

OKLAHOMA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION / TRNS*PORT BRANCH

Sitemanager Policy Manual

CHANGE ORDERS



CONTAINS :

- 801.0 - Change Order Maintenance
- 802.0 - Change Order Reports
- 803.0 - Change Order Reference Tables
- 804.0 - Process List

SCREENSHOT

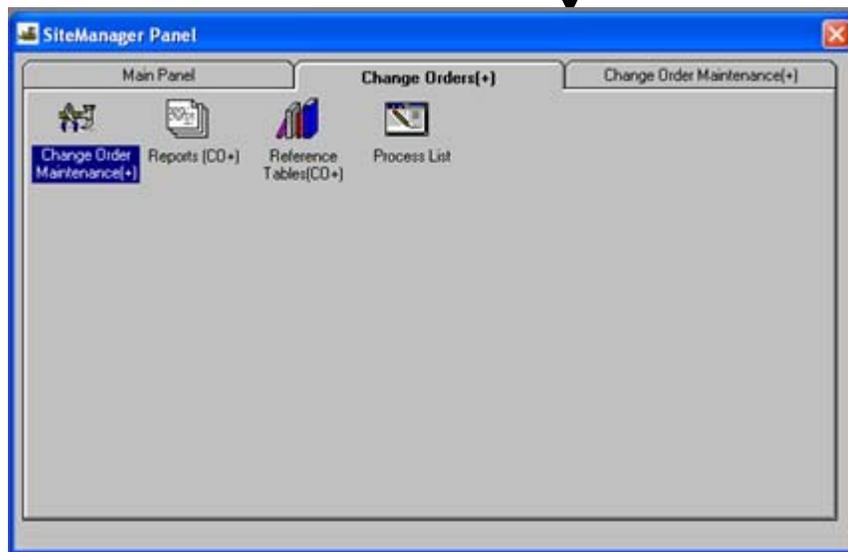
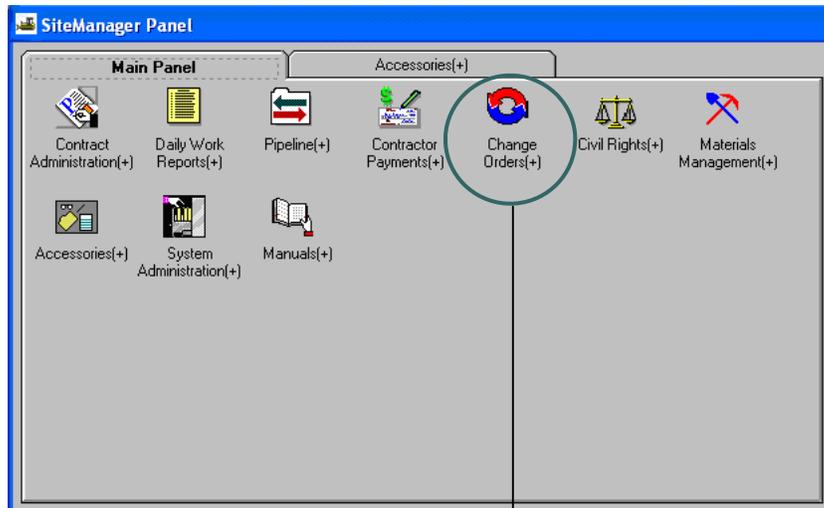


TABLE OF CONTENTS

- ◆ 801.0 - CHANGE ORDER MAINTENANCE
 - ◆ 801.1 - CHANGE ORDER HEADER
 - ◆ 801.2 - CHANGE ORDER ITEMS
 - ◆ 801.3 - CHANGE ORDER TIME ADJUSTMENTS
 - ◆ 801.4 - CHANGE ORDER EXPLANATIONS
 - ◆ 801.5 - CHANGE ORDER ITEM SUMMARY
 - ◆ 801.6 - CHANGE ORDER SIGNATURE PAGE
 - ◆ 801.7 - CHANGE ORDER REVIEW/APPROVE
 - ◆ 801.8 - CHANGE ORDER TRACKING
 - ◆
- ◆ 802.0 - CHANGE ORDER REPORTS
 - ◆ 802.1 - CHANGE ORDER REPORT
 - ◆ 802.2 - UNAPPROVED CHANGE ORDER AGING REPORT
 - ◆ 802.3 - CHANGE ORDER REASON CODE BREAKDOWN
 - ◆ 802.4 - CHANGE ORDER TIME EXTENSION GRANTED
 - ◆ 802.5 - CHANGE ORDER VIEW SAVED REPORTS
 - ◆
- ◆ 803.0 - CHANGE ORDER REFERENCE TABLES
 - ◆ 803.1 - CHANGE ORDER APPROVAL GROUPS
 - ◆ 803.2 - CHANGE ORDER APPROVAL RULES
 - ◆ 803.3 - CHANGE ORDER STANDARD EXPLANATIONS
 - ◆
- ◆ 804.0 - PROCESS LIST

OVERVIEW

To establish the policy and procedure for processing change orders on those contracts administered through SiteManager.

The change order process allows legal changes to be made to a contract by creating, approving, and tracking changes. Contract change orders may include:

Quantity adjustments for existing items

Adding new items of work to the contract

Time Extensions on milestones or revisions to a contract completion date
Final Quantity

All change orders, for those contracts administered in SiteManager, shall be processed through the change order function within SiteManager.

Two customized electronic change order reports have been developed for change orders processed through SiteManager:

For change orders that occur during the course of the work, the Change Order To Contractor report shall be used to obtain the contractor's signature for the change.

For final quantity change orders, the Change Order to Contractor report shall be used to obtain the contractor's signature.

