in Section B of this Manual.			
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ZERO DOLLAR CHANGE ORDER WITHOUT ITEMS	A.3
Νοτες	and the second
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	CHANGE ORDERS				
A.4	ZERO DOLLAR CHANGE ORDER WITH ITEMS				
	PROCESS				
	Creating a Zero Dollar Change Order with Items Change Order				
	STEPS				
	• 1. Entering in the Header				
	2. Entering in New Item Information				
	3. Entering in New Change Order Item Information				
	4. Entering in Existing item from Contract				
	• 5. Entering in General and Item Explanation				
	6. RECALCULATING CHANGE ORDER				
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ZERO DOLLAR CHANGE ORDER WITH ITEMS			A.4 (1)		
Step				-	
1	Entering in Header Informa	ation.			
USER					
GROUP ID	GROUP NAME	GROUP ID	GROUP NAME		
RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)		
RESPRMAN	Residency Project Manager (R)				
SCREENSHO	т			2	
Go to Main Pa	anel / Change Order/ Chang	je Order Mair	itenance / Header	<b>&gt;</b>	
Contract ID:     040436     CD Number:     018     Tentative Verbal Approval Dates: Federal:     00/00/00     Local:     00/00/00       CO     Created by:     Witton, Antoinetta C     On:     12/11/09       Status:     Dist     Approval Level.       Description:     Image: Contract Contra					
CO Type: Override Approval Rules Functions: Overrun/Underrun Extra Work Zero Dollar Current Contract Amt: \$24,831,744,31 Current Contract Amt: \$24,831,744,31 Current Contract Amt: \$24,837,310,01					
Reference to: Dispute: Free Account:					
Authorized by Construction Division on 1 August 2010			PAGE 38		
	Chang	e Orders			

	CHANGE ORDERS			
A.4	ZERO DOLLAR CHANGE ORDER WITH ITEMS			
	ENTERED INFORMATION			
	FIELD			
	FEDERAL	For those contracts which require Federal Oversight, enter the date that the change was granted verbal approval by the FHWA.		
	LOCAL	For those contracts which are Local Government projects, enter the date that the Lo- cal Government entity was notified of the pending change order.		
	DESCRIPTION	BRIEF DESCRIPTION INCLUDING SCOPE OF WORK		
	REASON CODE	SITE REQUIREMENT, SCOPE, OR ENGINEERING ERROR /OMMISSION		
	CO TYPE	Change Order Or Supplemental Agreement		
	OVERRIDE APPROVAL RULES	ODOT will not use this indicator. This checkbox will never be selected		
	EMERGENCY WORK	ODOT will not use this indicator. This checkbox will never be selected		
	Overrun/ Underrun	СНЕСК		
	Extra Work	СНЕСК		
	Time Adjustment	Leave Unchecked		
	Force Account	WILL NOT BE USED		
	Zero Dollar	Leave Unchecked		
	Final Quantity	Leave Unchecked		
	Dispute	Please fill in with the appropriate Dispute Tracking number. If no Dispute has been created please leave blank.		
	Force Account	ODOT will not use this indicator. This checkbox will never be selected		
PAGE 39	AUTHOR	IZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010		
	Сн	ange Orders / Change Order Maintenance		

CHANGE ORDERS	11
ZERO DOLLAR CHANGE ORDER WITH ITEMS	A.4
ATTACHMENTS	D
Authorized by Construction Division on 1 August 2010	PAGE 40
CHANGE ORDERS / CHANGE ORDER MAINTENANCE	

A.4 (2)       ZERO DOLLAR CHANGE ORDER WITH ITEMS         STEP       2         Barrier in new Item Information         VIER         GROUP ID       GROUP NAME         RESADMIN       Residency Administration (R)         CONPRMAN       Consultant Project Manager (R)         RESPRMAN       Residency Project Manager (R)         Go to Main Panel / Change Order/ Change Order Maintenance / Items / New Contract Item Tab					
STEP         2       Entering in new Item Information         OBSE       User         Image:					
2       Entering in new Item Information         2       USER         Second State       Second State         Second State       State         Second State       State         Second State       State         State					
Image: Second state in the second s					
GROUP ID       GROUP NAME       GROUP ID       GROUP NAME         RESADMIN       Residency Administration (R)       CONPRMAN       Consultant Project Manager (R)         RESPRMAN       Residency Project Manager (R)       Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)         Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)         Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)         Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)         Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)         Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)         Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)         Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)         Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)         Image: Consultant Project Manager (R)       Image: Consultant Project Manager (R)       Image: Consulta					
RESADMIN       Residency Administration (R)       CONPRMAN       Consultant Project Manager (R)         RESPRMAN       Residency Project Manager (R)       Image: Consultant Project Manager (R)         SCREENSHOT       Screenshot         Go to Main Panel / Change Order/ Change Order Maintenance / Items / New Contract Item Tab         MASHIO SiteManager					
RESPRMAN       Residency Project Manager (R)         SCREENSHOT         Go to Main Panel / Change Order/ Change Order Maintenance / Items / New Contract Item Tab         Image: Content of the Manager					
SCREENSHOT Go to Main Panel / Change Order/ Change Order Maintenance / Items / New Con- tract Item Tab					
Go to Main Panel / Change Order/ Change Order Maintenance / Items / New Con- tract Item Tab					
SCREENSHOT Go to Main Panel / Change Order/ Change Order Maintenance / Items / New Contract Item Tab <b>SCREENSHOT</b> Statistical Anager   Statistical Item					
PAGE 41 AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010					

A.4 (2)

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### ZERO DOLLAR CHANGE ORDER WITH ITEMS

