OKLAHOMA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION DIVISION - TRNS*PORT BRANCH

Sitemanager Procedure Manual

CHANGE ORDERS

Contains :

- Creating Change Orders
- Approval Methods
- Attachments

11 CHANGE ORDERS

TABLE OF CONTENTS

- A. CREATING A CHANGE ORDER
  - 1. MATERIAL DEDUCTION
  - 2. ADDING FUNDING FOR INCENTIVE PAY
  - 3. ZERO DOLLAR CHANGE ORDERS WITHOUT ITEMS
  - 4. ZERO DOLLAR CHANGE ORDERS WITH ITEMS
  - 5. OVERRUN / UNDERRUN
  - 6. ADDING NEW ITEMS
  - 7. FINAL QUANTITY CHANGE ORDER
  - 8. TIME ADJUSTMENT CHANGE ORDER
- B. REVIEW PROCESS (OPTIONAL)
- C. APPROVAL PROCESS
  - 1. UNILATERAL CHANGE ORDER APPROVALS
  - 2. CHANGE ORDER AND SUPPLEMENTAL APPROVALS
    - A. FEDERAL OVERSIGHT PROJECTS
    - B. MUNICIPAL/ COUNTY FUNDED PROJECTS
    - C. STIMULUS PROJECTS
    - D. STATE FUNDED PROJECT

TABLE OF CONTENTS

- D. COMISSION MEETING
- 1. PREPARING THE AGENDA ITEM
- 2. AFTER APPROVAL
- E. ATTACHMENTS
- 1. COST BREAKDOWN
- 2. FHWA FORM 1395
- 3. INCENTIVE PAY
- 4. MATERIAL DEDUCTION
- 5. ASPHALT BINDER ADJUSTMENTS

CHANGE ORDERS

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.

USER(S) FOR THIS PROCEDURE

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

REFERENCES

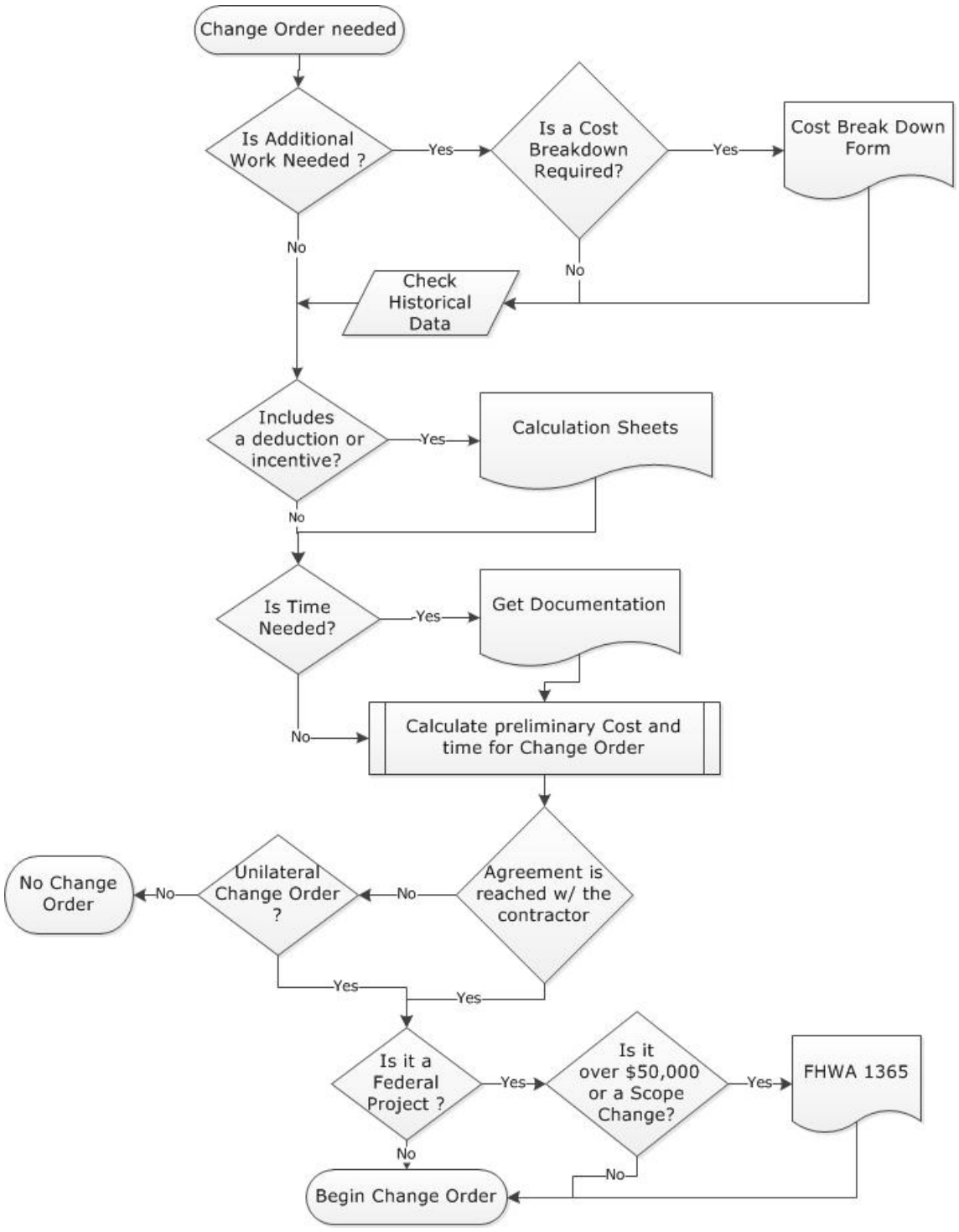
Reference	Number
SiteManager Policy	0801.0, 0801.1, 0801.2, 0801.3, 0801.4
Control Directive	20090729, 20020212, 20000225, 19971107, 19961121, 19920904

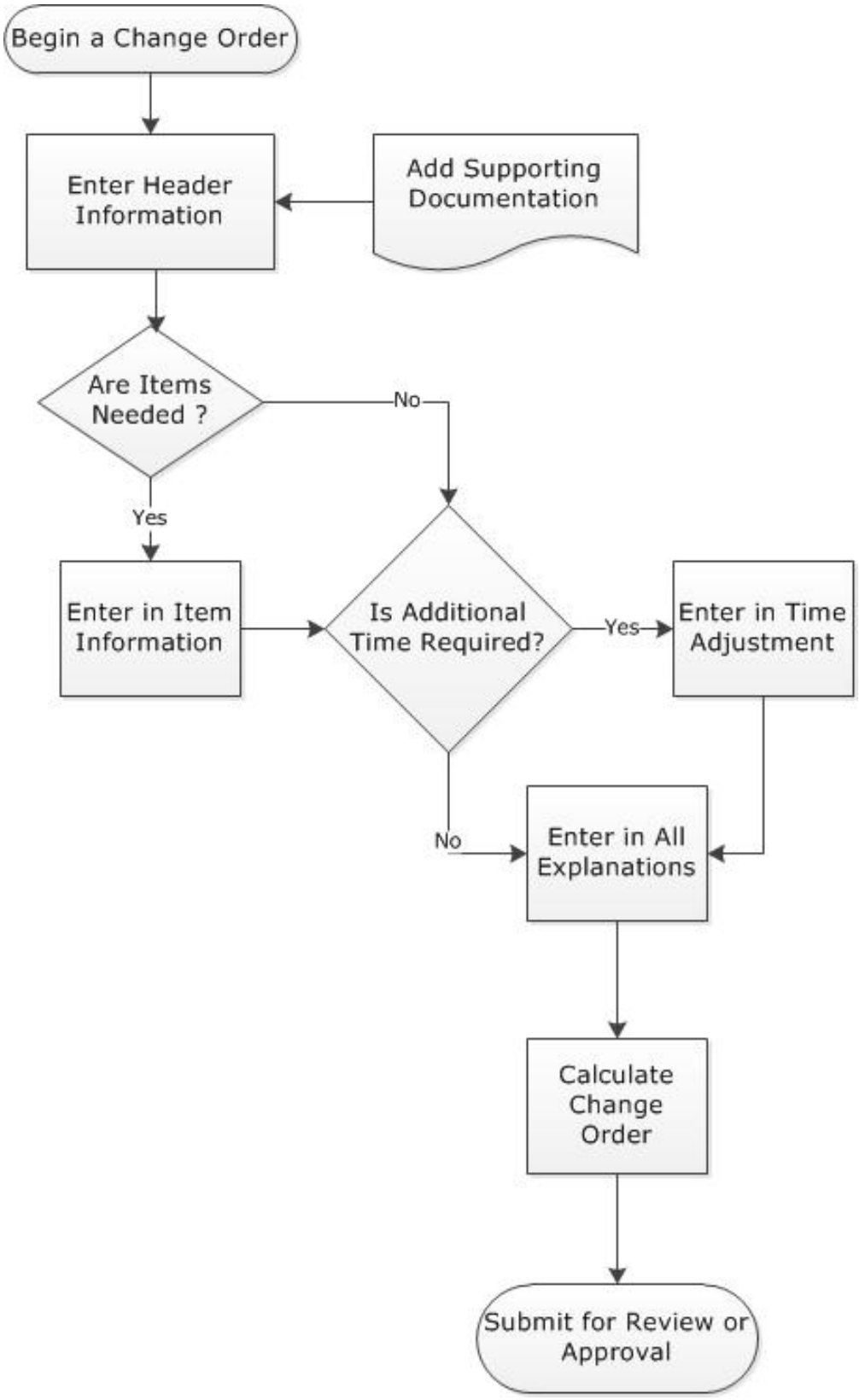
REPORTS

Report	Location
Change order to Contractor	

NOTES

A PROCESS DIAGRAM




Begin a Change Order
Enter Header Information
Add Supporting Documentation
Are Items Needed ?
No
Yes
Enter in Item Information
Is Additional Time Required?
Yes
Enter in Time Adjustment
No
Enter in All Explanations
Calculate Change Order
Submit for Review or Approval

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

STEP

1

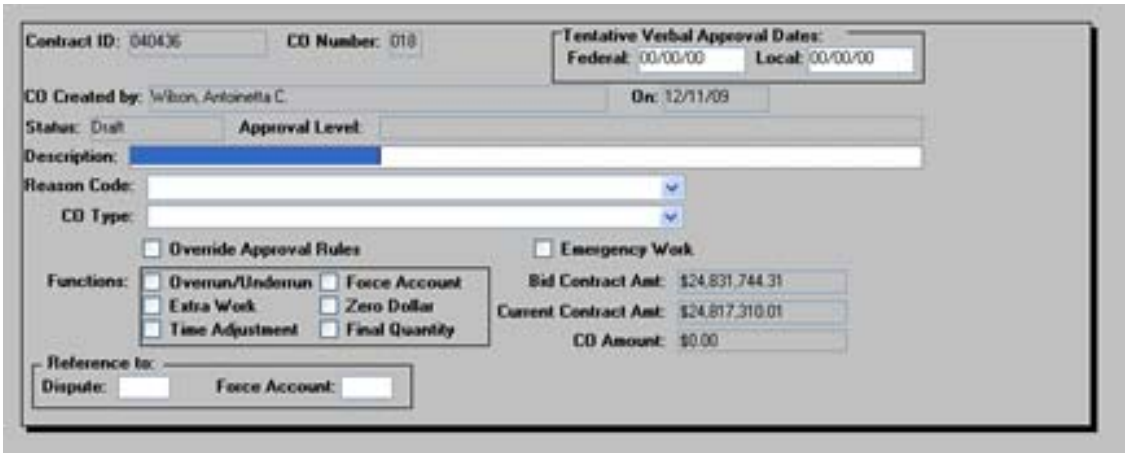
Entering in Header Information.

USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Header



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 Local 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	**CHECK**
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

ATTACHMENTS

STEP

2

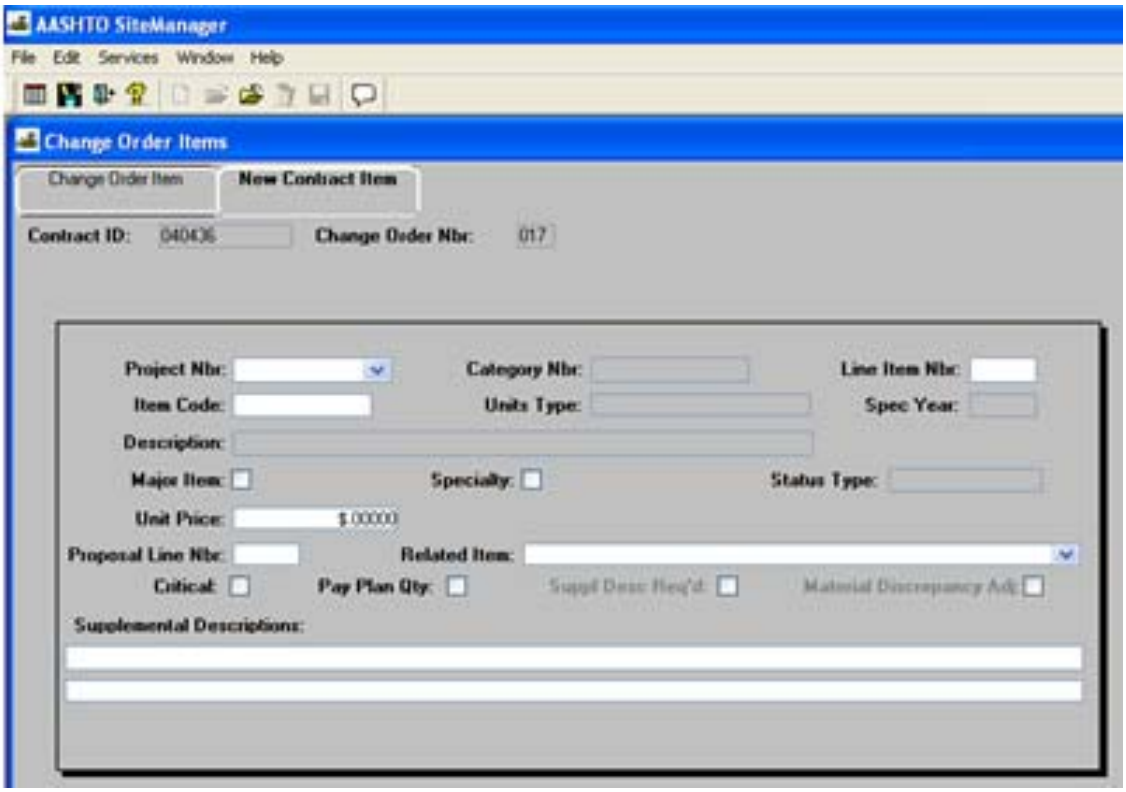
Entering in Item Information

USER

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

SCREENSHOT

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



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 Number	Will be the Same as the Line 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 Adjustment Discrepancy	Always check this box.
Supplemental Description	**Failing material deduction pay items are those pay items that have been given the description "Deduction For Failing Material". Refer to Section 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"**