TABLE OF CONTENTS

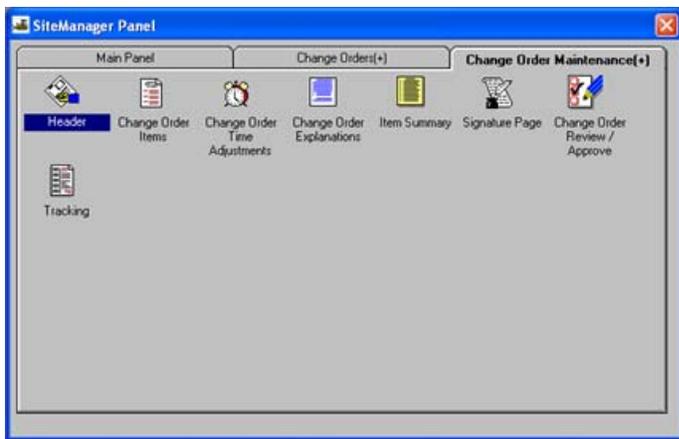
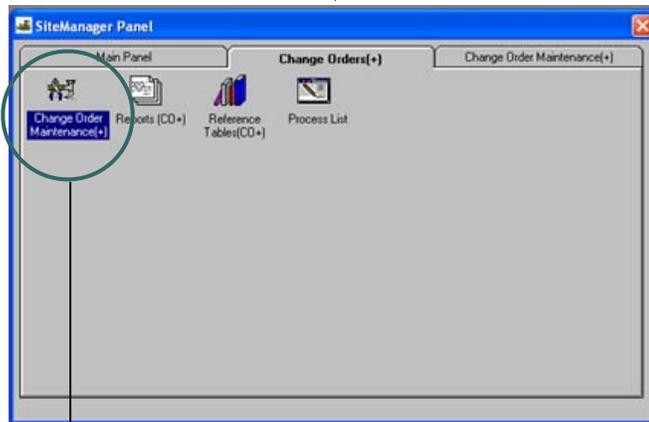
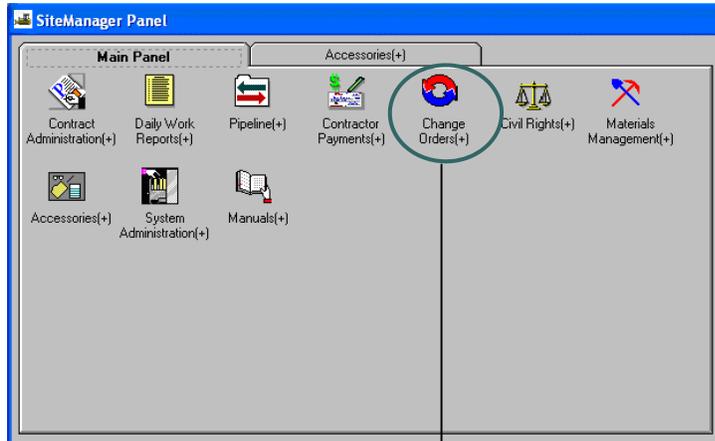
- ◆ 801.0 - CHANGE ORDER MAINTENANCE
- ◆ 801.1 - CHANGE ORDER HEADER
- ◆ 801.2 - CHANGE ORDER ITEMS
- ◆ 801.3 - CHANGE ORDER TIME ADJUSTMENTS
- ◆ 801.4 - CHANGE ORDER EXPLANATIONS
- ◆ 801.5 - CHANGE ORDER ITEM SUMMARY
- ◆ 801.6 - CHANGE ORDER SIGNATURE PAGE
- ◆ 801.7 - CHANGE ORDER REVIEW/APPROVE
- ◆ 801.8 - CHANGE ORDER TRACKING

CHANGE ORDERS 0800

CHANGE ORDER MAINTENANACE

0801.0

PATH



AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

CHANGE ORDERS

PAGE 5

SCOPE

To establish the policy and procedure for utilizing the Change Order Header window in SiteManager.

GENERAL

The Change Order Header window allows a user with update access to:

Create a new change order by entering enter new descriptive information for a change order Maintain the current descriptive information about an existing change order as the status of the change order progresses from Draft through Pending to Approved or Disapproved. The Change Order Header window allows a user with inquiry access to:

Identify the change order author and when the change order was created

Identify the status of the change order

Identify the change order reason

Identify the net dollar amount that the current contract amount will change once the change order is approved.

CHANGE ORDERS 0800

CHANGE ORDER HEADER

0801.1

DEFAULT VALUES

The following inputs will be placed in the fields on the Change Order Header window when creating a change order:

CONTRACT ID	This field will be automatically populated by the system after the appropriate contract is chosen.				
CO NUMBER	This field will be automatically populated by the system, in sequential order for the selected contract.				
TENTATIVE VERBAL APPROVAL DATE/ FEDERAL	For those contracts which require Federal Oversight, enter the date that the change was granted verbal approval by the FHWA.				
TENTATIVE VERBAL APPROVAL DATE/ LOCAL	For those contracts which are Local Government projects, enter the date that the Local Government entity was notified of the pending change order.				
CO CREATED BY	This field will be automatically populated by the system with the change order creator's userID.				
ON	This field will automatically populated by the system with the date that the change order is created				
STATUS	<p>This field will be changed by the change order creator from "Draft" to "Pending" to send the change order to the first approval level.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #d1ecf1; width: 15%;">DRAFT CHANGE ORDERS:</td> <td>During the life of the contract change order, the author of the change order is responsible for forwarding the change order to identified SiteManager users for review. If the change order is in Draft status, the author has the option whether to submit the draft change order for review and which SiteManager users should review the change order.</td> </tr> <tr> <td style="background-color: #d1ecf1;">Pending Change Orders:</td> <td>During the life of the contract change order, the author of the change order is responsible for forwarding the change order to identified approval level SiteManager users for approval.</td> </tr> </table>	DRAFT CHANGE ORDERS:	During the life of the contract change order, the author of the change order is responsible for forwarding the change order to identified SiteManager users for review. If the change order is in Draft status, the author has the option whether to submit the draft change order for review and which SiteManager users should review the change order.	Pending Change Orders:	During the life of the contract change order, the author of the change order is responsible for forwarding the change order to identified approval level SiteManager users for approval.
DRAFT CHANGE ORDERS:	During the life of the contract change order, the author of the change order is responsible for forwarding the change order to identified SiteManager users for review. If the change order is in Draft status, the author has the option whether to submit the draft change order for review and which SiteManager users should review the change order.				
Pending Change Orders:	During the life of the contract change order, the author of the change order is responsible for forwarding the change order to identified approval level SiteManager users for approval.				
APPROVAL LEVEL	This field will be automatically populated by the system with the level comprising the step needed to approve different change orders				
DESCRIPTION	Enter a brief overview of the change order. This description shall distinguish the change from all other change orders on the contract.				
REASON CODE	Select the appropriate change order reason. Refer to the glossary of terms for definitions: Site Requirement , Scope Change , Engineering Error/ Omission . If you have questions, contact the Construction Division for assistance in selecting the appropriate change order reason.				