### ENTERED INFORMATION

If LD         Change Order Item—New Contract Item Tab           roject Number         The correct project number which applies to the new contract item shall be selected from the drop down box.           ategory Number         Will be the category that relates to the Item I.e. Roadway or Bridge. If new items are non-participation, the category will be added by Constriction Division.           ine Number         The first New Contract Item added to a contract shall be given a line number of 8000. The second new contract item added to a contract shall be given a line number of 8001, and so on           tem Code         When adding new items select the appropriate item code and specification year.           tajor Item         Unchecked           pecialty Item         unchecked           unchecked         Will be the Same as the Line Number           unber         This checkbox will not be used. Do not check this box.           taterial         Always check this box.           djustment         If using construction miscellaneous, please add a description.           escription         If using construction miscellaneous, please add a description.					
roject Number The correct project number which applies to the new contract item shall be se- lected from the drop down box. ategory Number Will be the category that relates to the item i.e. Roadway or Bridge. If new tems are non-participation, the category will be added by Constriction Division. Ine Number The first New Contract Item added to a contract shall be given a line number of 8000. The second new contract item added to a contract shall be given a line number of 8000. The second new contract item added to a contract shall be given a line number of 8000. The second new contract item added to a contract shall be given a line number of 8001, and so on tem Code When adding new items select the appropriate item code and specification year. Tajor Item Unchecked unchecked will be the Same as the Line Number will unchecked Will be the Same as the Line Number Tritical This checkbox will not be used. Do not check this box. The rois check this box. djustment Discrepancy upplemental lescription If using construction miscellaneous, please add a description. Exerciption Autorized Dep Construction Division on 1 August 2010 CHANGE ORDER'S / CHANGE ORDER MAINTENANCE	FIELD	Change Order Item—New Contract Item Tab			
ategory Number       Will be the category that relates to the item i.e. Roadway or Bridge. If new Items are non-participation, the category will be added by Constriction Division.         ine Number       The first New Contract Item added to a contract shall be given a line number of 8001, and so on number of 8001, and so on         item Code       When adding new items select the appropriate item code and specification year.         tajor Item       Unchecked         pecialty Item       unchecked         init Price       Will be the Same as the Line Number         taigor Item       Will be the Same as the Line Number         taigor Item       Will be the Same as the Line Number         taterial       Always check this box.         taterial       Always check this box.         taterial       Always check this box.         upplemental       If using construction miscellaneous, please add a description.         tescription       If using construction miscellaneous, please add a description.         AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010         CHANGE ORDERS / CHANGE ORDER MAINTENANCE	Project Number	The correct project number which applies to the new contract item shall be se- lected from the drop down box.			
Ine Number       The first New Contract Item added to a contract shall be given a line number of 8000. The second new contract liem added to a contract shall be given a line number of 8001, and so on         tem Code       When adding new items select the appropriate liem code and specification year.         tajor Item       Unchecked         pecialty Item       unchecked         init Price       Will be the Same as the Line Number         roposal Line       Will be the Same as the Line Number         ritical       This checkbox will not be used. Do not check this box.         lay Plan Quantity       If the new contract item is to be paid on a plan quantity basis, check this box.         laterial       Always check this box.         djustment       If using construction miscellaneous, please add a description.         pescription       If using construction miscellaneous, please add a description.         escription       If using construction Division on 1 August 2010	Category Number	Will be the category that relates to the item i.e. Roadway or Bridge. If new items are non-participation, the category will be added by Constriction Division.			
tem Code       When adding new items select the appropriate item code and specification year.         tajor Item       Unchecked         pecialty Item       unchecked         init Price       Will be the Same as the Line Number         roposal Line       Will be the Same as the Line Number         ritical       This checkbox will not be used. Do not check this box.         lay Plan Quantity       If the new contract item is to be paid on a plan quantity basis, check this box.         algustment       Always check this box.         piscrepancy       If using construction miscellaneous, please add a description.         upplemental       If using construction miscellaneous, please add a description.         escription       AutHorIzeD BY CONSTRUCTION DIVISION ON 1 AUGUST 2010	Line Number	The first New Contract Item added to a contract shall be given a line number of 8000. The second new contract item added to a contract shall be given a line number of 8001, and so on			
tajor Item       Unchecked         pecialty Item       unchecked         init Price       Will be the Same as the Line Number         roposal Line       Will be the Same as the Line Number         ritical       This checkbox will not be used. Do not check this box.         laterial       Always check this box.         ajustment       House contract item is to be paid on a plan quantity basis, check this box.         upplemental       If using construction miscellaneous, please add a description.         rescription       Standard discription.	Item Code	When adding new items select the appropriate item code and specification year.			
pecialty Item       unchecked         init Price       Will be the Same as the Line Number         roposal Line humber       Will be the Same as the Line Number         related Item       STANDARD ITEM         ritical       This checkbox will not be used. Do not check this box.         lay Plan Quantity       If the new contract item is to be paid on a plan quantity basis, check this box.         adjustment       Always check this box.         pipemental       If using construction miscellaneous, please add a description.         rescription       If using construction Division on 1 August 2010         AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010	Major Item	Unchecked			
Import Price       Will be the Same as the Line Number         Import Price       STANDARD ITEM         Itelated Item       This checkbox will not be used. Do not check this box.         Itage Plan Quantity       If the new contract item is to be paid on a plan quantity basis, check this box.         Itaterial       Always check this box.         Itage Plan Quantity       If using construction miscellaneous, please add a description.         Itage Plan Quantity       If using construction miscellaneous, please add a description.	Specialty Item	unchecked			
roposal Line lumber       Will be the Same as the Line Number         related Item       STANDARD ITEM         ritical       This checkbox will not be used. Do not check this box.         lay Plan Quantity       If the new contract item is to be paid on a plan quantity basis, check this box.         raterial       Always check this box.         djustment       If using construction miscellaneous, please add a description.         pipemental       If using construction miscellaneous, please add a description.	Unit Price				
related Item       STANDARD ITEM         ritical       This checkbox will not be used. Do not check this box.         lay Plan Quantity       If the new contract item is to be paid on a plan quantity basis, check this box.         laterial       Always check this box.         obscrepancy       If using construction miscellaneous, please add a description.         pupplemental       If using construction miscellaneous, please add a description.         escription       Very part of the used of th	Proposal Line Number	Will be the Same as the Line Number			
ritical This checkbox will not be used. Do not check this box. Ia Plan Quantity If the new contract item is to be paid on a plan quantity basis, check this box. Always check this box. adjustment If using construction miscellaneous, please add a description. Hescription If using construction miscellaneous add a description add add add add add add add add add ad	Related Item	STANDARD ITEM			
Iay Plan Quantity       If the new contract item is to be paid on a plan quantity basis, check this box.         Iaterial       Always check this box.         idjustment       If using construction miscellaneous, please add a description.         pescription       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description.         display       If using construction miscellaneous, please add a description. <td>Critical</td> <td>This checkbox will not be used. Do not check this box.</td>	Critical	This checkbox will not be used. Do not check this box.			
Interial       Always check this box.         adjustment       If using construction miscellaneous, please add a description.         rescription       If using construction miscellaneous, please add a description.         rescription       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a description.         Author:       If using construction miscellaneous, please add a descriplease add a descripting add a description.<	Play Plan Quantity	If the new contract item is to be paid on a plan quantity basis, check this box.			
djustment       If using construction miscellaneous, please add a description.         rescription       If using construction miscellaneous, please add a description.         Authorized By Construction Division on 1 August 2010         Change Orders / Change Order Maintenance	Material	Always check this box.			
Discrepancy         upplemental         If using construction miscellaneous, please add a description.         rescription         Authorized by Construction Division on 1 August 2010         CHANGE ORDERS / CHANGE ORDER MAINTENANCE	Adjustment				
upplemental       If using construction miscellaneous, please add a description.         rescription       If using construction miscellaneous, please add a description.         Authorized by Construction Division on 1 August 2010         Change Orders / Change Order Maintenance	Discrepancy				
Authorized by Construction Division on 1 August 2010 Change Orders / Change Order Maintenance	Supplemental	If using construction miscellaneous, please add a description.			
Change Orders / Change Order Maintenance	AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010				
	Сна	NGE ORDERS / CHANGE ORDER MAINTENANCE			