STEP

3

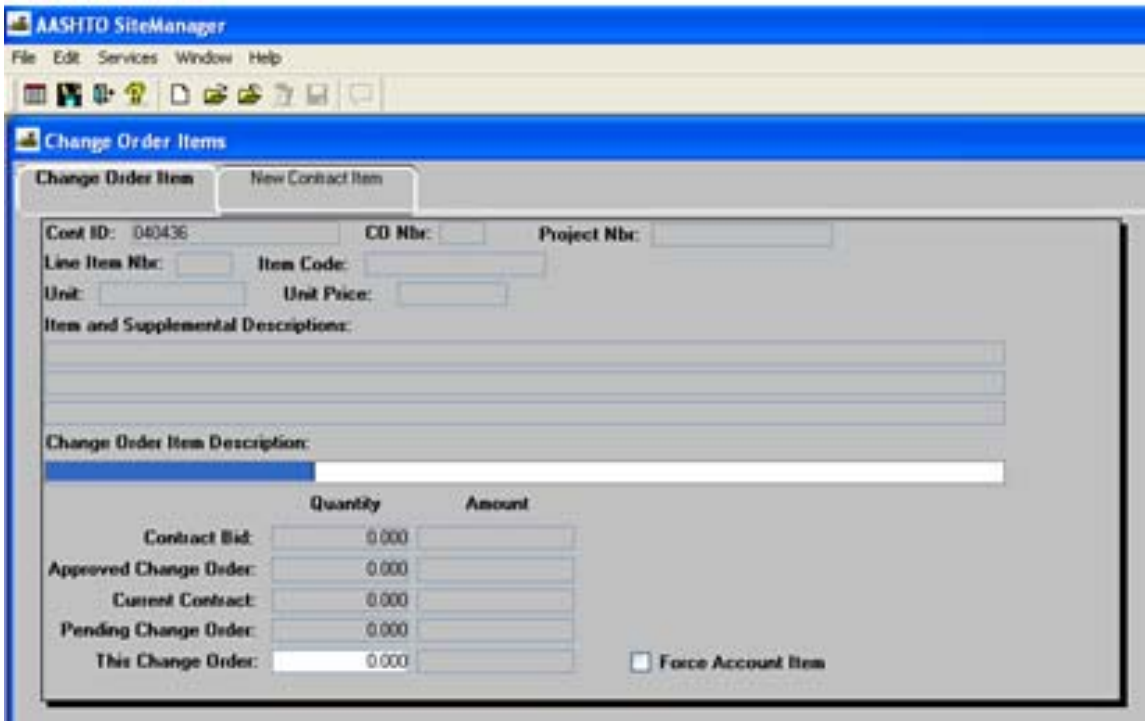
Entering in Item Information concerning this change order

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



ENTERED INFORMATION

FIELD	Change Order Item—Change Order Item Tab
Change Order Description	Added Detail concerning Material Deduction i.e. for Drill Shaft.
This Change Order	Will be the Quantity
Force Account Item	Will be Unchecked

STEP

4

Entering in Item Explanations

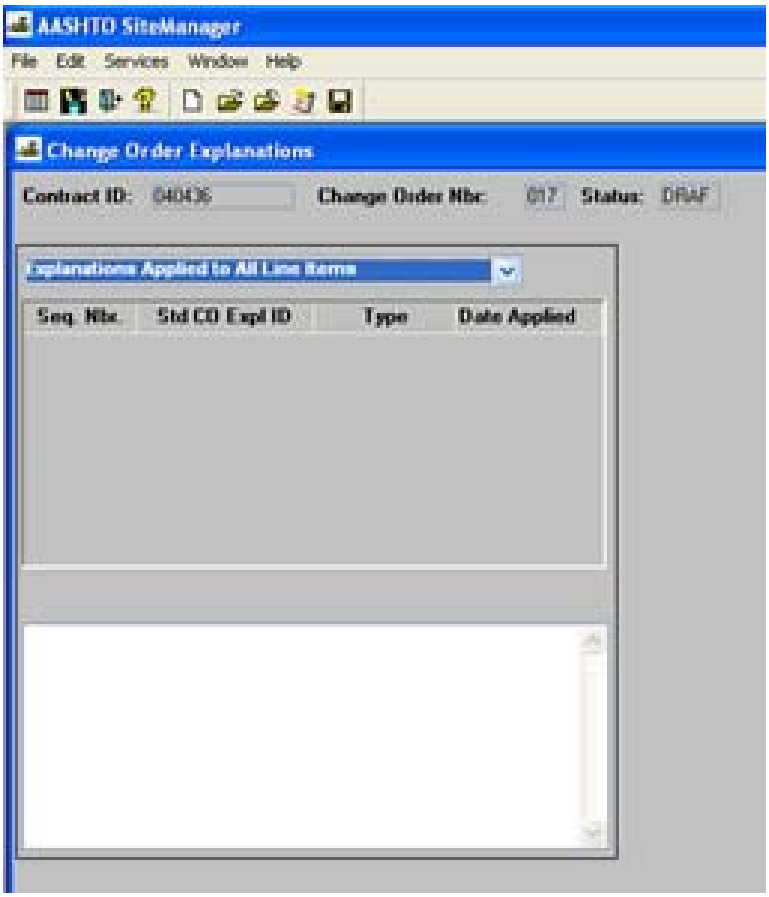
USER

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 /

Change Order Explanations



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 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 Explanations	Specific line item explanations shall be created for 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. 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.

STEP

5

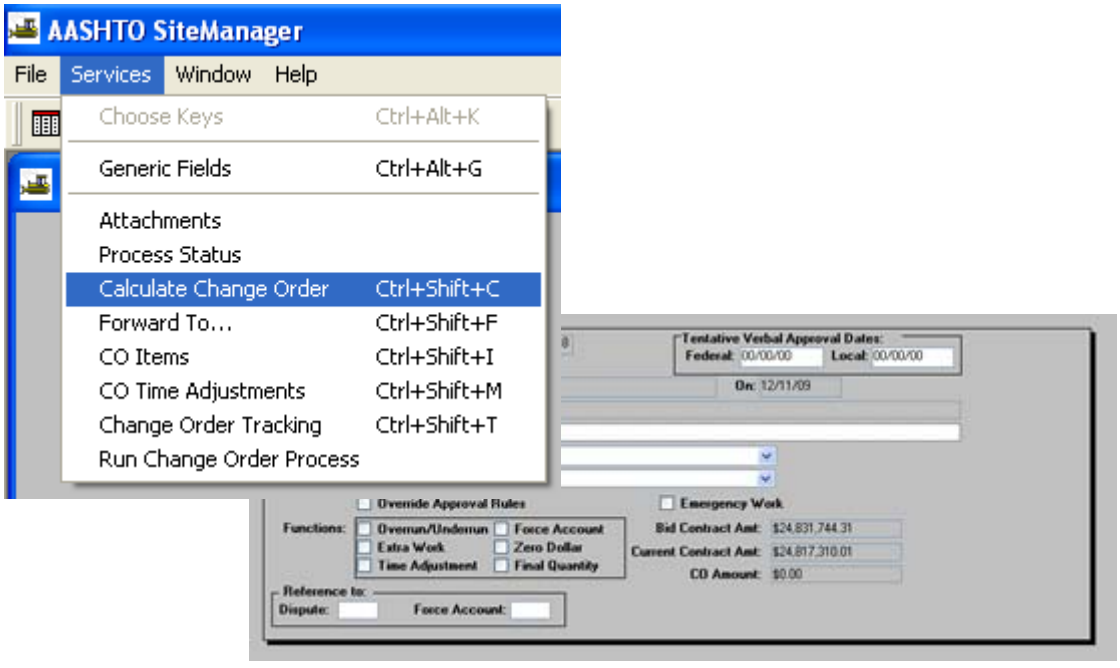
Recalculate Change Order

USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Header



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.

NOTES

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

STEP

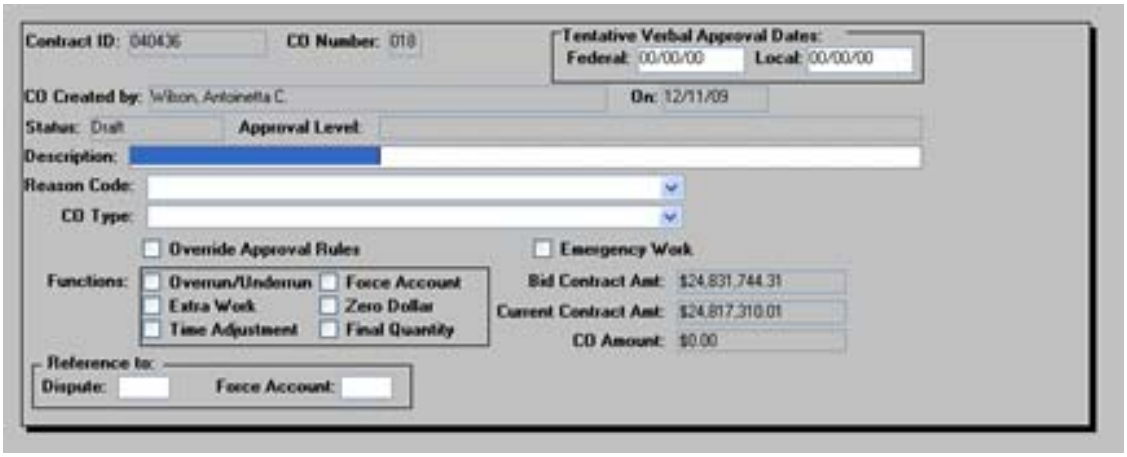
1 Entering in Header Information.

USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Header



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 Local 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/ Underrun	Leave Unchecked
Extra Work	**CHECK**
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

ATTACHMENTS

STEP

2

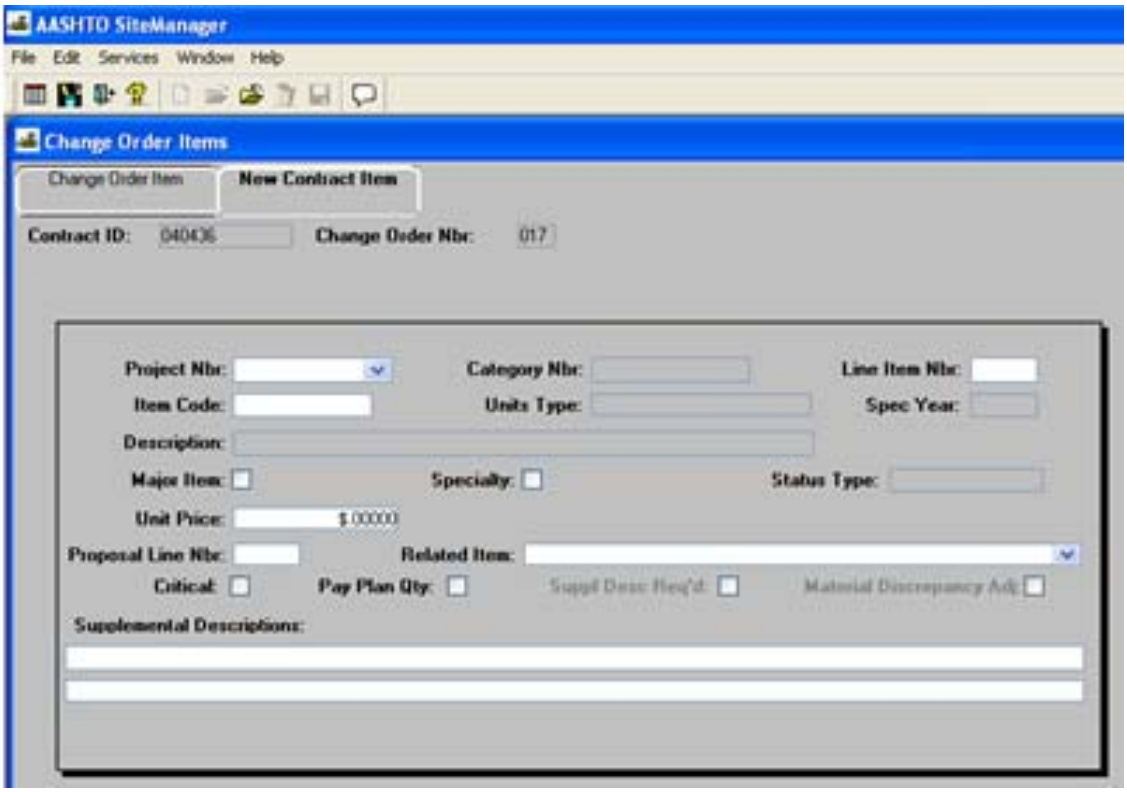
Entering in Item Information

USER

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

SCREENSHOT

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



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 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**
Major Item	Unchecked
Specialty Item	unchecked
Unit Price	**ENTER THE UNIT PRICE AS SHOWN IN THE SPECIAL PROVISIONS AND ON SHEET ATTACHED TO THE HEADER.**
Proposal Line Number	Will be the Same as the Line 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 Adjustment Discrepancy	Always check this box.
Supplemental Description	

STEP

3

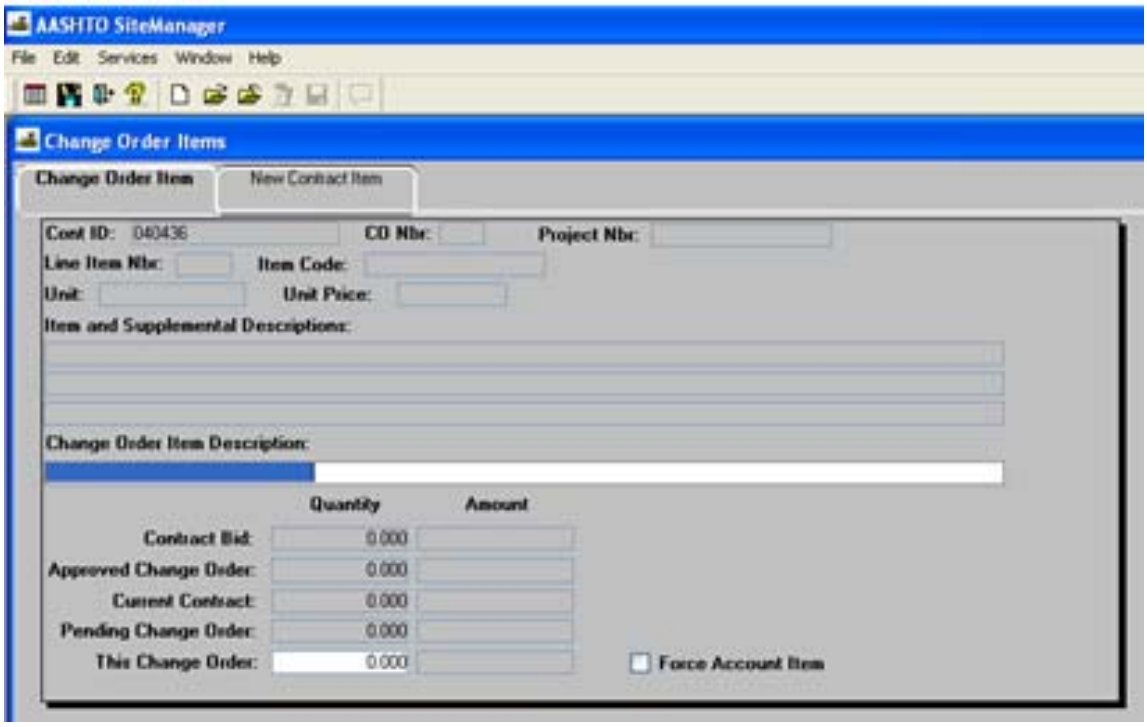
Entering in Item Information concerning this change order