DEFAULT VALUES

CO TYPE	The following table contains the selections available in the drop-down list. The Department will only utilize the change order types indicated.	
	CODE VALUE	REMARKS
	CMO	DO NOT SELECT THIS TYPE! CO Change Order For a definition of this change order type, refer to the Glossary of Terms .
	EA	DO NOT SELECT THIS TYPE!
	FA	DO NOT SELECT THIS TYPE!
	MCR	DO NOT SELECT THIS TYPE!
	SA	For a definition of this change order type, refer to the Glossary of Terms .
	TE	DO NOT SELECT THIS TYPE!
	UL	For a definition of this change order type, refer to the Glossary of Terms .
OVERRIDE APPROVAL RULES	Effective January 26, 2007 this indicator will no longer be selected. Refer to Policy 801.1A, Change Order Approval Rules , for additional information concerning the use of this indicator.	
EMERGENCY WORK	ODOT will not use this indicator. This checkbox will never be selected	
BID CONTRACT AMT.	This field will be automatically populated by the system with the original bid amount of the contract.	
CURRENT CONTRACT AMT.	This field will be automatically populated by the system with the current amount of the contract prior to the approval of the current change order). Refer to the Glossary of Terms for a definition of the Current Contract Amount .	
CO AMOUNT	This field will be automatically populated by the system with the amount derived from all contract items modified by the change order.	

CHANGE ORDERS 0800

CHANGE ORDER HEADER

0801.1

DEFAULT VALUES

REFERENCE TO:

DISPUTE	Indicate the appropriate dispute/claim if the change order addresses issues included in a dispute/claim. This is a searchable field and the dispute/claim must be created prior to the search.
FORCE ACCOUNT	The Force Account function in SiteManager will not be used by ODOT. Do not enter information into this field.

EMERGENCY WORK

ODOT will not use this indicator. This checkbox will never be selected

FUNCTIONS

OVERRUN/ UNDERRUN	This checkbox will be selected to document the overrun or underrun of existing contract items.
EXTRA WORK	This checkbox will be selected to add new items to the contract.
TIME ADJUSTMENT	This checkbox will be selected to modify the contract time or to modify milestone times on the contract.
FORCE ACCOUNT	ODOT will not use this SiteManager function. This checkbox will never be selected.
ZERO DOLLAR	This checkbox will be selected to modify contract provisions or specifications and will not alter the contract amount.
FINAL QUANTITY	This checkbox will be selected to document the final quantities for contract pay items. Refer to Section 801.1C, Final Quantity Change Order , for additional information relating to this function selection.

SCOPE

To establish the policy and procedure for utilizing the Change Order Items window in SiteManager.

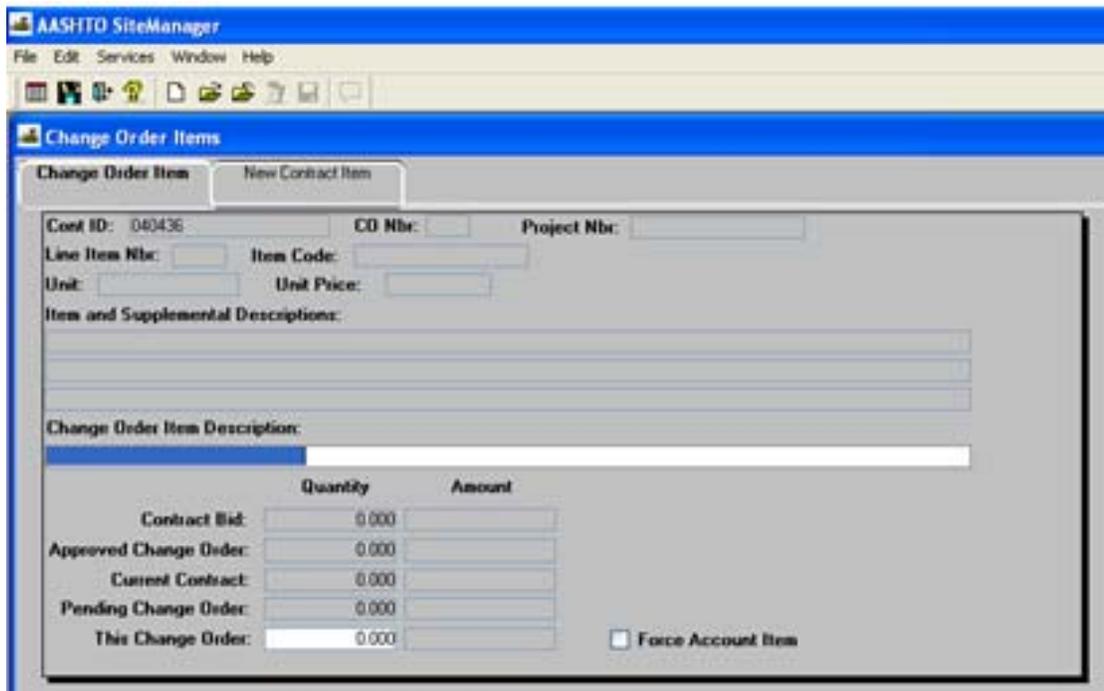
GENERAL

The Change Order Items window allows the user to:

Select an existing item on the contract for inclusion in the change order.

Add a new item to the contract by including it in the change order. For additional information concerning the addition of a new contract item, refer to Section 801.2A, New Contract Item . Select and modify an existing item in the contract already associated with the change order Delete an item from a change order

Whenever the change order function is an overrun/underrun and/or extra work, the Change Order Items window must be used to make the corresponding entries and/or modifications to the change order items.