11	CHANGE ORDERS					
A.4 (3)		ZERO DOLLAR	Снало	E ORDER	WITH ITEMS	
	Step	STEP				
	3	Entering in new Ite	m Infor	mation conc	erning this change order	
8	USER					
	GROUP ID C		(=)	GROUP ID	GROUP NAME	
	RESADMIN	Residency Administration	(R)	CONPRMAN	Consultant Project Manager (R)	
	RESPRMAN F	Residency Project Manage	er (R)			
	Screensho	т				
	Go to Main Panel / Change Order/ Change Order Maintenance / Items / Change Order Item Tab					
	Change Order Iter	a Description:				
	Contra	act Bid: 0.000	ABOUNT			
	Approved Change	0.000 0.000				
	Pending Change Order: 0.000					
	This Change Order: 0.000 Force Account Item					
	AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010			ON 1 AUGUST 2010		
PAGE 43	CHANGE ORDERS / CHANGE ORDER MAINTENANCE					

	CHANGE ORDERS	11
	ZERO DOLLAR CHANGE ORDER WITH ITEMS	A.4 (3)
ENTERED INFO	ORMATION	·
FIELD	Change Order Item—Change Order Item Tab	
Change Order Description	If using construction miscellaneous, include sufficient detail to describe work be- ing performed. If applying a unit price adjustment indicate it here.	
This Change Order	Will be the Quantity	
Force Account Item	Will be Unchecked	
AUTHOR	IZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010	PAGE 44
CHA	ANGE ORDERS / CHANGE ORDER MAINTENANCE	

A.4(4)

#### ZERO DOLLAR CHANGE ORDER WITH ITEMS

### STEP

Entering in existing Item Information concerning this change order

#### User

GROUP ID	GROUP NAME	GROUP ID	GROUP NAME
RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)
RESPRMAN	Residency Project Manager (R)		



#### SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Items / Change Order Item Tab

Add Item from a list of existing pay items- be sure to select appropriate item and specification year.



	CHANGE ORDERS	11
	ZERO DOLLAR CHANGE ORDER WITH ITEMS	A.4 (4)
Νοτες		and the second
FIELD	Change Order Item—Change Order Item Tab	
Change Order Description	If using construction miscellaneous, include sufficient detail to describe work be- ing performed. If applying a unit price adjustment indicate it here.	
This Change Order	Will be the Quantity	
Force Account Item	Will be Unchecked	
Λυτμορ	IZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010	
Сни	ANGE ORDERS / CHANGE ORDER MAINTENANCE	PAGE 46

A.4 (5) ZERO DOLLAR CHANGE ORDER WITH ITEMS		
STEP		
Entering in Item Explanations 5		
USER		
GROUP ID GROUP NAME GROUP ID GROUP NAME		
RESADMIN         Residency Administration (R)         CONPRMAN         Consultant Project Manager (R)		
RESPRMAN Residency Project Manager (R)		
SCREENSHOT		
SCREENSHOT Go to Main Panel / Change Order/ Change Order Maintenance / Change Order Explanations MASHTO StreManager/ The LOS Services Wroden Help Change Order Taplanations Contract ID: 04028 Change Order Mis: 017 Status: DRAF Figurations Acysted to All Line Rama Seq. Nix: Stal CD Expl ID Type Date Applied Seq. Nix: Stal CD Expl ID Type Date Applied		
AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010		
PAGE 47 CHANGE ORDERS / CHANGE ORDER MAINTENANCE		

	CHANGE ORDERS	П
	ZERO DOLLAR CHANGE ORDER WITH ITEMS	A.4 (5)
ENTERED INFO	ORMATION	•
FIELD	Change Order Item—Change Order Item Tab	
General Explanations	A general explanation shall be created to establish the overall intent of the change. The author of the change order may create their own general explanation or utilize the standard change order explanations avail- able in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard ex- planation available and for the instances where the use of a standard explanation is mandatory.	
Specific Line Item Explanations	Specific line item explanations shall be created for each change order item. The author of the change or- der may create their own specific line item explana- tions or utilize the standard change order explanations available in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard explanation available and for the instances where the use of a standard ex- planation is mandatory.	
Author	ZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010	PAGE 48
Сни	ANGE ORDERS / CHANGE ORDER MAINTENANCE	



CHANGE ORDERS	
ZERO DOLLAR CHANGE ORDER WITH ITEMS	A.4
Νοτες	appear.
Authorized by Construction Division on 1 August 2010	PAGE 50
CHANGE ORDERS / CHANGE ORDER MAINTENANCE	

	CHANGE ORDERS		
A.5	Overrun / Underrun		
	PROCESS		
	Creating a Overrun / Underrun Change Order		
	STEPS		
	• 1. Entering in the Header		
	2. ENTERING IN EXISTING ITEM FROM CONTRACT		
	3. Entering in General and Item Explanation		
	4. RECALCULATING CHANGE ORDER		
	Authorized by Construction Division on 1 August 2010		
PAGE 51	CHANGE ORDERS		

		Сн	ANGE ORDERS	
	Overrun	/ UNDERRI	JN	A.5 (1)
STEP				
1	Entering in Header Informa	ition.		
User				
GROUP ID	GROUP NAME	GROUP ID	GROUP NAME	
RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)	
RESPRMAN	Residency Project Manager (R)			
SCREENSH	от			8
Go to Main F	Panel / Change Order/ Chang	ge Order Mair	ntenance / Header	-
Contract ID: 0404 CO Created by: \s Status: Dist Description: Reason Code CO Type: Functions: Dispute:	36     CO Number: 018       Roor, Actometta C.     Approval Levet       Overnide Approval Rules     Image: Control of the second se	Tentative Verbal Ay Federal: 00/00/00 On: 12/11/ Emergency Work id Contract Amt 1243 nt Contract Amt 1243 CD Amount 10.00	speoval Dates: Locat: 00/00/00 09 831.744.31 97.310.01	
AUT	HORIZED BY CONSTRUCTIC	N DIVISION	on 1 August 2010	PAGE 52
	Chang	E ORDERS		