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



ENTERED INFORMATION

FIELD	Change Order Item—Change Order Item Tab
Change Order Description	Added Detail concerning Material Deduction i.e. for Drill Shaft.
This Change Order	Will be the Quantity
Force Account Item	Will be Unchecked

STEP

4

Entering in Item Explanations

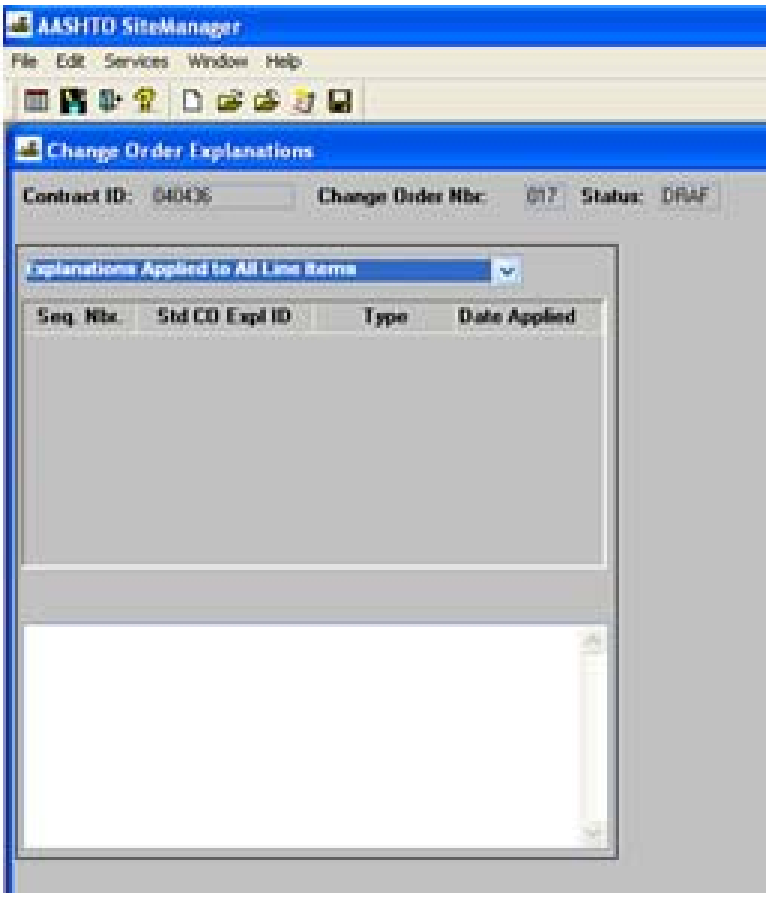
USER

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 /

Change Order Explanations



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 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 Explanations	Specific line item explanations shall be created for 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. 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.

STEP

5

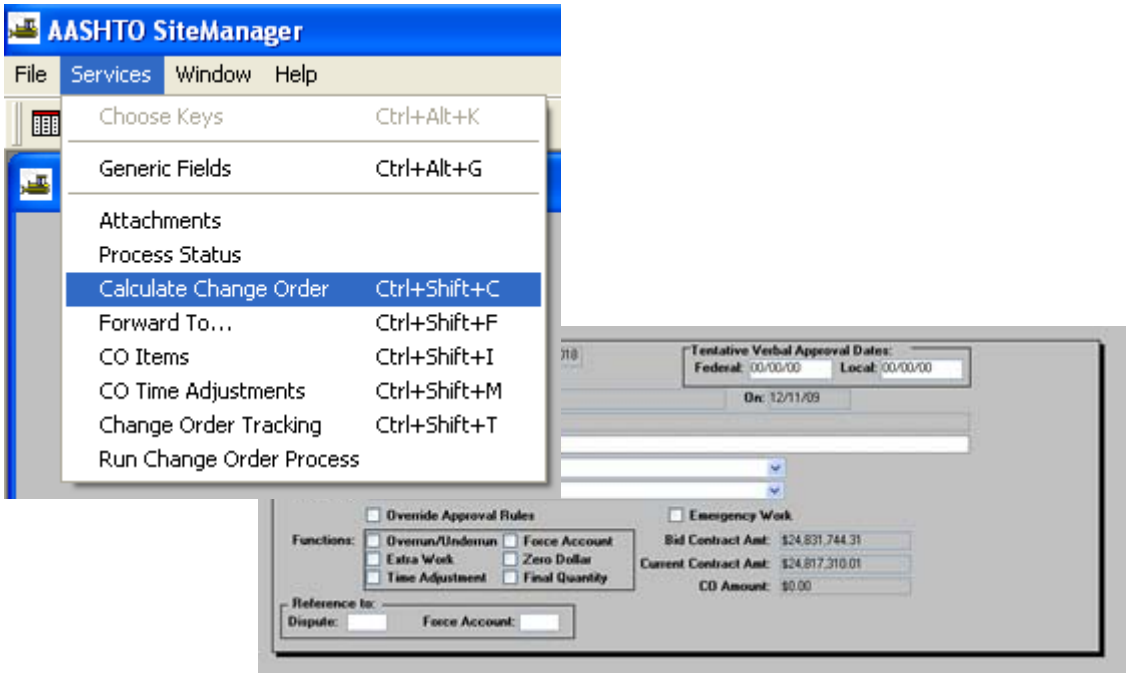
Recalculate Change Order

USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Header



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.

NOTES

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

STEP

1

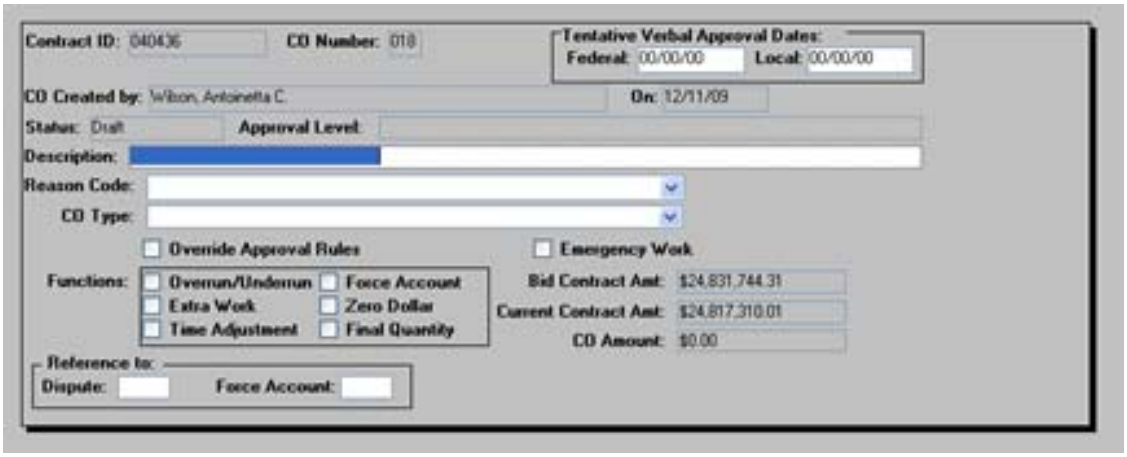
Entering in Header Information.

USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Header



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 Local 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	**CHECKED**
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

ATTACHMENTS

STEP

2

Entering in Item Explanations

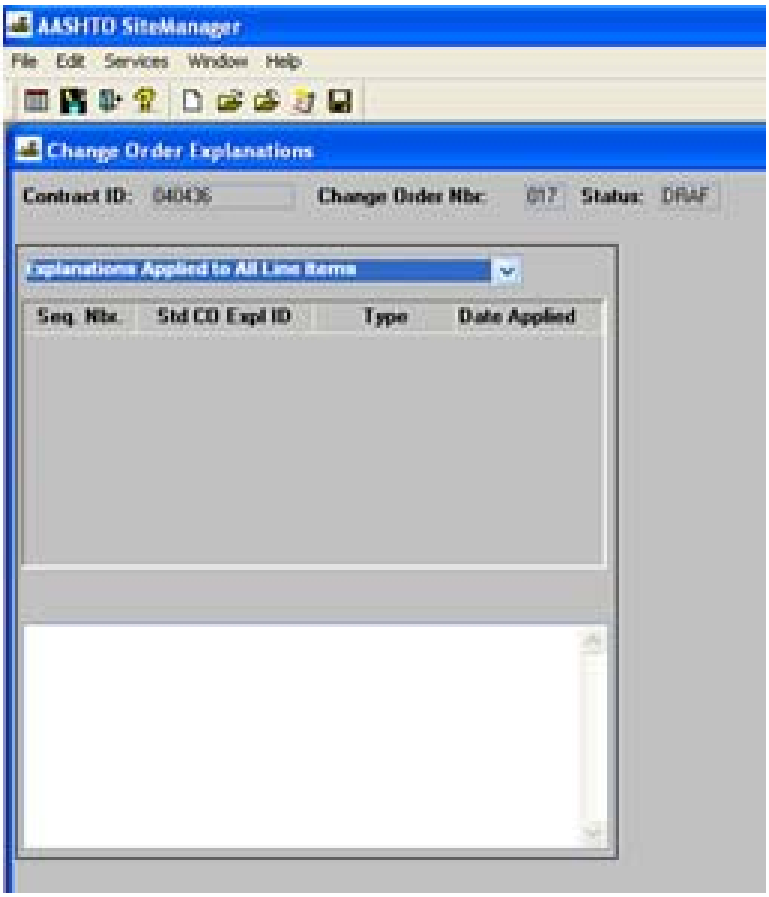
USER

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 /

Change Order Explanations



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 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 Explanations	NONE

STEP

3 Recalculate Change Order

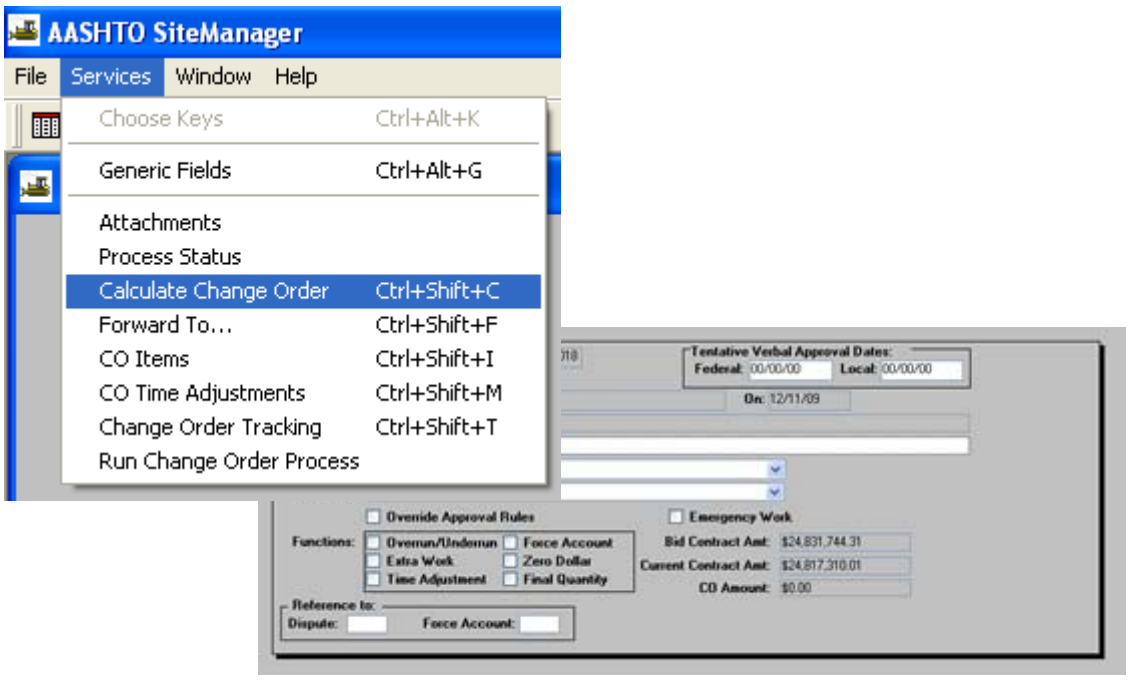
USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance /

Header



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.

NOTES

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

STEP

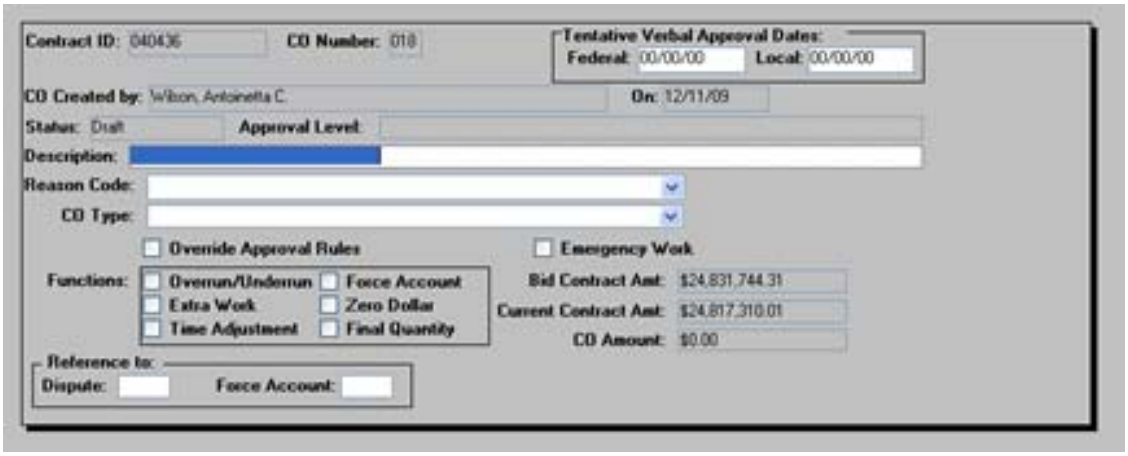
1 Entering in Header Information.

USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Header



1 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 Local 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	**CHECK**
Extra Work	**CHECK**
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

ATTACHMENTS

STEP

2

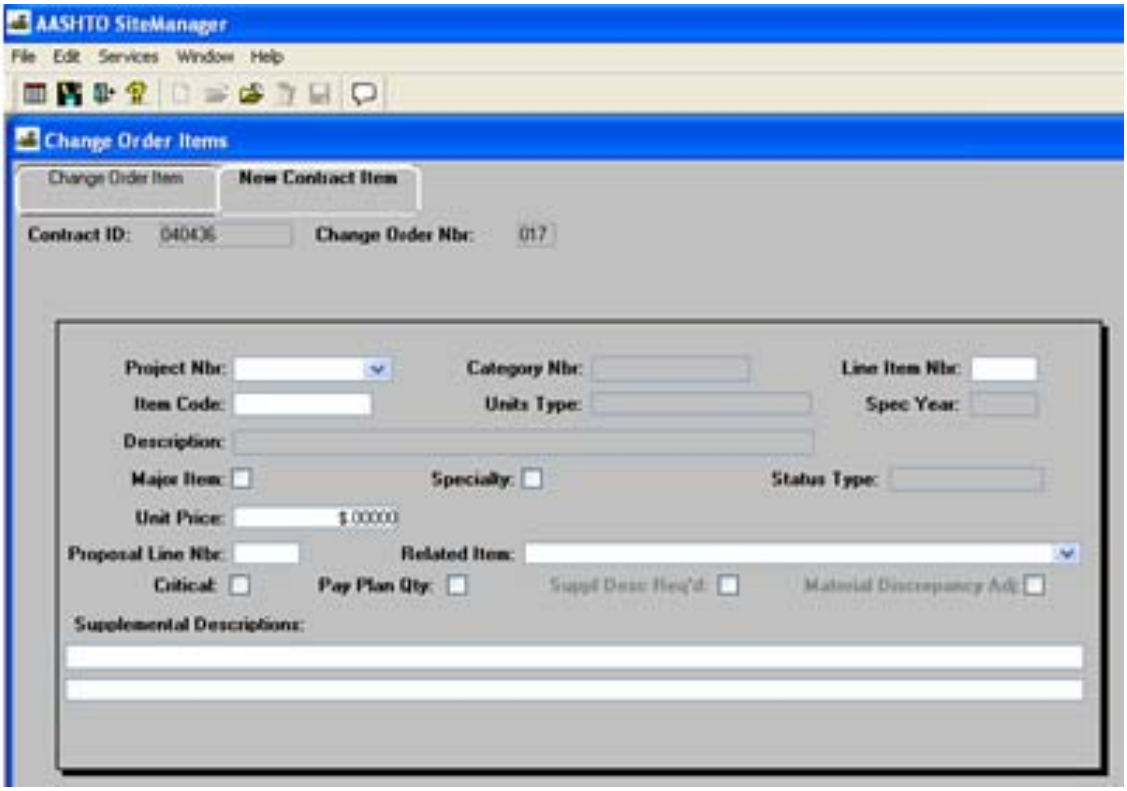
Entering in new Item Information

USER

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

SCREENSHOT

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



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 that relates to the item i.e. Roadway or Bridge. 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	When adding new items select the appropriate item code and specification year.
Major Item	Unchecked
Specialty Item	unchecked
Unit Price	
Proposal Line Number	Will be the Same as the Line Number
Related Item	**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 Adjustment Discrepancy	Always check this box.
Supplemental Description	If using construction miscellaneous, please add a description.

STEP

3

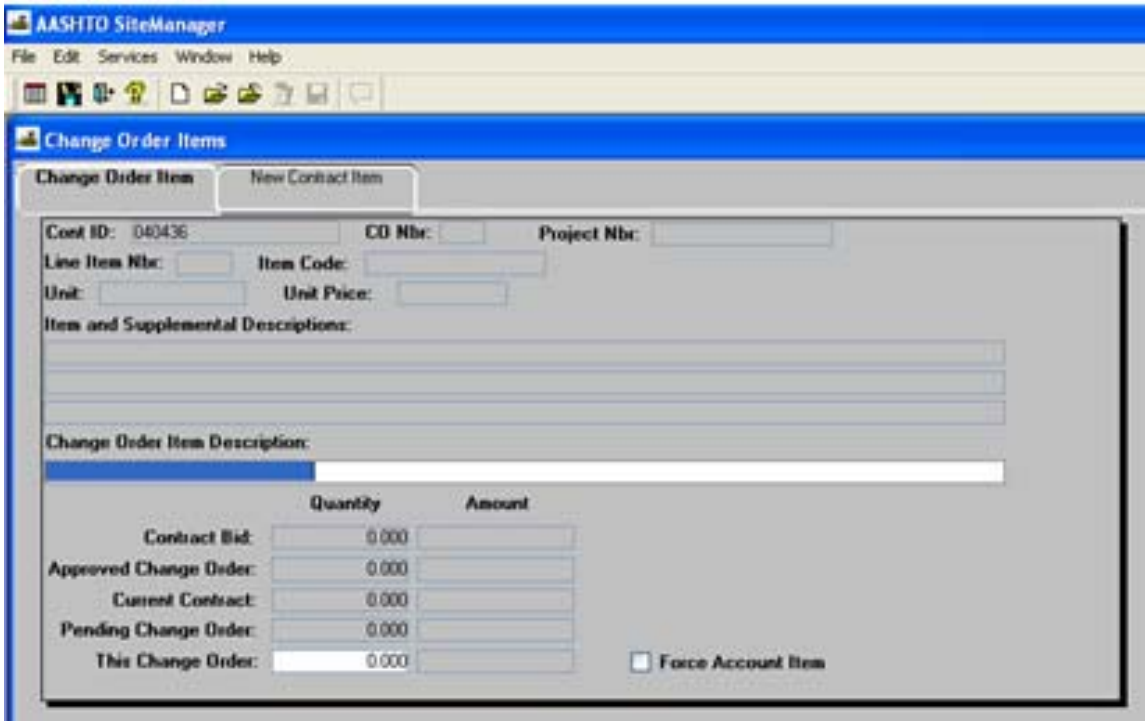
Entering in new Item Information concerning this change order

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



ENTERED INFORMATION

FIELD	Change Order Item—Change Order Item Tab
Change Order Description	If using construction miscellaneous, include sufficient detail to describe work being performed. If applying a unit price adjustment indicate it here.
This Change Order	Will be the Quantity
Force Account Item	Will be Unchecked

STEP

4

Entering in existing Item Information concerning this change order

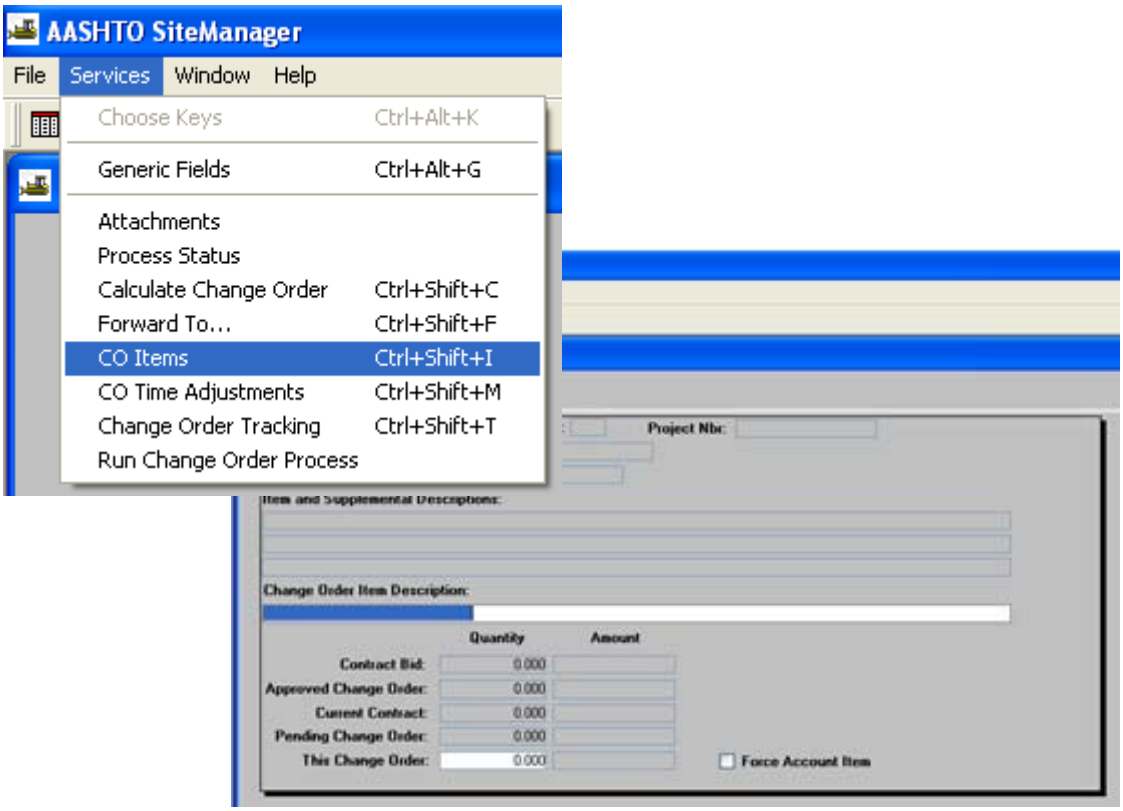
USER

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.



NOTES

FIELD	Change Order Item—Change Order Item Tab
Change Order Description	If using construction miscellaneous, include sufficient detail to describe work being performed. If applying a unit price adjustment indicate it here.
This Change Order	Will be the Quantity
Force Account Item	Will be Unchecked

STEP

5

Entering in Item Explanations

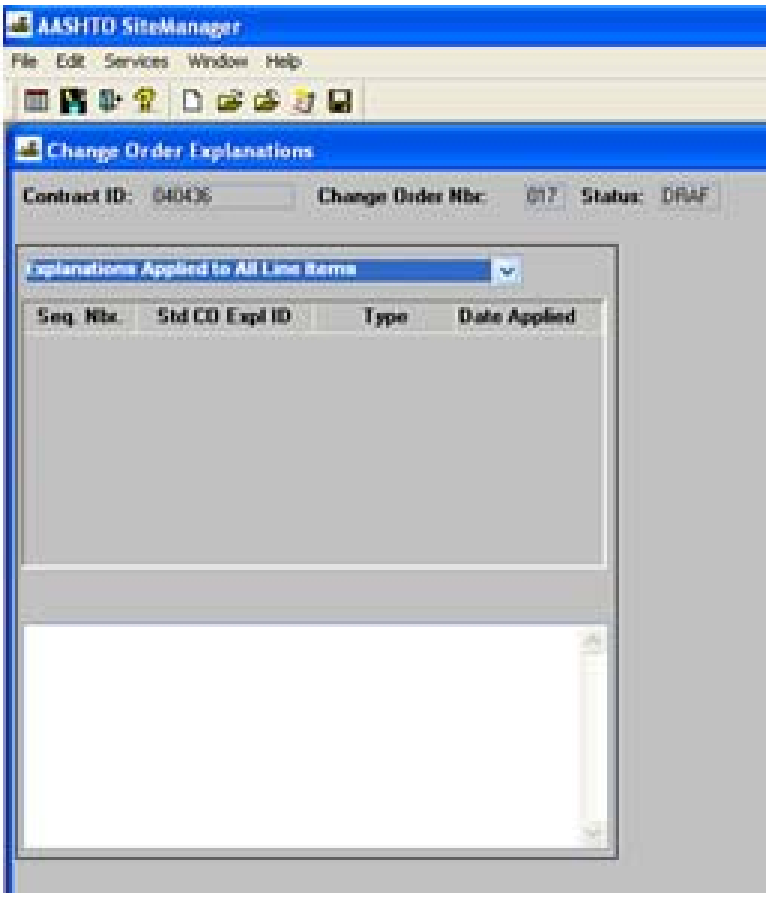
USER

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 /

Change Order Explanations



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 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 Explanations	Specific line item explanations shall be created for 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. 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.

STEP

6

Recalculate Change Order

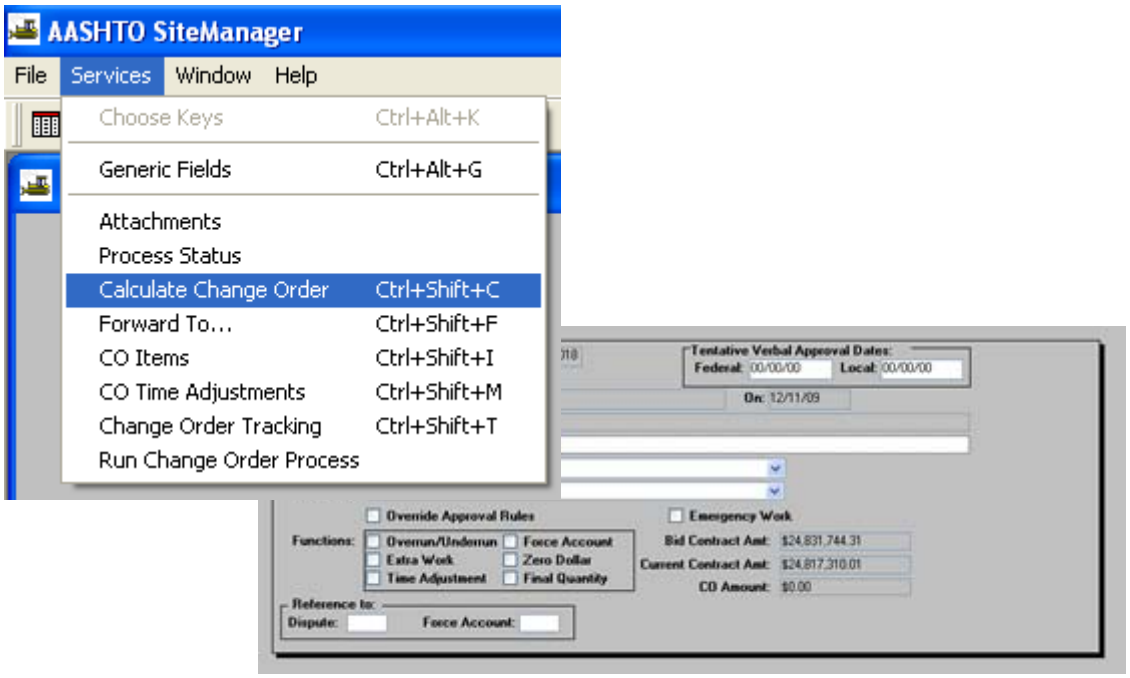
USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance /

Header



From the Top Menu Select Services then Calculate Change Order. CO Amount should be Zero.