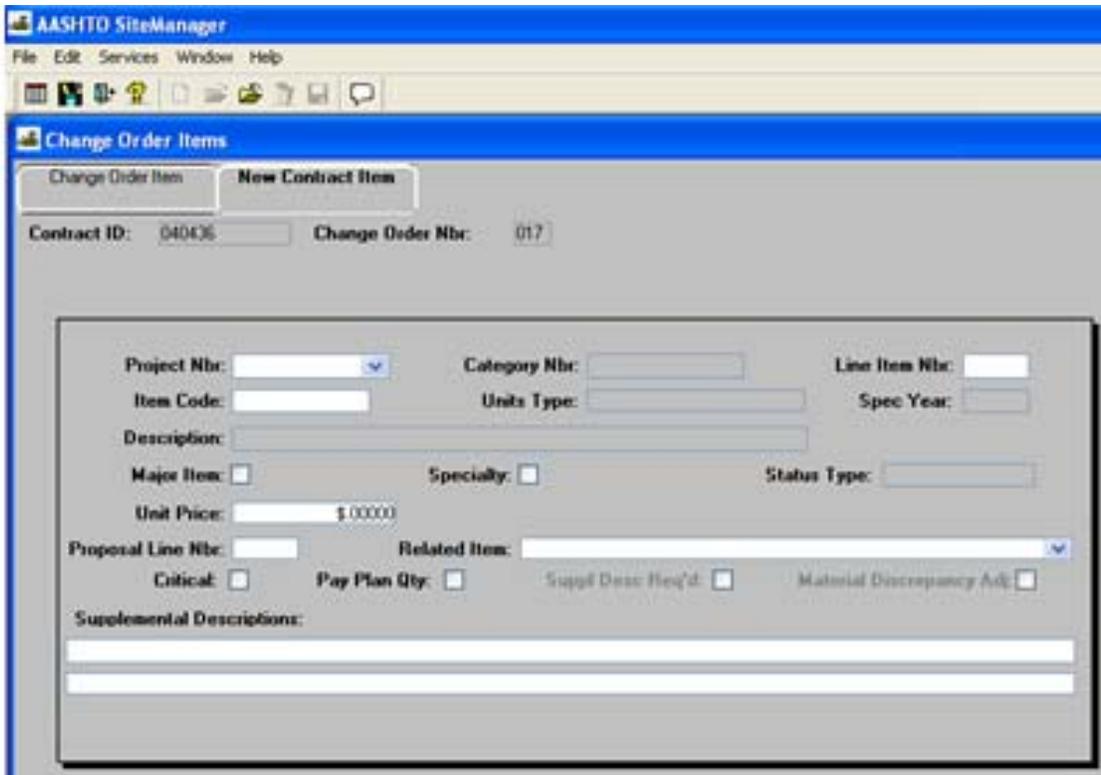


CHANGE ORDERS 0800

CHANGE ORDER ITEMS

0801.2

SCREENSHOTS



The following selections will be performed on the New Contract Item tab when adding a new item to a contract.

LINE NBR.	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. All new contract line item numbers shall be sequential, regardless of the category selected. Previously utilized line item numbers can be determine by generating the Change Order Report.
PROJECT NBR.	The correct project number which applies to the new contract item shall be selected from the drop down box.
CATEGORY NBR.	The Category Number shall be selected based on the category of the new contract item. If an additional category is required(such as a category for non-participating item), please contact the Construction Division to have this category established. For more information concerning categories, refer to Section 402.4A, Adding a New Category .

DEFAULT VALUES

ITEM CODE	<p>The item code shall be selected by performing a search in the Item Code field and selecting the appropriate item code. Item codes shall be selected based on the available item codes retrieved from the Search. Item codes should be selected from the standard pay item list whenever possible. If a generic item code is selected (Construction Miscellaneous or Failing Material Deduction), a supplemental description must be included in the Supplemental Description field.</p> <p>Refer to Section 801.2B, Supplemental Descriptions for additional information.</p> <p>Additionally, the use of a Construction Miscellaneous pay item will require that the equipment, construction methods and material requirements be defined in the specific line item description field of the change order.</p>
MAJOR ITEM	<p>Check this box if the new contract item conforms to a Major Contract item as defined in Section 101.48 of the Standard Specifications.</p>
SPECIALTY ITEM	<p>This checkbox will be used as appropriate.</p> <p>Refer to the Glossary of Terms for the definition of a Specialty Item .</p>
UNIT PRICE	<p>Enter the unit price for this new item of work. If the quantity at the unit price exceeds \$10,000, a cost breakdown is required. For more information regarding cost breakdowns, please refer to Section 801.1B, Cost Breakdown .</p>
PROPOSAL LINE NBR.	<p>Enter the proposal line number in this field. The Proposal Line Number entered will be identical to the Line Number described above.</p>
RELATED ITEM	<p>Select the appropriate related item from the drop-down list. The related item field defines the new contract item as either Standard, Non-Standard or a Failing Material Deduction.</p> <p>Refer to the Glossary of Terms for a definition of Standard , Non-Standard , or Failing Material Deduction pay items.</p>

CHANGE ORDERS 0800

CHANGE ORDER ITEMS

0801.2

DEFAULT VALUES

RELATED ITEM
(CONTINUED)

The following items will be defined as Non-Standard pay items:

ITEM NUMBER	DESCRIPTION	UNITS
104 0150	Construction Miscellaneous	Ton
104 0250	Construction Miscellaneous	LB.
104 0300	Construction Miscellaneous	L.F.
104 0350	Construction Miscellaneous	S.Y.
104 0400	Construction Miscellaneous	S.F.
104 0450	Construction Miscellaneous	Gal.
104 0500	Construction Miscellaneous	C.Y.
104 0550	Construction Miscellaneous	Ac.
104 0600	Construction Miscellaneous	Ea.
104 0650	Construction Miscellaneous	C.F.
104 0700	Construction Miscellaneous	L.Sum

The following items will be considered Failing Material Deduction pay items:

ITEM NUMBER	DESCRIPTION	UNITS
105 2100	Deduction For Failing Material	L.Sum
105 2125	Deduction For Failing Material	Ton
105 2150	Deduction For Failing Material	LB.
105 2175	Deduction For Failing Material	L.F.
105 2200	Deduction For Failing Material	S.Y.
105 2225	Deduction For Failing Material	S.F.
105 2250	Deduction For Failing Material	Gal.
105 2275	Deduction For Failing Material	C.Y.
105 2300	Deduction For Failing Material	Ac.
105 2325	Deduction For Failing Material	Ea.
105 2350	Deduction For Failing Material	C.F.