11	CHANGE ORDERS			
A.5 (1)	Overrun / Underrun			
	ENTERED INFO	NTERED INFORMATION		
	FIELD			
	FEDERAL	For those contracts which require Federal Oversight, enter the date that the change was granted verbal approval by the FHWA.		
	LOCAL	For those contracts which are Local Government projects, enter the date that the Lo- cal Government entity was notified of the pending change order.		
	DESCRIPTION	BRIEF DESCRIPTION INCLUDING SCOPE OF WORK		
	REASON CODE	SITE REQUIREMENT, SCOPE, OR ENGINEERING ERROR /OMMISSION		
	CO TYPE	CHANGE ORDER, Supplemental Agreement, Or Unilaterial Change Order		
	OVERRIDE APPROVAL RULES	ODOT will not use this indicator. This checkbox will never be selected		
	EMERGENCY WORK	ODOT will not use this indicator. This checkbox will never be selected		
	Overrun/ Underrun	СНЕСК		
	Extra Work	Leave Unchecked		
	Time Adjustment	Leave Unchecked		
	Force Account	WILL NOT BE USED		
	Zero Dollar	Leave Unchecked		
	Final Quantity	Leave Unchecked		
	Dispute	Please fill in with the appropriate Dispute Tracking number. If no Dispute has been created please leave blank.		
	Force Account	ODOT will not use this indicator. This checkbox will never be selected		
PAGE 53	AUTHOR	zed by Construction Division on 1 August 2010		
	Сн	ANGE ORDERS / CHANGE ORDER MAINTENANCE		

CHANGE ORDERS	н
OVERRUN / UNDERRUN	A.5 (1)
ATTACHMENTS	Ø
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CHANGE ORDERS / CHANGE ORDER MAINTENANCE	



	CHANGE ORDERS	11
	Overrun / Underrun	A.5 (2)
ENTERED INFO	ORMATION	•
FIELD	Change Order Item—Change Order Item Tab	
Change Order Description	If using construction miscellaneous, include sufficient detail to describe work be- ing performed. If applying a unit price adjustment indicate it here.	
This Change Order	Will be the Quantity	
Force Account Item	Will be Unchecked	
Author	ized by Construction Division on 1 August 2010	
Сни	ANGE ORDERS / CHANGE ORDER MAINTENANCE	PAGE 50



A.5 (3)

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### OVERRUN / UNDERRUN

### ENTERED INFORMATION

FIELD	Change Order Item—Change Order Item Tab	
General Explanations	A general explanation shall be created to establish the overall intent of the change. The author of the change order may create their own general explanation or utilize the standard change order explanations avail- able in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard ex- planation available and for the instances where the use of a standard explanation is mandatory.	
Specific Line Item Explanations	Specific line item explanations shall be created for each change order item. The author of the change or- der may create their own specific line item explana- tions or utilize the standard change order explanations available in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard explanation available and for the instances where the use of a standard ex- planation is mandatory.	
Authorized by Construction Division on 1 August 2010		PAGE 58
Сн/	ANGE ORDERS / CHANGE ORDER MAINTENANCE	

#### **CHANGE ORDERS** A.5 (4) **OVERRUN / UNDERRUN S**TEP Recalculate Change Order USER GROUP ID **GROUP NAME** GROUP ID **GROUP NAME** RESADMIN Residency Administration (R) CONPRMAN Consultant Project Manager (R) RESPRMAN Residency Project Manager (R) **S**CREENSHOT Go to Main Panel / Change Order/ Change Order Maintenance / Header 🚢 🗚 SHTO SiteManager Services Window Help File Choose Keys Ctrl+Alt+K Generic Fields Ctrl+Alt+G π Attachments Process Status Calculate Change Order Ctrl+Shift+C Forward To... Ctrl+Shift+F Tentative Verbal Approval Dates: Federal: 00/00/00 Local: 00/00/00 118 CO Items Ctrl+Shift+I CO Time Adjustments Ctrl+Shift+M On: 12/11/09 Change Order Tracking Ctrl+Shift+T Run Change Order Process Ovenide Approval Bules Overrun/Underrun 🗌 Force Acco ct Amt: \$24,831,744.31 Extra Work Zero Dolla et Amt: \$24,817,310.01 Time Adjustment Final Qu £ \$0.00 Force Account: Dispute From the Top Menu Select Services then Calculate Change Order Your Change order is ready for the Review or Approval Process Which is covered in Section B of this Manual. AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010 PAGE 59 CHANGE ORDERS / CHANGE ORDER MAINTENANCE

CHANGE ORDERS	11
Overrun / Underrun	A.5
Νοτες	and the second
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CHANGE ORDERS / CHANGE ORDER MAINTENANCE	PAGE 60

	CHANGE ORDERS		
A.6	ADDING NEW ITEMS		
	Process		
	Creating a Change Order with new Items		
	STEPS		
	◆ 1. Entering in the Header		
	2. Entering in New Item Information		
	3. Entering in Change Order Item Information		
	4. Entering in General and Item Explanation		
	• 5. Recalculating Change Order		
DAGE 61	Authorized by Construction Division on 1 August 2010		
PAGE 01	CHANGE ORDERS		

		Сна	NGE ORDERS	
	ADDING NEW ITEMS			A.6 (1)
STEP Entering in Header Information.				
USER				
GROUP ID	GROUP NAME	GROUP ID	GROUP NAME	
RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)	
RESPRMAN	Residency Project Manager (R)			
SCREENSH Go to Main F	OT Panel / Change Order/ Chang	ge Order Maint	enance / Header	¢
Centract ID: 04043	6 CO Number: 018	Tentative Verbal Appr	aval Dates:	
CO Created by: Wi Status: Duat	iton, Avtoinetta C Approval Level:	Federal: 00/00/00 Orc 12/11/09	Locat 00/00/00	
Reason Code: CD Type: Functions: Reference to: Dispute:	Overnide Approval Rules Overnun/Undernun   Force Account Estra Work   Zero Dollar Time Adjustment   Final Quantity Force Account:	Contract Ant: \$24,837, Contract Ant: \$24,837, CO Amount: \$0.00	744.31 310.01	
Аυт	HORIZED BY CONSTRUCTIO	N DIVISION C	I August 2010	PAGE 62
	CHANG			

	CHANGE ORDERS				
A.6 (1)	ADDING NEW ITEMS				
	ENTERED INFORMATION				
	FIELD				
	FEDERAL	For those contracts which require Federal Oversight, enter the date that the change was granted verbal approval by the FHWA.			
	LOCAL	For those contracts which are Local Government projects, enter the date that the Lo- cal Government entity was notified of the pending change order.			
	DESCRIPTION	BRIEF DESCRIPTION INCLUDING SCOPE OF WORK			
	REASON CODE	SITE REQUIREMENT, SCOPE, OR ENGINEERING ERROR /OMMISSION			
	CO TYPE	Change Order Or Supplemental Agreement			
	OVERRIDE APPROVAL RULES	ODOT will not use this indicator. This checkbox will never be selected			
	EMERGENCY WORK	ODOT will not use this indicator. This checkbox will never be selected			
	Overrun/ Underrun	Leave Unchecked			
	Extra Work	СНЕСК			
	Time Adjustment	Leave Unchecked			
	Force Account	WILL NOT BE USED			
	Zero Dollar	Leave Unchecked			
	Final Quantity	Leave Unchecked			
	Dispute	Please fill in with the appropriate Dispute Tracking number. If no Dispute has been created please leave blank.			
	Force Account	ODOT will not use this indicator. This checkbox will never be selected			
PAGE 63	AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010				
1 //02 00	Сни	CHANGE ORDERS / CHANGE ORDER MAINTENANCE			