Your Change order is ready for the Review or Approval Process Which is covered in Section B of this Manual.

NOTES

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

STEP

1

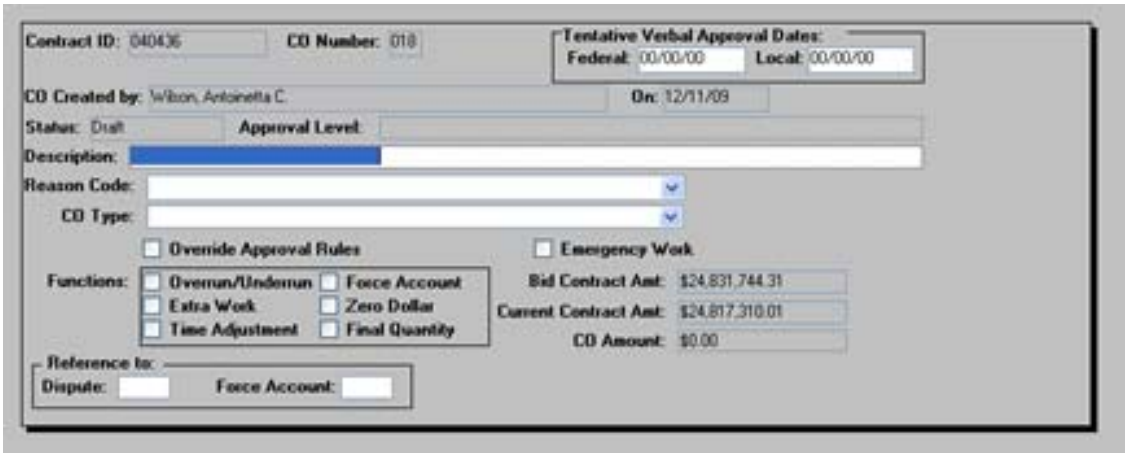
Entering in Header Information.

USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Header



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 Local 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	**CHECK**
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

ATTACHMENTS

STEP

2

Entering in existing Item Information for this change order

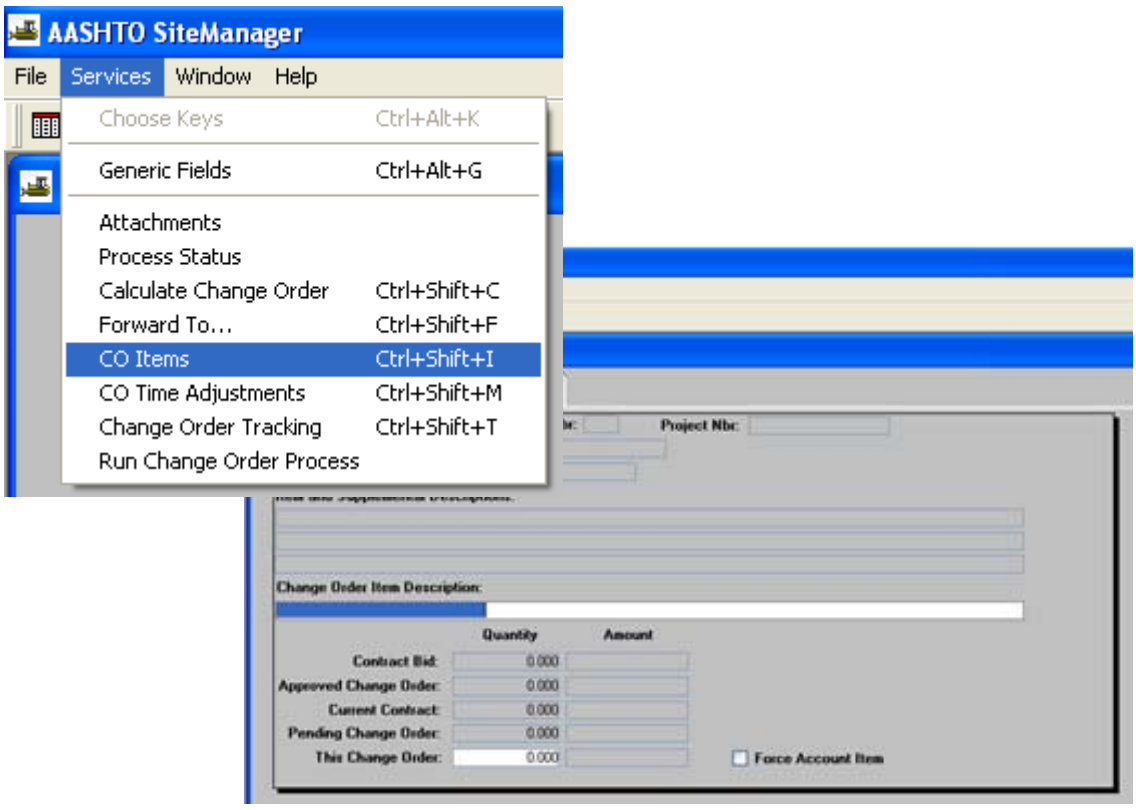
USER

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



ENTERED INFORMATION

FIELD	Change Order Item—Change Order Item Tab
Change Order Description	If using construction miscellaneous, include sufficient detail to describe work being performed. If applying a unit price adjustment indicate it here.
This Change Order	Will be the Quantity
Force Account Item	Will be Unchecked

STEP

3

Entering in Item Explanations

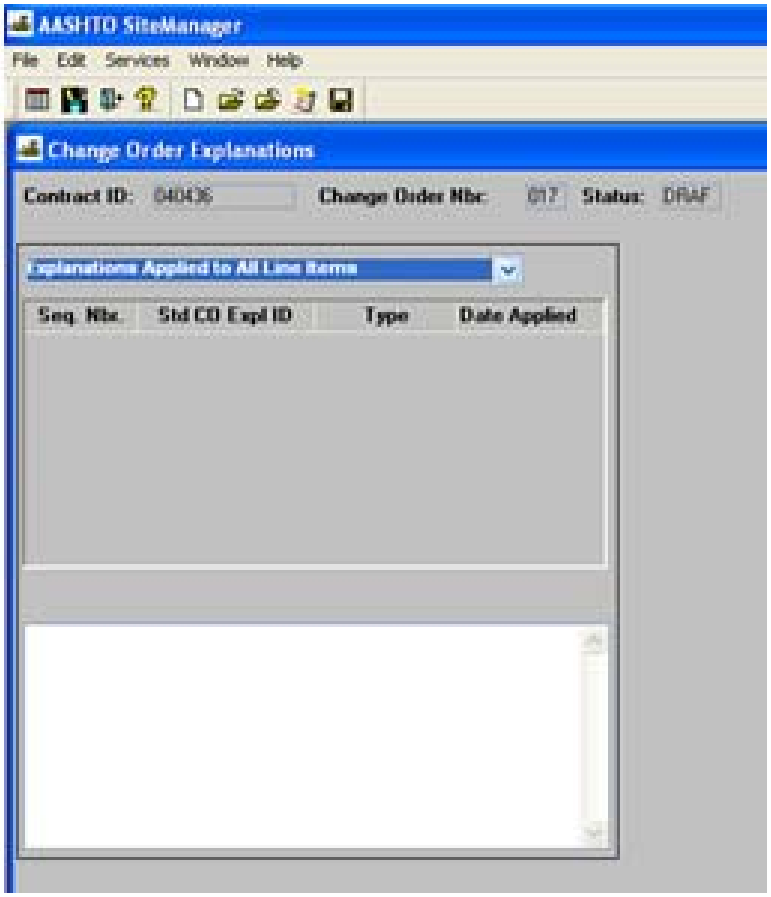
USER

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 /

Change Order Explanations



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 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 Explanations	Specific line item explanations shall be created for 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. 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.

STEP

4

Recalculate Change Order

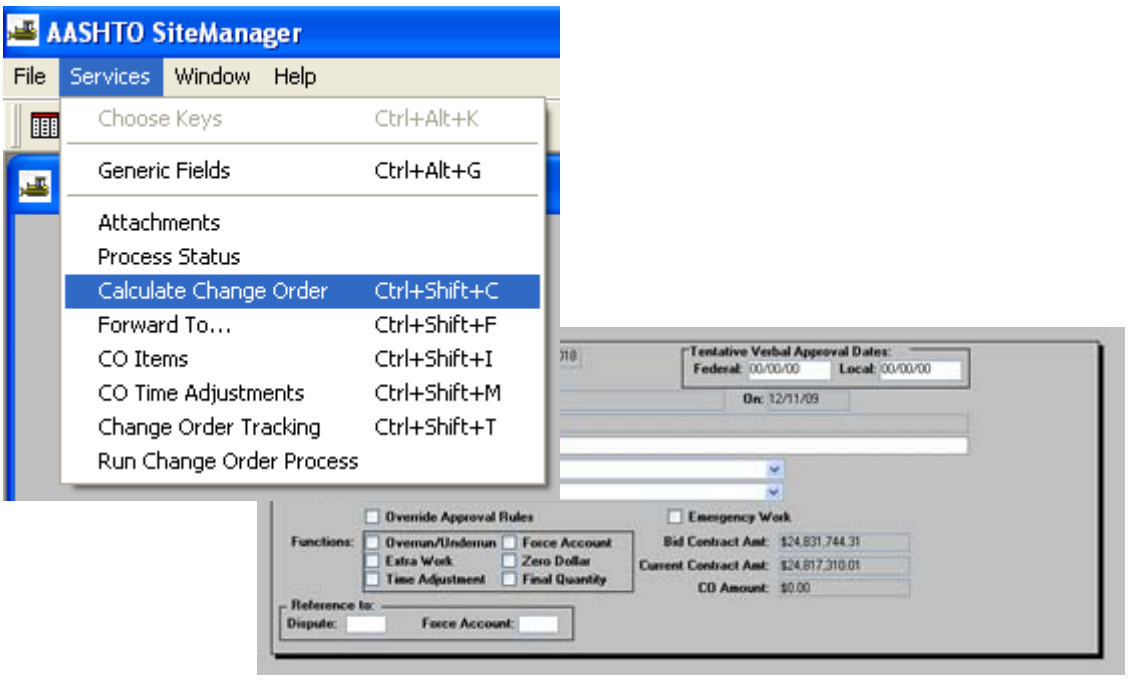
USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance /

Header



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.

NOTES

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

STEP

1

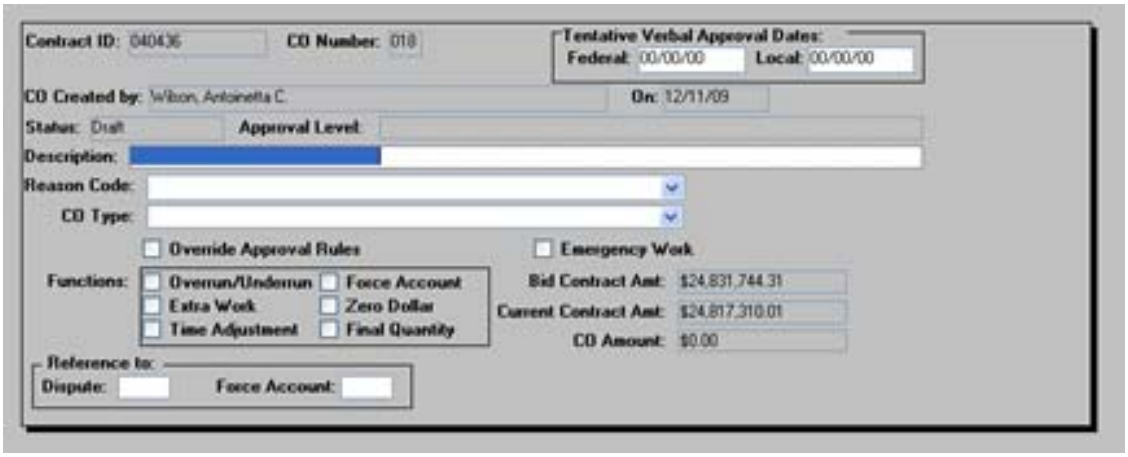
Entering in Header Information.

USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Header



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 Local 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	**CHECK**
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

ATTACHMENTS

STEP

2

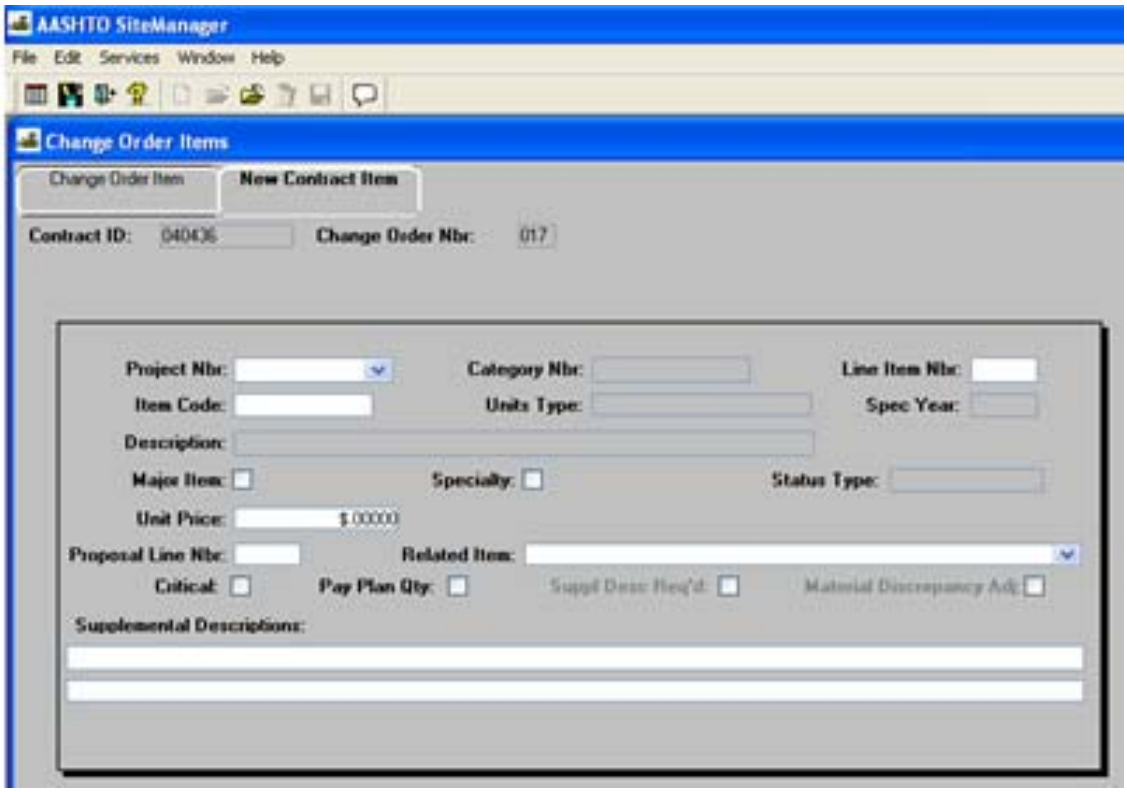
Entering in Item Information

USER

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

SCREENSHOT

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



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	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 BREAKDOWN**
Proposal Line Number	Will be the Same as the Line Number
Related Item	**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 Adjustment Discrepancy	Always check this box.
Supplemental Description	If using construction miscellaneous, include sufficient detail to describe work being performed. If applying a unit price adjustment indicate it here.