0800**CHANGE ORDERS****0801.2****CHANGE ORDER ITEMS****DEFAULT VALUES****RELATED ITEM
(CONTINUED)**

The remaining pay items shown on the master pay item list shall be considered Standard pay items and, in addition, shall include the following:

ITEM NUMBER	DESCRIPTION	UNITS
104 0100	Standby Compensation	L.Sum
104 0110	Standby Compensation	Day
106 0135	Quality Materials Incentive Payment	L. Sum
109 1100	Negotiated Settlement of Contractor's Claim	L.Sum
109 1125	Compensation For Canceled Work Items	L.Sum
430 5010	Pavement/Bridge Smoothness Adjustment	L.Sum
514 6200	Splice(8" Pile)	Ea.
514 6205	Splice(10" Pile)	Ea.
514 6210	Splice(12" Pile)	Ea.
514 6215	Splice(14" Pile)	Ea.
644 7215	Milestone Incentive Compensation	L. Sum
644 7211	Time (B) Bid	Day
644 7212	Time (C) Bid	Day
644 7213	Time (B) Bid	Hr.
644 7214	Time (C) Bid	Hr.

CRITICAL

This checkbox will not be used. Do not check this box.

PAY PLAN QUANTITY

If the new contract item is to be paid on a plan quantity basis, check this box.

MATERIAL DISCREPANCY ADJ.

Always check this box.

CHANGE ORDERS 0800

CHANGE ORDER ITEMS

0801.2

DEFAULT VALUES

**SUPPLEMEN-
TAL
DESCRIP-
TIONS**

Supplemental descriptions shall be entered for certain new items of work. Supplemental descriptions are additional detail for a pay item to distinguish the pay item from other contract items with the same pay item description

Supplemental pay item descriptions shall be used for all non-standard pay items and failing material pay items added by change order. Supplemental pay item descriptions may also be required for standard pay items.

NON-STANDARD PAY ITEMS:

Non-standard pay items include those pay items that have been given the description "Construction Miscellaneous". A supplemental pay item description shall be included to properly identify the work associated with the pay item.

Example: You need to add a pay item by change order to compensate the contractor for installing deck drains on a bridge. You have negotiated a price with the contractor to perform this work by the linear foot. Since you cannot find a standard pay item to add for this work, you choose to utilize a "Construction Miscellaneous" pay item with linear foot units. To distinguish this "Construction Miscellaneous" pay item from all other "Construction Miscellaneous" items that may be on a contract, you indicate in the supplemental pay item description line - "Deck Drain"

DEDUCTION FOR FAILING MATERIAL PAY ITEM:

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"

STANDARD PAY ITEM:

Standard pay items include those items that have the appropriate specification reference and description. A supplemental description should be used to distinguish those new contract items with those existing contract items with the same pay item description. Example: The existing Unclassified Excavation pay item on the contract overran, and since it was a major item on the contract, you are requesting that the contractor reclassify the unit price. The contractor indicates that he will reduce the unit price by \$1.25/cubic yard. You create a change order and add a new Unclassified Excavation pay item to the contract for a unit price of (\$1.25). You indicate in the supplemental pay item description line - "Price Adjustment" to distinguish this new Unclassified Excavation item from the existing Unclassified Excavation item already in the contract.

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

CHANGE ORDERS / CHANGE ORDER MAINTENANCE

PAGE 15

DEFAULT VALUES**CHANGE ORDER ITEM TAB**

The following inputs will be performed on the Change Order Item tab when adding a new pay item or modifying quantities on an existing pay:

CHANGE ORDER ITEM DESCRIPTION	A brief description will be input into this field identifying the need for this new contract item.
FOR THIS CHANGE ORDER	Indicate the appropriate quantity for the new contract item.
FORCE ACCOUNT ITEM	This module in SiteManager will not be used. Do not check this box.

CHANGE ORDERS 0800

CHANGE ORDER TIME ADJUSTMENTS

0801.3

SCOPE

To establish the policy and procedure for utilizing the Change Order Time Adjustment window in SiteManager.

GENERAL

The Time Adjustments window allows authorized users to enter one or more time adjustments for a change order. At least one adjustment must be recorded using this window if the Time Adjustment function is selected on the change order. Time adjustments may be related to:

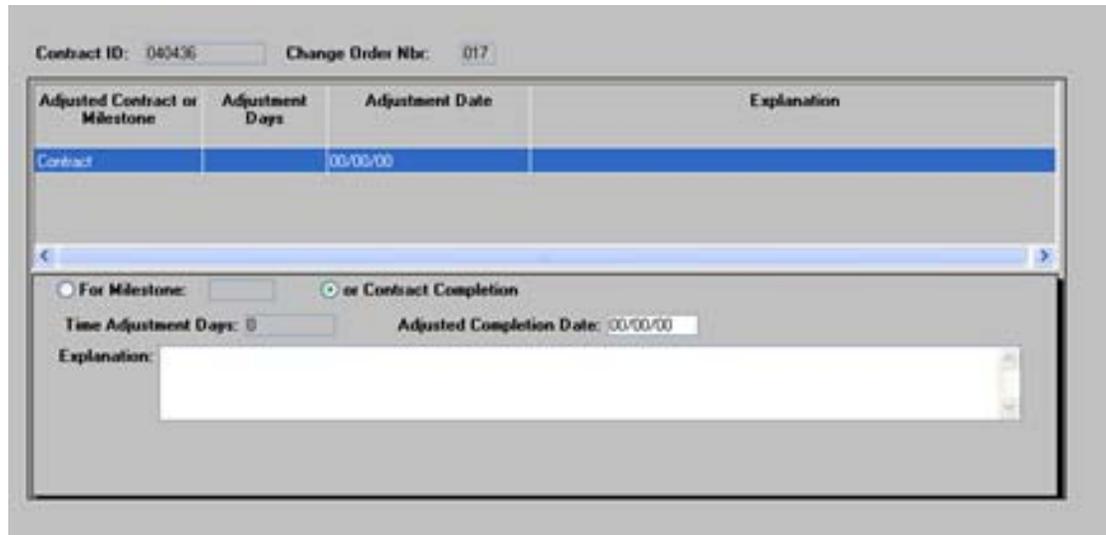
the contract completion date

milestone(s) on the contract

both the contract completion date and milestone(s) associated with the contract

All contract time modifications or milestone time modifications shall be created using the Change Order Time Adjustment window in SiteManager. Contract time extensions resulting from conditions defined in Section 108.07 of the Standard Specifications, shall not be created in the Contract Time Adjustment window.