	CHANGE	ORDERS	11
Adding New	/ ITEMS		A.6 (1)
ATTACHMENTS			Ø
AUTHORIZED BY CONSTRUCTION DI	VISION ON 1 AUG	UST 2010	PAGE 64
CHANGE ORDERS / CHANGE	URDER MAINTEN	ANCE	

	CHANGE ORDERS				
A.6 (2)	Adding New Items				
	Step				
	Entering in Item Information				
	User				
	GROUP ID GROUP NAME GROUP ID GROUP NAME				
	RESADMIN Residency Administration (R) CONPRMAN Consultant Project Manager (R)				
	RESPRMAN Residency Project Manager (R)				
2	SCREENSHOT				
	tract Item Tab				
	Project Nh:       Item Code:       Units Type:       Spec Year:         Description:       Bajor Hom:       Specially:       Status Type:         Major Hom:       \$pecially:       Status Type:       Status Type:         Unit Price:       \$100000       Status Type:       Item Anti-         Proposal Line Hte:       Related Hom:       Item Code:       Item Anti-         Critical:       Pay Plan Oty:       Suppl Description:       Item Anti-         Supplemental Descriptions:       Item Anti-       Item Anti-       Item Anti-				
	Authorized by Construction Division on 1 August 2010				
PAGE 65	CHANGE ORDERS / CHANGE ORDER MAINTENANCE				

A.6 (2)

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### ADDING NEW ITEMS

### ENTERED INFORMATION

FIELD	Change Order Item-New Contract Item Tab
Project Number	The correct project number which applies to the new contract item shall be se- lected from the drop down box.
Category Number	Select Category as it relates to work being performed (0100—Roadway, 0200— Bridge, etc. ) If new items are non-participation, the category will be added by Constriction Division.
Line Number	The first New Contract Item added to a contract shall be given a line number of 8000. The second new contract item added to a contract shall be given a line number of 8001, and so on
Item Code	Select the most appropriate pay item from the master list. Please check Ensih/
Major Item	Unchecked
Specialty Item	Unchecked
Unit Price	ESTABLISHED BY NEGOTIATION OR COST BREAK-
Proposal Line Number	Will be the Same as the Line Number
Related I tem	STANDARD ITEM
Critical	This checkbox will not be used. Do not check this box.
Play Plan Quantity	If the new contract item is to be paid on a plan quantity basis, check this box.
Material	Always check this box.
Adjustment Discrepancy	
Supplemental Description	If using construction miscellaneous, include sufficient detail to describe work being performed. If applying a unit price adjustment indicate it here.
Сн	ange Orders / Change Order Maintenance



	CHANGE ORDERS	11
	Adding New Items	A.6 (3)
ENTERED INFO	DRMATION	•
FIELD	Change Order Item—Change Order Item Tab	
Change Order Description	If using construction miscellaneous, include sufficient detail to describe work be- ing performed. If applying a unit price adjustment indicate it here.	
This Change Order	Will be the Quantity	
Force Account Item	Will be Unchecked	
AUTHOR	ized by Construction Division on 1 August 2010	PAGE 68
Сни	ANGE ORDERS / CHANGE ORDER MAINTENANCE	


# CHANGE ORDERS

#### ADDING NEW ITEMS

A.6 (4)

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### ENTERED INFORMATION

FIELD	Change Order Item—Change Order Item Tab
General Explanations Specific Line I tem Explanations	A general explanation shall be created to establish the overall intent of the change. The author of the change order may create their own general explanation or utilize the standard change order explanations avail- able in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard ex- planation available and for the instances where the use of a standard explanation is mandatory. Specific line item explanations shall be created for each change order item. The author of the change or- der may create their own specific line item explana- tions or utilize the standard change order explanations
	Refer to Section 803.3, Standard explanations for a complete listing of the standard explanation available and for the instances where the use of a standard explanation is mandatory.
Author Ch	ized by Construction Division on 1 August 2010 ange Orders / Change Order Maintenance



CHANGE ORDERS	11
Adding New Items	A.6
Νοτες	- CLEARE
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CHANGE ORDERS / CHANGE ORDER MAINTENANCE	

	CHANGE ORDERS			
A.7	FINAL QUANTITY CHANGE ORDER			
	PROCESS Creating a Over run / Under run Change Order			
	NOTE : No new Items or Time is allowed on a Final Quantity Change Order			
	Steps			
	◆ 1. Entering in the Header			
	<ul> <li>2. ENTERING IN EXISTING ITEM FROM CONTRACT</li> </ul>			
	<ul> <li>3. Entering in General and Item Explanation</li> </ul>			
	4. Recalculating Change Order			
PAGE 73	Authorized by Construction Division on 1 August 2010			
	CHANGE ORDERS			

		Сн	ANGE ORDERS	
Νοτες				A.7 (1)
STEP				
1	Entering in Header Inform	nation.		a l
User				
GROUP ID	GROUP NAME	GROUP ID	GROUP NAME	
RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)	
RESPRMAN	Residency Project Manager (R)			
SCREENSH	IOT			2
Go to Main	Panel / Change Order/ Chan	ge Order Mair	itenance / Header	<b>&gt;</b>
Contract ID: 040436 CD Number: 018 Tentative Verbal Approval Dates: Federal: 00/00/00 Local: 00/00/00 CD Created by: Witton, Antonetta C On: 12/11/09 Status: Diat Approval Level: Description: Reason Code: CD Type: Override Approval Bules Emergency Work				
Reference to: Dispute:	Estra Work Zero Dollar Curre Time Adjustment Final Quantity	nt Centract Amt 124.8 CD Amount 10.00	17,310.01	
Authorized by Construction Division on 1 August 2010				PAGE 74
	CHANG	e Orders		FAGE /4

11	CHANGE ORDERS				
A.7 (1)	FINAL QUANTITY CHANGE ORDER				
	ENTERED INFORMATION				
	FIELD				
	FEDERAL	For those contracts which require Federal Oversight, enter the date that the change was granted verbal approval by the FHWA.			
	LOCAL	For those contracts which are Local Government projects, enter the date that the Lo- cal Government entity was notified of the pending change order.			
	DESCRIPTION	FQCO			
	REASON CODE	SITE REQUIREMENT			
	CO TYPE	Change Order			
	OVERRIDE APPROVAL RULES	ODOT will not use this indicator. This checkbox will never be selected			
	EMERGENCY WORK	ODOT will not use this indicator. This checkbox will never be selected			
	Overrun/ Underrun	Leave Unchecked			
	Extra Work	Leave Unchecked			
	Time Adjustment	Leave Unchecked			
	Force Account	WILL NOT BE USED			
	Zero Dollar	Leave Unchecked			
	Final Quantity	СНЕСК			
	Dispute	Please fill in with the appropriate Dispute Tracking number. If no Dispute has been created please leave blank.			
	Force Account	ODOT will not use this indicator. This checkbox will never be selected			
	Author	IZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010			
PAGE /5	Сни	ANGE ORDERS / CHANGE ORDER MAINTENANCE			