STEP

3

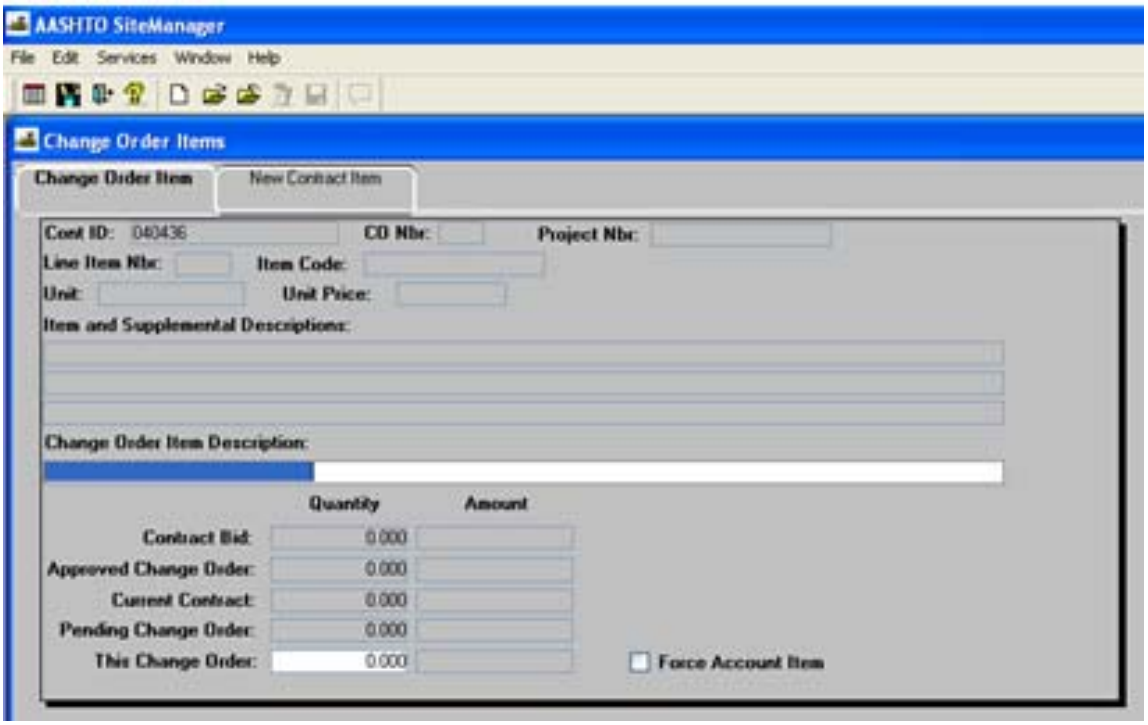
Entering in Item Information concerning this change order

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



ENTERED INFORMATION

FIELD	Change Order Item—Change Order Item Tab
Change Order Description	If using construction miscellaneous, include sufficient detail to describe work being performed. If applying a unit price adjustment indicate it here.
This Change Order	Will be the Quantity
Force Account Item	Will be Unchecked

STEP

4

Entering in Item Explanations

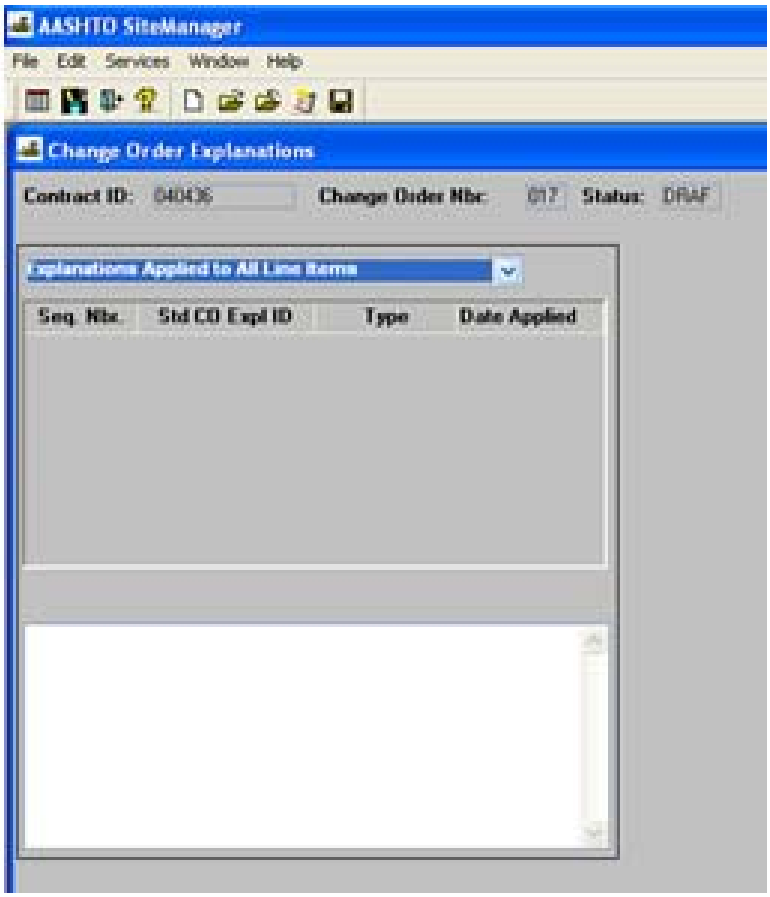
USER

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 /

Change Order Explanations



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 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 Explanations	Specific line item explanations shall be created for 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. 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.

STEP

5

Recalculate Change Order

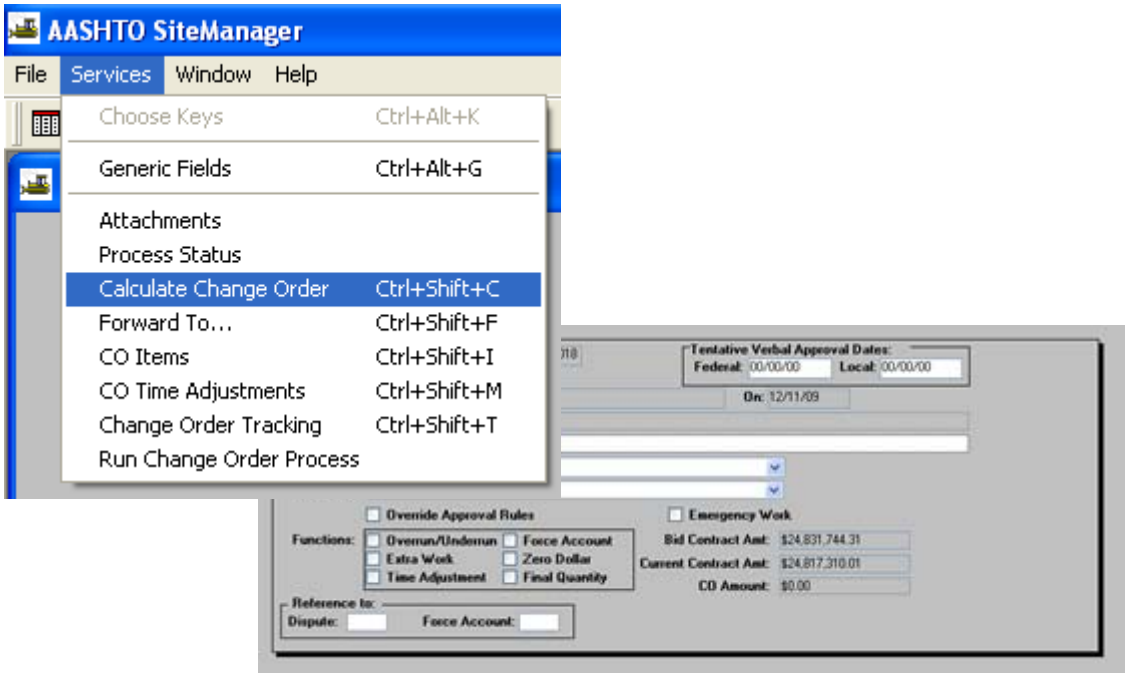
USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance /

Header



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.

NOTES

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
- 2. ENTERING IN EXISTING ITEM FROM CONTRACT
- 3. ENTERING IN GENERAL AND ITEM EXPLANATION
- 4. RECALCULATING CHANGE ORDER

STEP

1

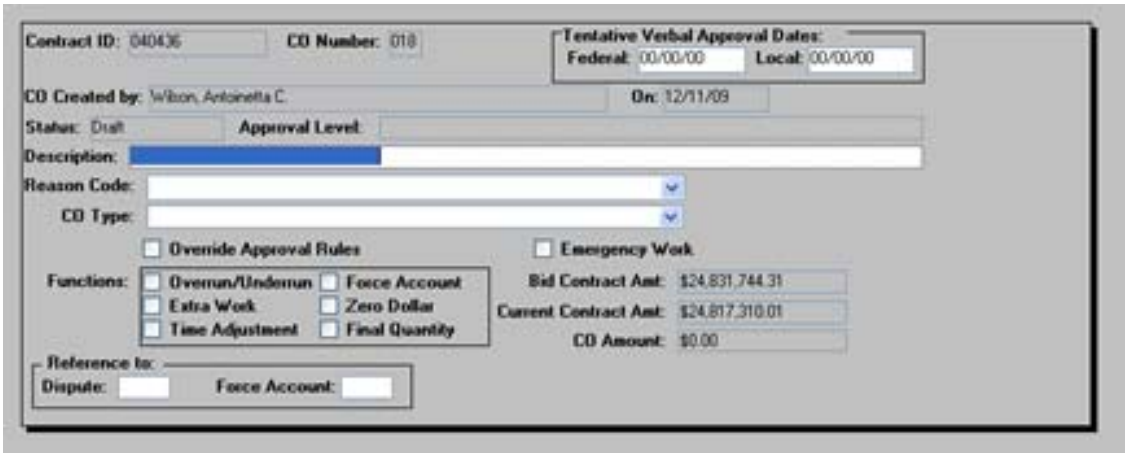
Entering in Header Information.

USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Header



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 Local 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	**CHECK**
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

ATTACHMENTS

STEP

2

If necessary, enter in existing Item Information for this change order Otherwise skip to Step 3

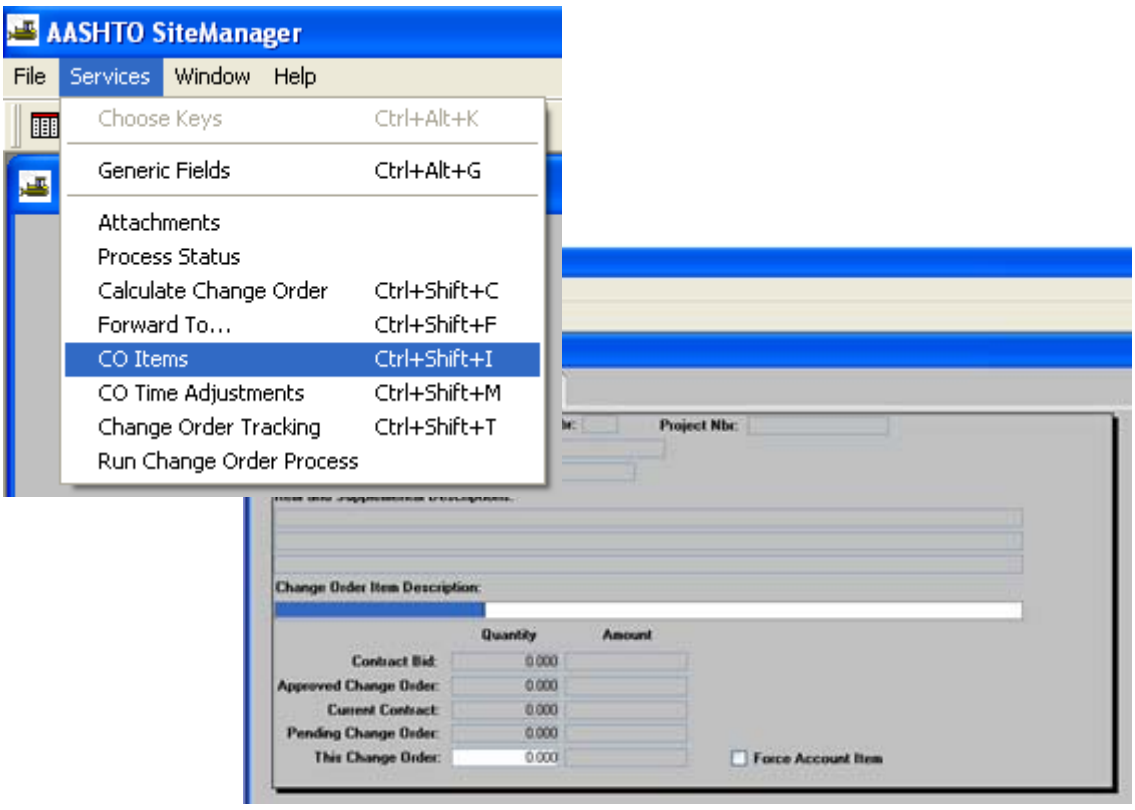
USER

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



ENTERED INFORMATION

FIELD	Change Order Item—Change Order Item Tab
Change Order Description	None
This Change Order	Will be the Quantity
Force Account Item	Will be Unchecked

STEP

3

Entering in General and Item Explanations

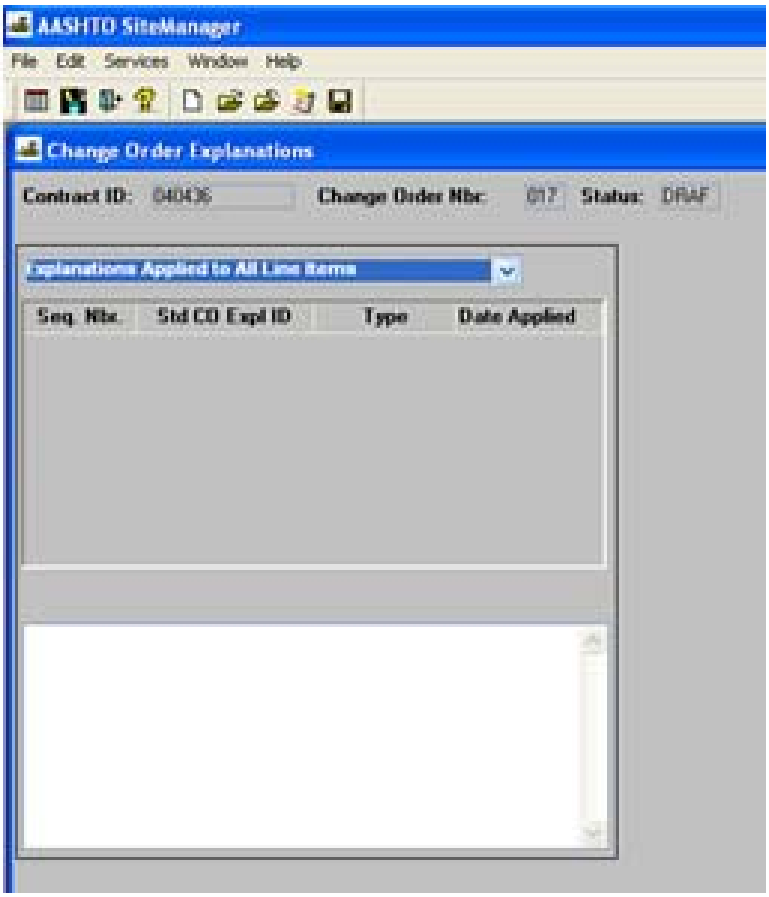
USER

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 /

Change Order Explanations



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 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 Explanations	Specific line item explanations shall be created for 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.