SCREENSHOTS



DEFAULT VALUES

TIME ADJUSTMENT DAYS	This field will be used to modify the contract time or milestone time for those contracts in which the contract time or milestone time is administered on a calendar day basis. Enter the number of days the contract time or milestone time will be modified (either positive or negative).	
ADJUSTED COMPLETION DATE	This field will be used to modify the contract time or milestone time for those contracts in which the contract time or milestone time is administered on a fixed completion date basis. Enter the adjusted completion date required.	
MILESTONE OR CONTRACT COMPLETION	MILESTONE	Click this radio button to modify the time associated with a milestone. Select the appropriate milestone from the drop-down list.
	CONTRACT COMPLETION	Click this radio button to modify the time associated with the contract.
	Explanation - Enter an explanation for the associated time modification. All contract time modifications or milestone time modifications will require a detailed explanation. The explanation shall indicate the reason for the time modification along with an explanation as to how the length of the time modification was calculated.	

CHANGE ORDERS 0800

CHANGE ORDER EXPLANATIONS

0801.4

SCOPE

To establish the policy for recording explanations for Change Orders in SiteManager.

GENERAL

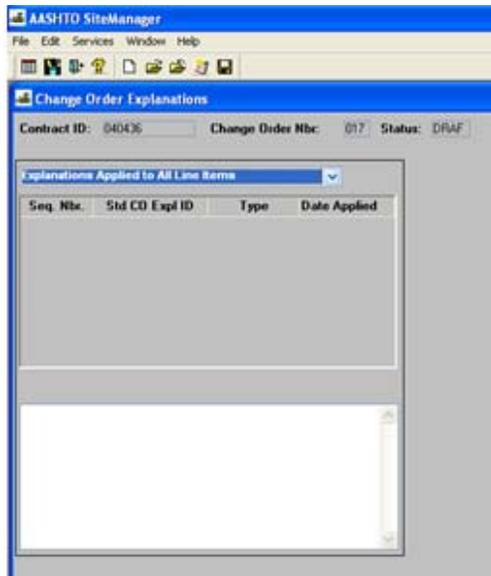
When a contract change order is being written, users must enter explanations to document reasons or descriptions of contract changes included in a change order. Using the Change Order Explanations window, a user may:

Use pre-written standard explanations defined by ODOT before any change orders are created and displayed for selection in the Change Order Explanations window (Search and Select a Standard explanation)

Write new text to explain a change order, creating a non-standard explanation, using the Change Order Explanations window's lower datawindow. (Create a new, non-standard explanation.) Standard Explanations are established before any contract change orders are written using the Change Orders Explanations window.

Change Order Explanations will be required for all Change Orders.

SCREENSHOTS



DEFAULT VALUES

<p>GENERAL EXPLANATIONS</p>	<p>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.</p>
<p>SPECIFIC LINE ITEM EXPLANATIONS</p>	<p>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.</p> <p>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.</p>

CHANGE ORDERS 0800

CHANGE ORDER ITEM SUMMARY

0801.5

SCOPE

To establish the policy concerning the use of the Change Order Item Summary in SiteManager.

GENERAL

The Contract Change Order Item Summary Window allows users to view the details of an item on a change order in any status. The Item Summary window is a display-only window with two data windows: The top data window displays the selected change order item the description and original, current, and pending contract item quantities and corresponding amounts.

The lower data window displays a list of the change orders associated with the selected change order item, the Quantity, the dollar amount and the Status of the Change Order.

Contract Bid:	Quantity	Amount
14		\$802.00
Approved Change Order:	8	\$504.00
Current Contract:	22	\$1,306.00
Pending Change Order:	0	\$0.00

% Change To Date: 57.1420

CO Nbr	Quantity	Unit Price	Amount	Status
007	8	\$63.00	\$504.00	APPR
017	-8	\$63.00	-\$504.00	DRAF

0800

CHANGE ORDERS

0801.6

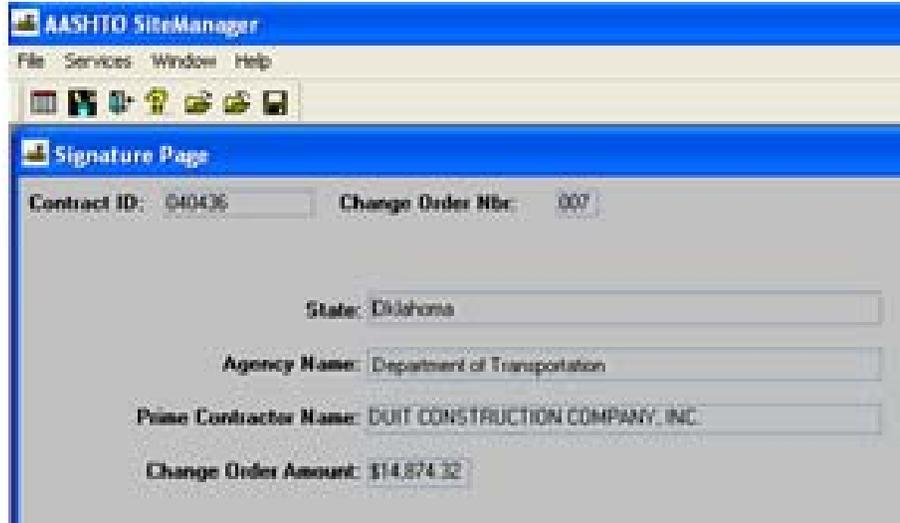
CHANGE ORDER SIGNATURE PAGE



SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS



ADDITIONAL COMMENTS

CHANGE ORDERS 0800

CHANGE ORDER REVIEW / APPROVAL PROCESS

0801.7A

SCOPE

Review PROCESS

GENERAL

The Change Order Review window allows the user who receives an in-box message to review a draft change order to:

Access the change order information

View the contract and change order information on-line

Document their recommendation to approve or deny the Draft change order

Record Remarks related to their recommendation. Remarks are optional.