CHANGE ORDERS	11
FINAL QUANTITY CHANGE ORDER	A.7 (1)
ATTACHMENTS	Ø
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CHANGE ORDERS / CHANGE ORDER MAINTENANCE	PAGE 76

#### **CHANGE ORDERS** A.7 (2) FINAL QUANTITY CHANGE ORDER **S**TEP If necessary, enter in existing Item Information for this change order Otherwise skip to Step 3 USER GROUP ID GROUP ID GROUP NAME **GROUP NAME** RESADMIN Residency Administration (R) CONPRMAN Consultant Project Manager (R) Residency Project Manager (R) RESPRMAN **S**CREENSHOT Go to Main Panel / Change Order/ Change Order Maintenance / Items / Change order Item Tab Add Item from a list of existing pay items 🚢 AASHTO SiteManager Services Window Help File Ctrl+Alt+K Choose Keys Generic Fields Ctrl+Alt+G π Attachments Process Status Calculate Change Order Ctrl+Shift+C Forward To... Ctrl+Shift+F Ctrl+Shift+I CO Items CO Time Adjustments Ctrl+Shift+M Change Order Tracking Ctrl+Shift+T iε. **Project Nbr** Run Change Order Process Change Order Item Descriptio Amo 0.000 **Contract Bid** 0.000 Change Order 0.000 **Current Contract:** Ing Change Order 0.000 0.000 This Change Order: Force Account Item AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010 **PAGE 77** CHANGE ORDERS / CHANGE ORDER MAINTENANCE

	CHANGE ORDERS	11	
	FINAL QUANTITY CHANGE ORDER	A.7 (2)	
ENTERED INFORMATION			
FIELD	Change Order Item—Change Order Item Tab		
Change Order	None		
Description			
This Change Order	Will be the Quantity		
Force Account Item	Will be Unchecked		
Authori	zed by Construction Division on 1 August 2010	DACE 79	
Сна	NGE ORDERS / CHANGE ORDER MAINTENANCE	FAGE /8	



## **CHANGE ORDERS** FINAL QUANTITY CHANGE ORDER A.7 (3) ENTERED INFORMATION FIELD Change Order Item-Change Order Item Tab General A general explanation shall be created to establish the Explanations overall intent of the change. The author of the change order may create their own general explanation or utilize the standard change order explanations available in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard explanation available and for the instances where the use of a standard explanation is mandatory. Specific Line Item Specific line item explanations shall be created for Explanations each change order item. The author of the change order may create their own specific line item explanations or utilize the standard change order explanations available in the system. **PROVIDE SUFFICIENT INFORMATION TO EXPLAIN** OVERRUN OR UNDERRUN Refer to Section 803.3, Standard Explanations for a complete listing of the standard explanation available and for the instances where the use of a standard explanation is mandatory. AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010 PAGE 80 CHANGE ORDERS / CHANGE ORDER MAINTENANCE



CHANGE ORDERS	11
FINAL QUANTITY CHANGE ORDER	A.7
Νοτες	Juccos
AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010	PAGE 82
CHANGE ORDERS / CHANGE ORDER MAINTENANCE	

	CHANGE ORDERS			
A.8	TIME ADJUSTMENTS			
	PROCESS			
	Creating Time adjustment Change Order			
	Steps			
	• 1. Entering in the Header			
	2. Entering in Time Adjustment			
	3. Entering in General Explanation			
DACE 02	Authorized by Construction Division on 1 August 2010			
FAGE 03	CHANGE ORDERS			

CHANGE ORDERS			11	
TIME ADJUSTMENTS			A.8 (1)	
TIME ADJUSTMENTS         STEP         1       Entering in Header Information.         1       USER         GROUP ID       GROUP NAME         RESADMIN       Residency Administration (R)       CONPRMAN         RESPRMAN       Residency Project Manager (R)       Image: Colspan="4">Image: Colspan="4"				
Go to Main F	Panel / Change Order/ Change O CO Number: 018 Fee tron Actorietta C Approval Level: Overnide Approval Bules Overnide Approval Bules Overnide Approval Bules Contra Work Time Adjustment Frece Account: Contra Contra Con	Order Mainte tative Verbal Appro- derat (0/10/00) On: 12/11/09 eigency Werk tract Ant: 124/8317 D Amount: 120/00	enance / Header	
AUT	HORIZED BY CONSTRUCTION D	DIVISION O	N 1 AUGUST 2010	PAGE 84
	CHANGE C	URDERS		

11	CHANGE ORDERS			
A.8 (1)	TIME ADJUSTMENTS			
	ENTERED INFORMATION			
	FIELD			
	FEDERAL	For those contracts which require Federal Oversight, enter the date that the change was granted verbal approval by the FHWA.		
	LOCAL	For those contracts which are Local Government projects, enter the date that the Lo- cal Government entity was notified of the pending change order.		
	DESCRIPTION	Adding time for		
	REASON CODE	SITE REQUIREMENT		
	CO TYPE	Change Order Or Supplemental Agreement		
	OVERRIDE APPROVAL RULES	ODOT will not use this indicator. This checkbox will never be selected		
	EMERGENCY WORK	ODOT will not use this indicator. This checkbox will never be selected		
	Overrun/ Underrun	Leave Unchecked		
	Extra Work	Leave Unchecked		
	Time Adjustment	СНЕСК		
	Force Account	WILL NOT BE USED		
	Zero Dollar	Leave Unchecked		
	Final Quantity	Leave Unchecked		
	Dispute	Please fill in with the appropriate Dispute Tracking number. If no Dispute has been created please leave blank.		
	Force Account	ODOT will not use this indicator. This checkbox will never be selected		
	Διιτήορ	IZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010		
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CHANGE ORDERS	П
TIME ADJUSTMENTS	A.8 (1)
ATTACHMENTS	D
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CHANGE ORDERS / CHANGE ORDER MAINTENANCE	

11	CHANGE ORDERS						
A.8 (2)	TIME ADJUSTMENTS						
	Step						
	Entering in Time Adjustment						
8							
	GROUP ID         GROUP NAME         GROUP ID         GROUP NAME           DESADMIN         Desidency Administration (D)         CONDRMAN         Consultant Project Manager (D)						
	RESPRMAN Residency Project Manager (R)						
2	Screenshot						
	adjustments						
	Adjusted Contract ar Adjustment Date Explanation						
	AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010						
PAGE 87	CHANGE ORDERS / CHANGE ORDER MAINTENANCE						