STEP

4

Recalculate Change Order

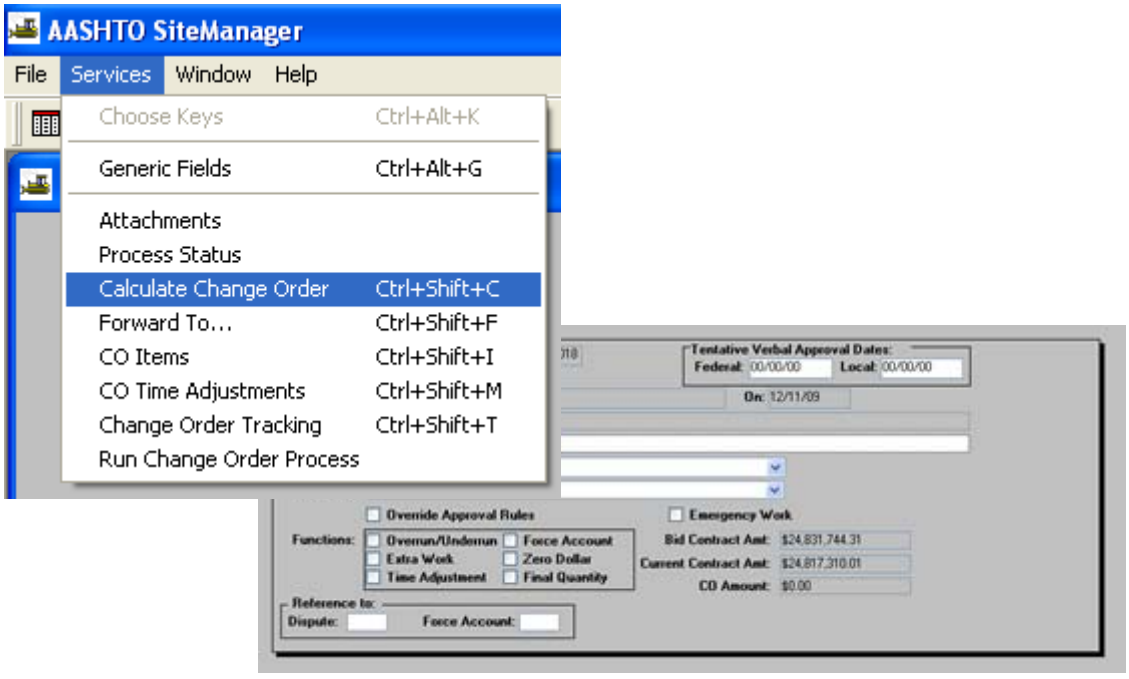
USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance /

Header



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.

NOTES

PROCESS

Creating Time adjustment Change Order

STEPS

- 1. ENTERING IN THE HEADER
- 2. ENTERING IN TIME ADJUSTMENT
- 3. ENTERING IN GENERAL EXPLANATION

STEP

1

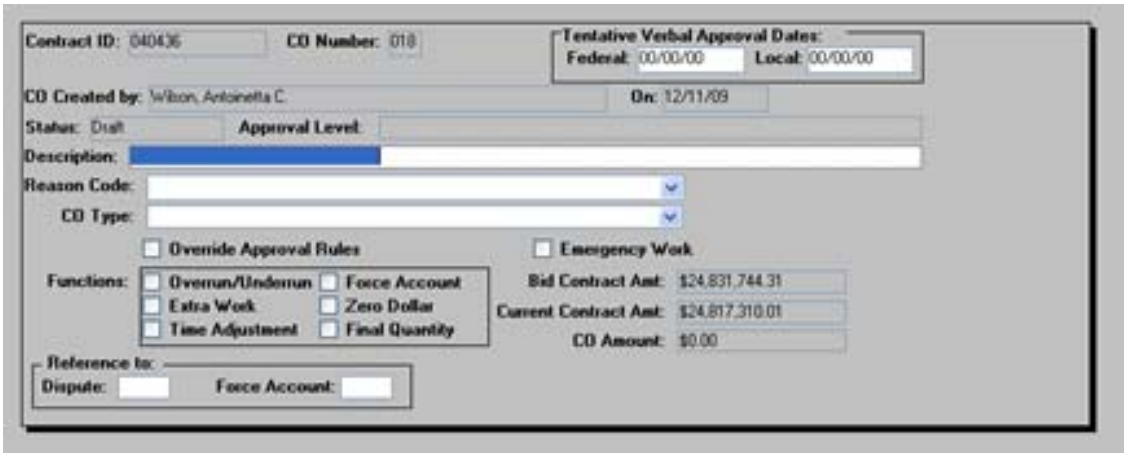
Entering in Header Information.

USER

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

SCREENSHOT

Go to Main Panel / Change Order/ Change Order Maintenance / Header



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 Local 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	**CHECK**
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

ATTACHMENTS

STEP

2

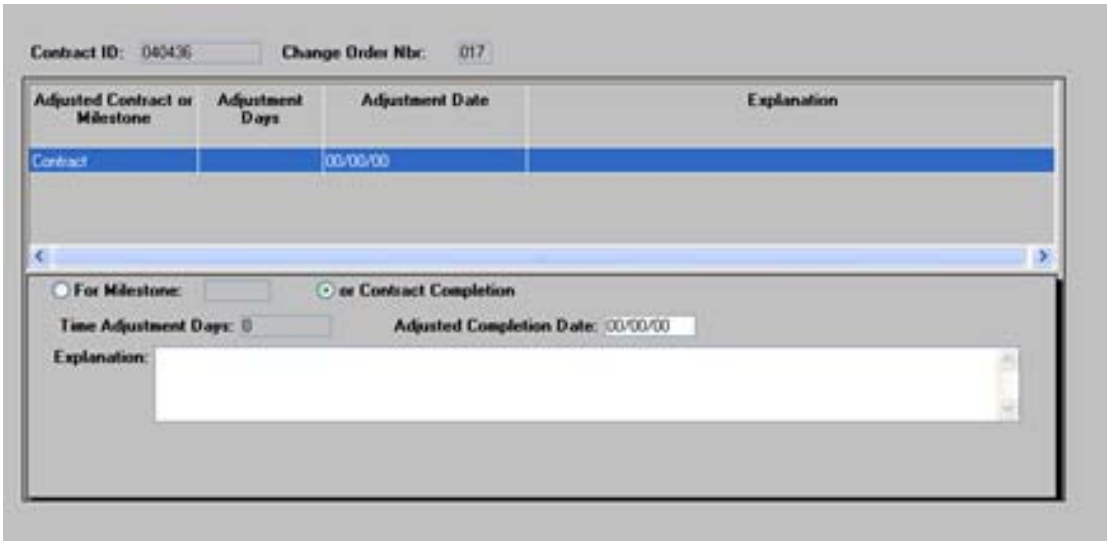
Entering in Time Adjustment

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 / Change order Time adjustments



ENTERED INFORMATION

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**

STEP

3 Entering in General Explanations

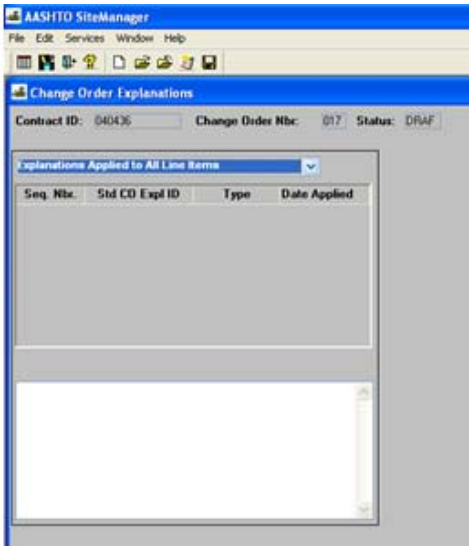
USER

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 /

Change Order 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 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.

Your Change order is ready for the Review or Approval Process Which is covered in Section B of this Manual.

NOTES

OVERVIEW

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.

USER(S) FOR THIS PROCEDURE

GROUP ID	GROUP NAME	GROUP ID	GROUP NAME
RESADMIN	Residency Administration (R)	COUNTPRT	Contractor Counterpart (R)
DIVADMIN	Division Administration (R)	FHWA	Federal Highway Administration (R)
CONADMIN	Construction Administration (R)		
CENADMIN	Central Office Administration (R)		

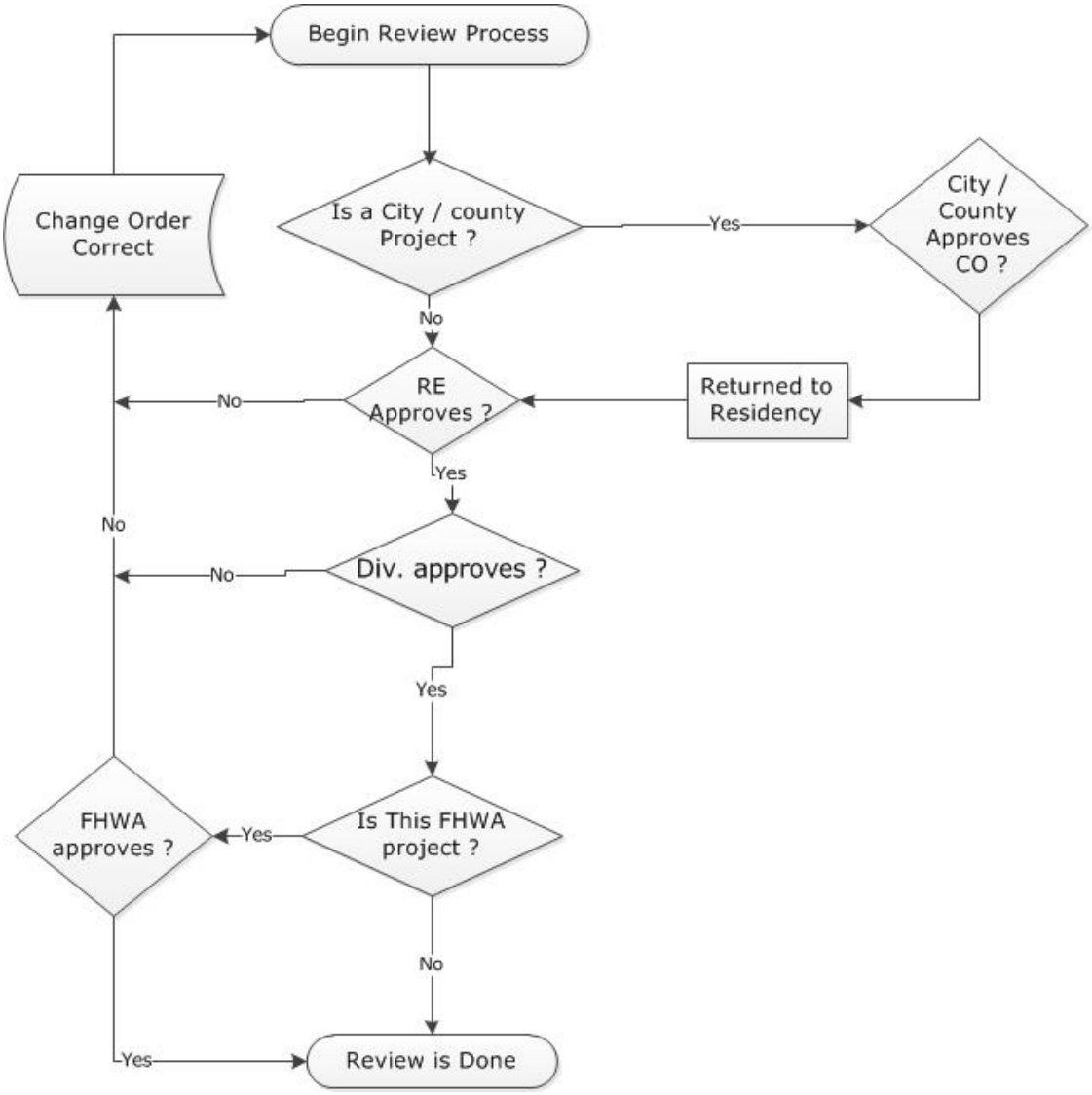
REFERENCES

Reference	Number
SiteManager Policy	0801.7, 0804.0
Control Directive	20090729, 20020212, 20000225, 19971107, 19961121, 19920904

REPORTS

Report	Location
Change order to Contractor	

NOTES


Begin Review Process
Is a City / county Project ?
Yes
City / County Approves CO ?
No
Change Order Correct
RE Approves ?
No
Returned to Residency
Yes
No
Div. approves ?
No
Yes
FHWA approves ?
Yes
Is This FHWA project ?
No
Yes
Review is Done