Throughout the review process, the change order remains in Draft status. The author may modify or delete the Change Order at any time during this review process. The review of the change is concurrent with all other reviewers selected by the change order author.

The following selections will be performed on the Change Order Review/ Approve window when reviewing a change order in draft status.

DEFAULT VALUES

CONTRACT ID	This field will be automatically populated by the system after the appropriate contract is chosen.
CO NUMBER	This field will be automatically populated by the system, in sequential order for the selected contract
REVIEWER ID	This field will be automatically populated by the system with the reviewer's logon userid.
REVIEW DATE	This field will be automatically populated by the system with the system date.
NAME	This field will be automatically populated by the system with the name of the reviewer based on the logon userid.
RECOMMENDATION	<p>Select the appropriate radio button for your recommendation.</p> <div style="border: 1px solid black; padding: 5px;"> <p>If you select "Approved", you would be indicating that, if this change order was in "Pending" status, you would approve the change as it is written.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>If you select "Denied", you would be indicating that, if this change order was in "Pending" status, you would deny the change order as it is written. Remark comments shall be supplied to support any change order review denials.</p> </div>
REMARKS	<p>Remark comments may be supplied for any change order review approvals. Any appropriate comments associated with the review shall be posted in this window. The remarks field appears as follows:</p> <p>All change orders to be reviewed shall be reviewed utilizing the Review/Approve window under the Change Order icon. Given that review comments are eliminated at the point in time when the change order status is changed from "draft" to "pending", review comments shall be printed and placed in the project file as a permanent record of the change order review.</p> <p>The change order status shall not be modified by the change order reviewer.</p>

CHANGE ORDERS 0800

CHANGE ORDER ITEM SUMMARY

0801.7B

SCOPE

Approval PROCESS

GENERAL

When the change order is updated to Pending status, the author must forward the change order for a hierarchical approval. The approval process is a sequential approval by each level in the approval hierarchy. Refer to Section 801.1A, Change Order Approval Rules for additional information concerning the change order approval hierarchy.

The following selections will be performed on the Change Order Review/Approve window when approving a change order in pending status.

CHANGE ORDERS

CHANGE ORDER REVIEW / APPROVAL PROCESS

DEFAULT VALUES

CONTRACT ID	This field will be automatically populated by the system after the appropriate contract is chosen.
CO NUMBER	This field will be automatically populated by the system, in sequential order for the selected contract.
REVIEWER ID	This field will be automatically populated by the system with the reviewer's logon userid.
REVIEW DATE	This field will be automatically populated by the system with the system date.
NAME	This field will be automatically populated by the system with the name of the reviewer based on the logon userid.
RECOMMENDATION	Select the appropriate radio button for your recommendation. If you select "Approved", you approve the change as it is written. If you select "Denied", you are denying the change order as it is written.
REMARKS	<p>Remark comments shall be supplied to support any change order denials. Remark comments may be supplied for any change order approvals. The remarks field appears as follows:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Change orders that have been denied may be corrected or modified and resubmitted for approval at a later date. Change orders that have been denied, and will not be corrected or modified and resubmitted for approval, shall have their status changed to "Denied" by the change order author.</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>All change orders to be approved shall be approved utilizing the Review/Approve window under the Change Order icon.</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>The Federal Highway Administration will utilize the comment window to indicate their denial of any time extensions associated with the change.</p> </div>

CHANGE ORDERS 0800

CHANGE ORDER TRACKING

0801.8

SCOPE

To identify the security groups who will have access to the Change Order Tracking window.

GENERAL

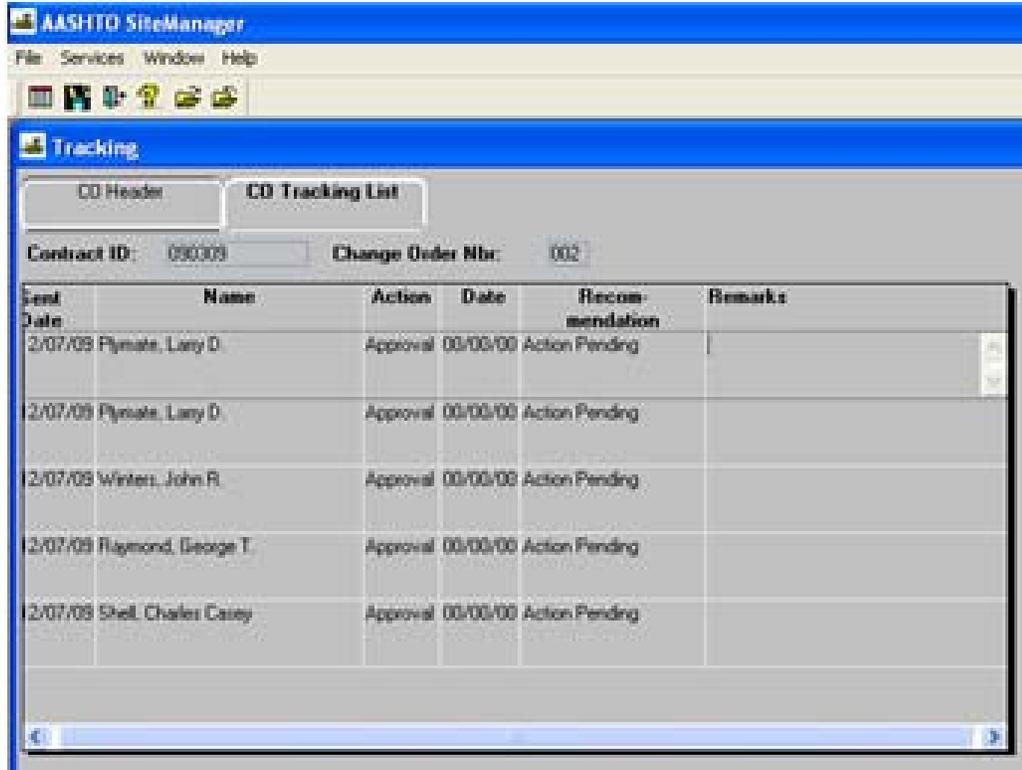
ODOT personnel wishing to view the status of a change order's review or approval cycle can obtain that information in the Change Order Tracking window. The Change Order Tracking window lists all users to whom the change order was forwarded and shows the status of their review and approval actions. A tracking record is a summary record for each reviewer and each approver of the change order. The Track Change Order window is a display-only window and does not allow records to be added, deleted, or updated.