	CHANGE ORDERS	н
	TIME ADJUSTMENTS	A.8 (2)
ENTERED INFO	DRMATION	•
FIELD		
For Milestone	Select if modifying milestone ( " Time, etc.)	
Contract Completion	Select if modifying Contract Time	
Time Adjusted Days	If calendar day contract, add the number of days to be adjusted.	
Adjusted Completion Date	If a fixed Completion date contract, enter in the new "Completion Date"	
Explanation	DETAIL REASON FOR TIME ADJUSTMENT	
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	CHANGE ORDERS							
A.8(3)	TIME ADJUSTMENTS							
	Step							
	Entering in General Explanations							
	3							
	User							
	GROUP ID	GROUP NAME	GROUP ID	GROUP NAME				
	RESADMIN	Residency Administration (R)	CONPRMAN	Consultant Project Manager (R)				
	RESPRMAN	Residency Project Manager (R)						
	C		-1					
<b>S</b>	SCREENSH	OT						
	Go to Main I	Panel / Change Order/ Chang	e Order Main	tenance /				
	Change Ord	er Explanations						
	AASHTO SiteManager	A ge	neral expla	nation shall be created				
	Change Order Explana	to es	stablish the	overall intent of the				
	Change Order Typlanations Contract ID: 04035 Change Dude Nbc: 017 Status: DNAF Sig Nbc: Std CD Expl ID Type Dude Applied Date Applied Change order explanations available in the system. Refer to Section 803.3, Standard Explanations for a complete listing of the standard explanation							
		avail	able and fo	or the instances where				
		the u	use of a sta	ndard explanation is				
		man	datory.					
	Your Change order is ready for the Review or Approval Process Which is covered in							
	Section B of	this Manual.						
PAGE 89	Αυτ	HORIZED BY CONSTRUCTION	N DIVISION	ON 1 AUGUST 2010				
	Change Orders / Change Order Maintenance							

CHANGE ORDERS	11
TIME ADJUSTMENTS	A.8
Νοτες	J. C.
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CHANGE ORDERS / CHANGE ORDER MAINTENANCE	PAGE 90

	CHANGE ORDERS					
В	REVIEW PROCESS					
	This series of procedure details the review process of a Change order. Review process is optional. Some Division may choose to do this process externally or include more individuals in the review process.					
<b></b>	User(s) foi	R THIS	Procedure			
	GROUP ID	GROUP N	AME	GROUP ID	GROUP NAME	
	RESADMIN	Resident	cy Administration (R)	COUNTPRT	Contractor Counterpart (R)	
	DIVADMIN	Division Administration (R)		FHWA	Federal Highway Administration (R)	
	CONADMIN	Constru	ction Administration (R)		-	
	CENADMIN	Central	Office Administration (R)			
	References					
	Reference		Number			
	SiteManager Policy			0801.7, 0	804.0	
	Control Directiv	/e	20090729, 20020212,	20000225, 1	19971107, 19961121, 19920904	
	-					
PAGE 91	Aut	HORIZE	D BY CONSTRUCTION		ON 1 AUGUST 2010	
	CHANGE ORDERS / CHANGE ORDER MAINTENANCE					

	CHANGE C	RDERS	11
	REVIEW PROCESS		В
REPORTS			
Report	Location		~
Change order to			
Contractor			
Νοτες			acceded.
Authorizi	ED BY CONSTRUCTION DIVISION ON 1 AUGUST	r 2010	
Снал	ige Orders / Change Order Maintenan	CE	PAGE 92



REVIEW PROCESS	B.1
Νοτες	and the second
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CHANGE ORDERS	

11	CHANGE ORDERS				
С	APPROVAL PROCESS				
	Overview				
	This series of procedure details the approval process of a Change order. A unilateral Change order can be applied to any one of this circumstance. The Only difference is that the Contractor will not be signing the Document.				
	USER(S) FOI	R THIS	Procedure		
	GROUP ID	GROUP N	AME	GROUP ID	GROUP NAME
	RESADMIN	Residenc	cy Administration (R)	COUNTPRT	Contractor Counterpart (R)
	DIVADMIN	Division	Administration (R)	FHWA	Federal Highway Administration (R)
	CONADMIN	Constru	ction Administration (R)		
	CENADMIN	Central	Office Administration (R)		
	References				
	Reference		Number		
	SiteManager Policy	SiteManager ( Policy			8, 0804.0
	Control Directiv	′e	20090729, 20020212,	20000225, 1	9971107, 19961121, 19920904
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	CHANGE ORDERS / CHANGE ORDER MAINTENANCE				

	Сна	NGE	ORDERS	11
	APPROVAL PROCESS			С
Reports				
Report	Location			
Change order to				
Contractor				
Notes				and the second sec
				Garan
AUTHORIZ	ed by Construction Division of	n 1 Aug	UST 2010	PAGE 96
Снал	ge Orders / Change Order I	MAINTEN	ANCE	



CHANGE ORDERS	11
APPROVAL PROCESS	C.1
PROCESS	
Unilateral Change Order	
STEPS	
Same as Change order or Supplemental (II.C.2) except the Contractor will not be signing a Document	
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CHANGE ORDERS	



	CHANGE	ORDERS	11
Approval F	PROCESS		C.2
Process			
Change Order or Supplemental Agreement			
STEPS			
See Following Approval Types			
AUTHORIZED BY CONSTRUCTION D	DIVISION ON 1 AUG	UST 2010	PAGE 100
CHANGE O	VKDEKS		

	CHANGE ORDERS					
C.2A	APPROVAL PROCESS					
	DEFAULT DATA					
	Prior Authorization If over \$50,000 or a Change In Scope The FHWA has to issue a 1365 Form					
	Level	Group ID	Group Names	Personnel		
		FHWA	Federal Highway Administration			
	Change	Order Approva	al Groups			
	Approval Level	Group ID	Group Names	Personnel		
	1	COUNTPRT	Contractor Counterpart			
	2	RESADMIN	Residency Administration			
	3	DIVADMIN	Field Division Administration			
	4	CONADMIN	Construction Administration			
	5	FHWA	Federal Highway Administration			
	6	CENADMIN	Central Office Administration			
PAGE 101		AUTHORIZED	BY CONSTRUCTION DIVISION ON	1 August 2010		
	CHANGE ORDERS / CHANGE ORDER MAINTENANCE					

		Снаг	NGE ORDERS	11
APPROVAL PROCESS				
DEFAULT DATA				
Municipa	al / County Fun	ded Projects		
Prior Au	thorization			
Level	Group ID	Group Names	Personnel	
		1		
Change	Order Approva	al Groups		
Approval Level	Group ID	Group Names	Personnel	
1	COUNTPRT	Contractor Counterpart		
2	RESADMIN	Residency Administration		
3	DIVADMIN	Field Division Administration		
4	CONADMIN	Construction Administration		
5	CENADMIN	Central Office Administration		
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CHANGE ORDERS / CHANGE ORDER MAINTENANCE				