NOTES

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) FOR THIS PROCEDURE

GROUP ID	GROUP NAME	GROUP ID	GROUP NAME
RESADMIN	Residency Administration (R)	COUNTPRT	Contractor Counterpart (R)
DIVADMIN	Division Administration (R)	FHWA	Federal Highway Administration (R)
CONADMIN	Construction Administration (R)		
CENADMIN	Central Office Administration (R)		

REFERENCES

Reference	Number
SiteManager Policy	0801.7, 0801.8, 0804.0
Control Directive	20090729, 20020212, 20000225, 19971107, 19961121, 19920904

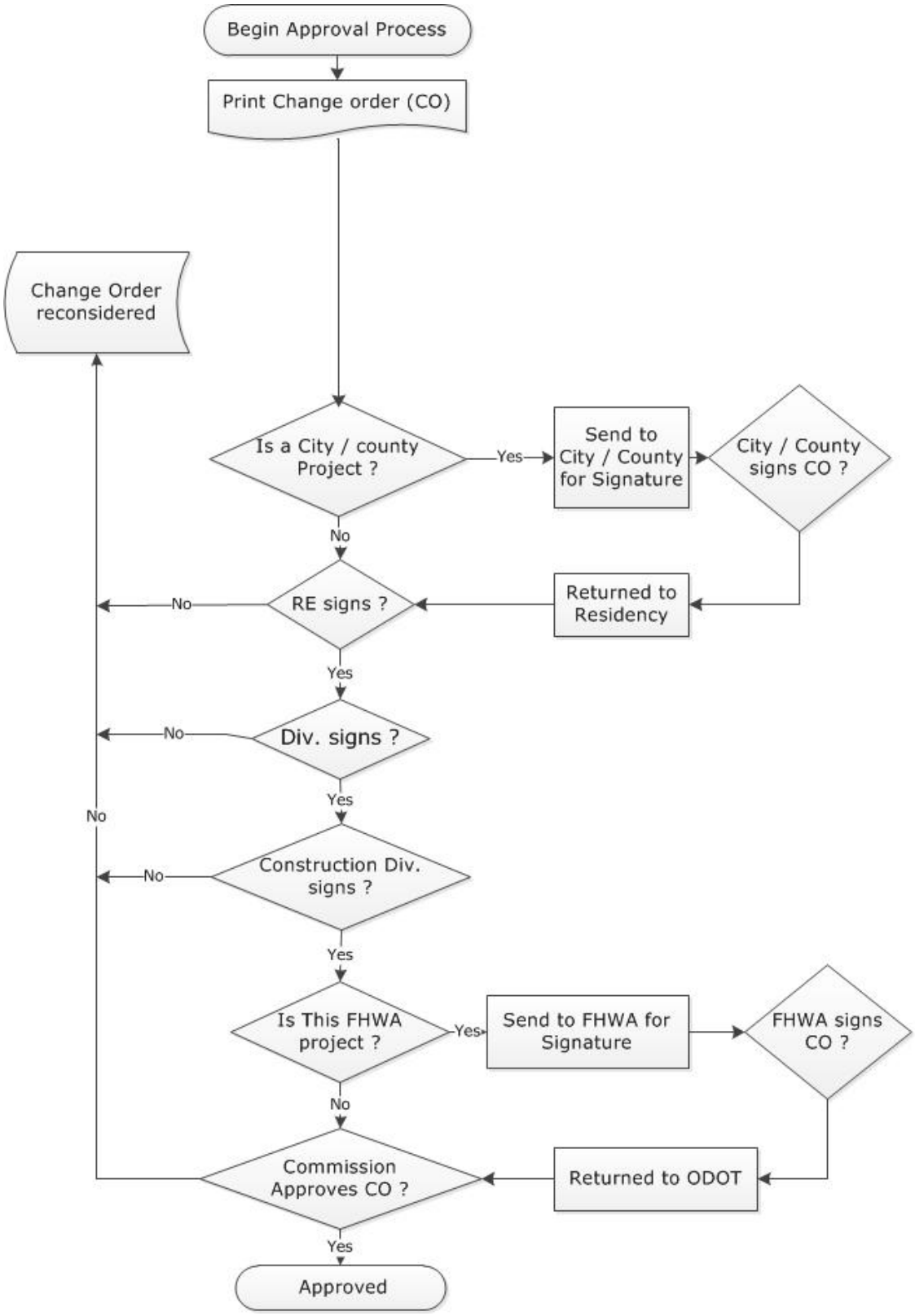
REPORTS

Report	Location
Change order to Contractor	

NOTES

C

PROCESS DIAGRAM



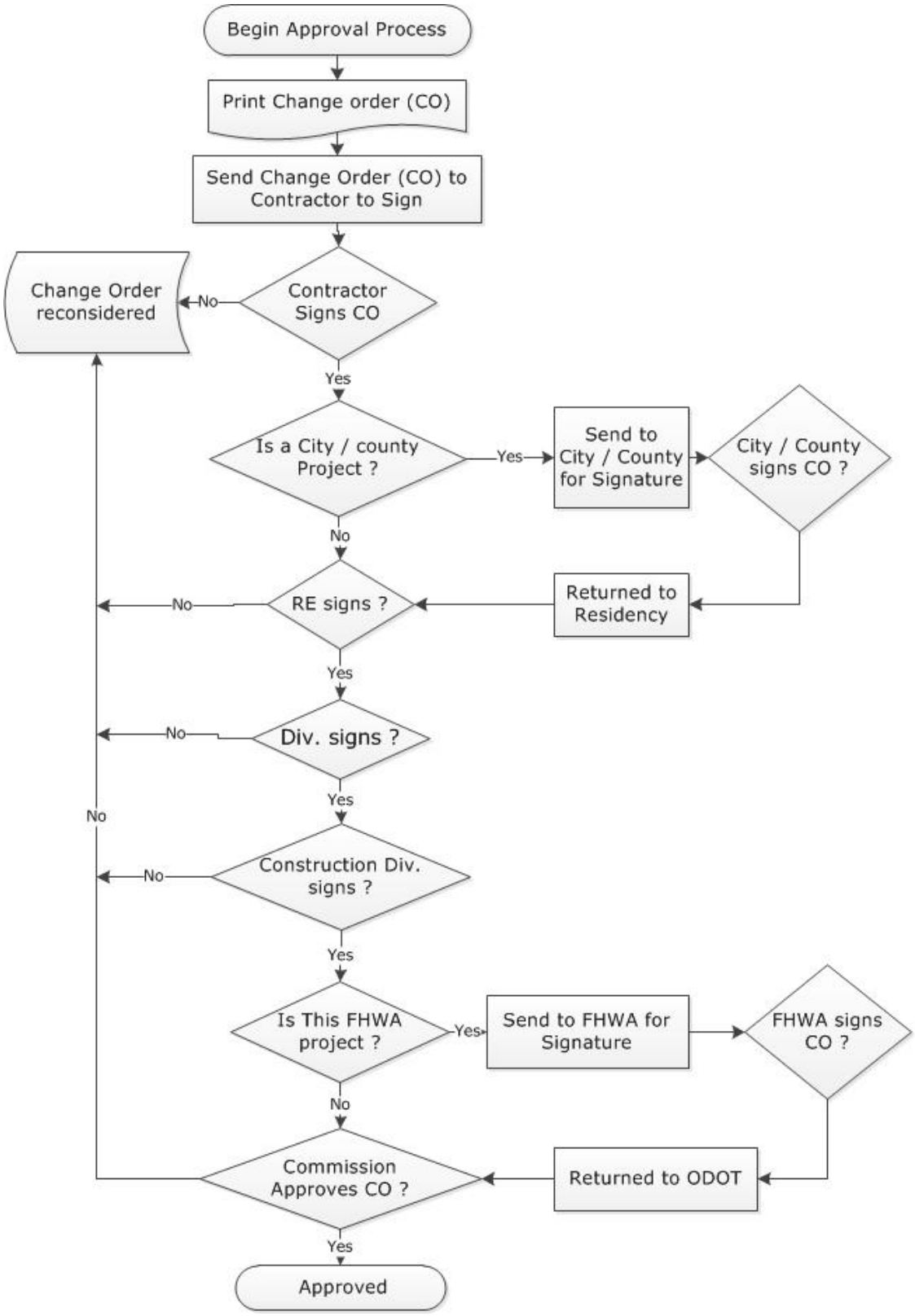
PROCESS

Unilateral Change Order

STEPS

Same as Change order or Supplemental (II.C.2) except the Contractor will not be signing a Document

C.2 PROCESS DIAGRAM



PROCESS

Change Order or Supplemental Agreement

STEPS

See Following Approval Types

DEFAULT DATA

Federal Oversight Projects

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 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	

DEFAULT DATA

Municipal / County Funded Projects

Prior Authorization

Level	Group ID	Group Names	Personnel

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	CENADMIN	Central Office Administration	

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	

DEFAULT DATA

State Funded Projects

Prior Authorization

Level	Group ID	Group Names	Personnel

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	CENADMIN	Central Office Administration	

OVERVIEW

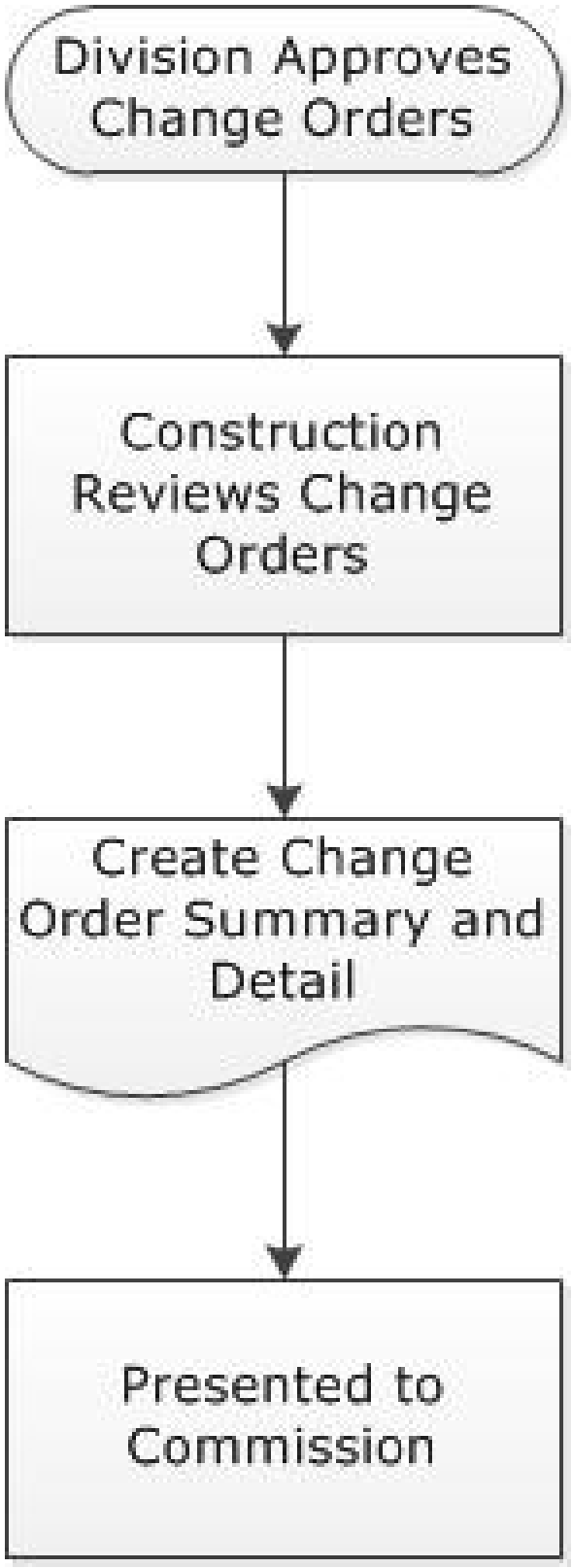
Usually on the first Monday of the month, the Commission meeting is held. Construction Division reviews all changes orders and creates a report to present to the Commission for approval.

USER(S) FOR THIS PROCEDURE

GROUP ID	GROUP NAME	GROUP ID	GROUP NAME
CENADMIN	Central 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 Directive	20090729, 20020212, 20000225, 19971107, 19961121, 19920904


Division Approves Change Orders
Construction Reviews Change Orders
Create Change Order Summary and Detail
Presented to Commission

PROCESS

Prepare Change Order for Approval

STEPS

- 1. REVIEW CHANGE ORDER
- 2. CREATE DETAIL FOR CHANGE ORDER
- 3. ADD TO SUMMARY OF CHANGE ORDERS
- 4. PRESENTED BEFORE COMMISSION

OVERVIEW

Attached are a Copy of the Available attachments

USER(S) FOR THIS PROCEDURE

GROUP ID	GROUP NAME	GROUP ID	GROUP NAME
RESADMIN	Residency 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, 0801.4, 0801.5, 0801.6, 0801.7, 0801.8, 0804.0
Control Directive	20090729, 20020212, 20000225, 19971107, 19961121, 19920904

NOTES

Contract ID _____

Oklahoma Department of Transportation

Cost Breakdown For Differing Site Conditions, Changes & Extra Work

Project No. _____ **Date** _____

County _____ **Contractor** _____

Description of Work _____

1.	**Labor Total** (Refer to Attachment A)	
	a) Labor Overhead & Profit %	

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
			Labor Total	

Attachment B - Material Total

Contract ID: _____

Description: _____

Material Item	Unit	Contractor's Cost	Quantity	Material Amount

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 REVISION

CHANGE ORDER | SUPPLEMENTAL AGREEMENT | TIME EXTENSION | SPECIFICATION CHANGE

WORK ORDER | OTHER:

REQUESTED BY:	DATE:

NATURE AND REASON FOR PROPOSED REVISION *(if additional space is required, use reverse side)*

ESTIMATED	INC.	DEC.	IN COST:	$
	INC.	DEC.	IN TIME:	days

METHOD OF PAYMENT:

FORCE ACCOUNT | NEGOTIATED PRICE | LUMP SUM

UNIT BID PRICES | OTHER:

THE WORK COVERED BY THE PROPOSED REVISION AS DESCRIBED ABOVE IS HEREBY AUTHORIZED SUBJECT TO THE CONDITIONS MARKED BELOW:

EVALUATION OF COST DATA

LIMITATIONS EXTENT OF FEDERAL PARTICIPATION

DETERMINATION OF SATISFACTORY ADJUSTMENT IN TIME

ADEQUATE SUBMITTAL OF WRITTEN SUPPORTING DATA

AUTHORIZED WITHOUT FEDERAL PARTICIPATION

OTHER:

NONE

RECOMMENDED BY AREA ENGINEER		DIVISION 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