	CHANGE ORDERS					
C.2c	APPROVAL PROCESS					
	DEFAULT DATA					
	Stimulus Projects					
	Prior Authorization					
	Level	Group ID	Group Names	Personnel		
			Stimulus Coordinator			
		FHWA	Federal Highway Administration			
	Change Order Approval Groups					
	Approval Level	Group ID	Group Names	Personnel		
	1	COUNTPRT	Contractor Counterpart			
	2	RESADMIN	Residency Administration			
	3	DIVADMIN	Field Division Administration			
	4	CONADMIN	Construction Administration			
	5	FHWA	Federal Highway Administration			
	6	CENADMIN	Central Office Administration			
PAGE 103	Authorized by Construction Division on 1 August 2010 Change Orders / Change Order Maintenance					

		Снаг	NGE	ORDERS	11
-		APPROVAL PROCESS			C.2D
DEFAU	<b>LT DATA</b>				
State Fu	unded Projects				
Prior Au	thorization				
Level	Group ID	Group Names	Personne	I	
Change	Order Approva	Il Groups			
Approval Level	Group ID	Group Names	Personnel		
1	COUNTPRT	Contractor Counterpart			
2	RESADMIN	Residency Administration			
3	DIVADMIN	Field Division Administration			
4	CONADMIN	Construction Administration			
5	CENADMIN	Central Office Administration			
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CHANGE ORDERS / CHANGE ORDER MAINTENANCE					FAGE 104

11	CHANGE ORDERS					
D	COMMISSION MEETING					
	Overview					
	Usually on the first Monday of the month, the Commission meeting is held. Con- struction Division reviews all changes orders and creates a report to present to the Commission for approval.					
28	User(s) for this Procedure					
	GROUP ID	GROUP NA	AME	GROUP ID	GROUP NAME	
	CENADMIN Central O		Office Administration			
	References					
	Reference Number					
	SiteManager Policy		0800.0, 0801.1, 0801.2, 0801.3, 0801.4, 0801.5, 0801.6, 0801.7, 0801.8, 0804.0			
	Control Directiv	ve	20090729, 20020212, 20000225, 19971107, 19961121, 19920904			
PAGE 105	5 AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010			ON 1 AUGUST 2010		
	CHANGE ORDERS					


	CHANGE ORDERS								
D	COMISSION MEETING								
Process									
	Prepare Change Order for Approval								
	STEPS								
	<ul> <li>◆ 1. Review Change Order</li> </ul>								
	2. CREATE DETAIL FOR CHANGE ORDER								
	3. ADD TO SUMMARY OF CHANGE ORDERS								
	4. PRESENTED BEFORE COMMISSION								
PAGE 107	AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010 CHANGE ORDERS								

CHANGE ORDERS	11
COMISSION MEETING	D
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CHANGE ORDERS	PAGE 108

11	CHANGE ORDERS				
Е	ATTACHMENTS				
E ATTACHMENTS OVERVIEW Attached are a Copy of the Available attachments					
<b>&amp;&amp;</b>	User(s) for this Procedure				
	RESADMIN	Residenc	y Administration (R)	DIVADMIN	Division Administration
	RESPRMAN	Residency Project Manager (R)		CONADMIN	Construction Administration
	CONPRMAN	Consultant Project Manager (R)		CENADMIN	Central Office Administration
	References				
	Reference		Number		
	SiteManager Policy		0800.0, 0801.1, 0801	.2, 0801.3, 08 0801.8, 0	301.4, 0801.5, 0801.6, 0801.7, 804.0
	Control Directive         20090729, 20020212,			20000225, 1	9971107, 19961121, 19920904
PAGE 109	AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010				on 1 August 2010
	CHANGE ORDERS				

CHANGE ORDERS	11
Νοτες	
AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010	
CHANGE URDERS	



## **Oklahoma Department of Transportation**

Cost Breakdown For Differing Site Conditions, Changes & Extra Work

Project No.		Date	
County Contractor			
De	scription of Work		
1	Labor Total (Refer to Attachment A)		
	a) Labor Overhead & Drefit		
2.	Material Total (Refer to Attachment B)		
	a) Material Overhead & Profit %		
3.	Equipment Total (Refer to Attachment C)		
	a) Equipment Additional Administrative Costs & Profit %		
4.	a) Bonds %		
	b) Property Damage & Liability Insurance %		
	c) Workers Compensation Rate/\$100 of Payroll		
	d) Unemployment Insurance Contribution %		
	e) Social Security Taxes %		
	f) Employee Fringe Benefits %		
5.	Subcontracted Work Total		
	a) Prime Contractor Overhead on Subcontracted Work %		
6.	Work of a Non-Highway Construction Nature		
	a) Prime Contractor Overhead on Subcontracted Work %		
7.	Total Cost of Work		
	a) Unit Price Quantity Units		

#### Attachment A - Labor Total

Contract ID:

Description:

Labor Classification	No.	Rate/Hour	Total Hours	Total for Each Labor Class

#### Attachment B - Material Total

Contract ID:

Description:

Material I tem	Unit	Contractor's Cost	Quantity	Material Amount
Material Total				

### Attachment C - Equipment Total

Contract ID:

Description:

Equipment Type	No.	Cost/Hour	Total Hours	Amount For Each Type
Equipment Total				

RECORD OF AUTHORIZATION	TO PROCEED WITH	MAJOR CONTRACT REVISION	
U.S. Department of Transportation Federal Highway Administration			
PROJECT NO.	COUNTY	STATE Oklahoma	
TYPE REVISIONCHANGE ORDERSUPPLEMENTAL AGREEMENTWORK ORDEROTHER:	TIME EXTENSION	SPECIFICATION CHANGE	
REQUESTED BY:		DATE:	
NATURE AND REASON FOR PROPOSED REVISION (if additional spa	ace is required, use reverse	side)	
ESTIMATED INC. DEC. IN COST: \$ INC. DEC. IN TIME: days	METHOD OF PAYMENT:		
	FORCE ACCOUNT UNIT BID PRICES	NEGOTIATED PRICE LUMP SUM OTHER:	
THE WORK COVERED BY THE PROPOSED REVISION AS DESCR MARKED BELOW:	IBED ABOVE IS HEREBY	AUTHORIZED SUBJECT TO THE CONDITIONS	
EVALUATION OF COST DATA	AUTHORIZED WITHOUT FEDERAL PARTICIPATION		
LIMITATIONS EXTENT OF FEDERAL PARTICIPATION	OTHER:		
DETERMINATION OF SATISFACTORY ADJUSTMENT IN TIME			
ADEQUATE SUBMITTAL OF WRITTEN SUPPORTING DATA	NONE		
RECOMMENDED BY AREA ENGINEER	DIV	ISION OFFICE APPROVAL	
SIGNATURE DATE	SIGNATURE	DATE	

Form FHWA-1365

(Use reverse for comments if required)



# Oklahoma Department of Transportation

200 NE 21st Street Oklahoma City, OK 73105

Phone: 405-522-8808 Phone: 405-522-3748 E-mail: sitemanager@odot.org