It should be noted that if a change order is denied, and then that same change order is resubmitted at a latter date, the change order comments originally found on this window will be erased. The comments posted by the reviewer/approver are only associated with the current review/approval process.

SCREENSHOT



SCREENSHOTS



CHANGE ORDERS 0800

CHANGE ORDERS

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

CHANGE ORDERS / CHANGE ORDER MAINTENANCE

PAGE 29

TABLE OF CONTENTS

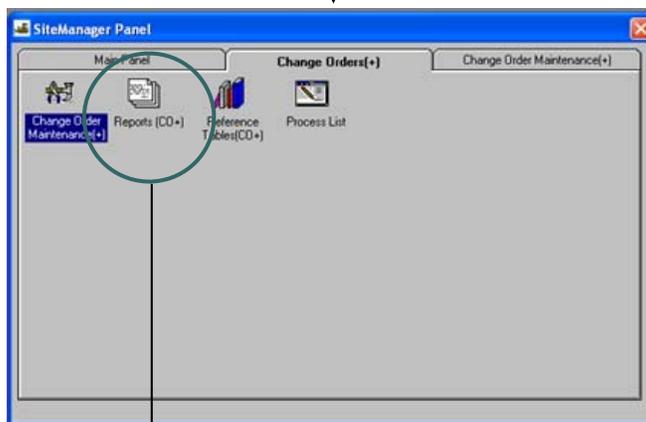
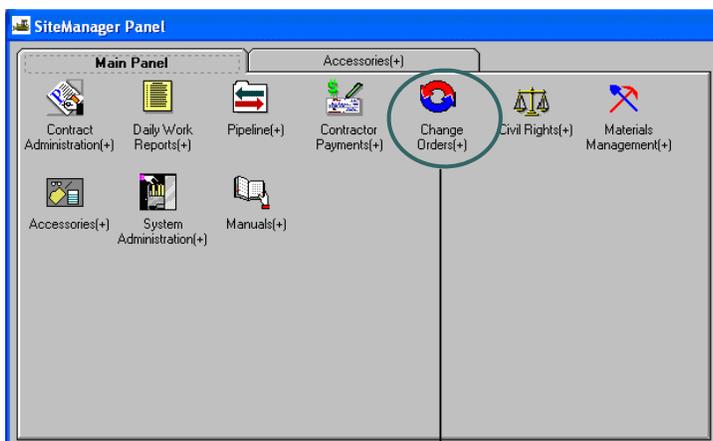
- ◆ 802.0 - CHANGE ORDER REPORTS
 - ◆ 802.1 - CHANGE ORDER REPORT
 - ◆ 802.2 - UNAPPROVED CHANGE ORDER AGING REPORT
 - ◆ 802.3 - CHANGE ORDER REASON CODE BREAKDOWN
 - ◆ 802.4 - CHANGE ORDER TIME EXTENSION GRANTED
 - ◆ 802.5 - CHANGE ORDER VIEW SAVED REPORTS

CHANGE ORDERS 0800

REPORTS

802.0

PATH



AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

CHANGE ORDERS

PAGE 31



SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

ADDITIONAL COMMENTS

The Change Order Report is a report which includes information pertaining to a change order on a contract. The report will list the contract information as well as the issues and items included on a change. The report also indicates the explanations furnished by the change order author. The following security groups will be given the access shown for this standard SiteManager report window:

This report is available for use as a tool to quickly research information for a specific change order however, this will not be the report that is sent to the contractor for his signature. Refer to Section 804.0, Process List for additional information concerning the change order form sent to the contractor for his signature.



SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

Change Order Number	Status	Entry Date	Entered By	Approval Level	Type	Description	Emergency Indicator
001	DRAFT	10/06/2009	epeterso	4	CD	Add'l Dye, 58 Fence, 58 Dike, Filings	N
001	DENY	10/16/2007	mlymsh	OVERRIDE	CD	Sample	N
001	PEND	12/08/2009	epeterso	4	CD	Sod & Excelsior Mat Dye	N

ADDITIONAL COMMENTS

The Unapproved Change Order Aging Report is a report which provides information regarding all change orders associated with a contract that are not yet approved. The report listing can be grouped by Division, by Residency, or by contract. This report can be used, for example, to identify all of the change orders in draft or pending status within a Field Division which could be useful in tracking the load on a particular Field Division. This report could also identify those change orders that are awaiting presentation at the next Transportation Committee Meeting.

**SCOPE**

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS**ADDITIONAL COMMENTS**

The Change Order Reason Code Breakdown report lists all change orders, in any status, by change order reason. This report can be grouped by Central Office, by Division, and by Residency. Each group can be further listed by reason or by contract.

All change orders processed in ODOT will be placed in one of three reason code categories: Site Requirement , Scope Change , Engineering Error/Omission . Refer to the Glossary of Terms for a definition of each reason category. This report will group all change orders associated with an office into one of these three categories. The information could be useful in identifying those contracts which have experienced modifications due to unknown conditions found on the project, modifications which alter the original scope of the contract , or contracts in which several modifications were due to design errors.

CHANGE ORDERS 0800

CHANGE ORDERS TIME EXTENSION GRANTED

0802.4

SCOPE



ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS

File Edit Services Window Help

Time Extension Granted

Zoom: 300 Copies: 1

RPT-ID: RCOTIMEX
User: awilson

Oklahoma
Department of Transportation
Time Extensions Granted Report
By Contract

Date: 12/11/2009
Page 1 of 1

Contract ID: 040436 Vendor ID: 420945631 DUT CONSTRUCTION COMPANY, INC.

CO No	Milestone Description	Original Days/Date	Extended Days/Date	Approved Date
014		30/09/2006 653	31/05/2007 243	05/02/2007
015		30/09/2006 653	01/10/2007 123	12/04/2007
001	TME 'B' BD	09/04/2005 250	00/00/0000 5	05/04/2005
001	TME 'C' BD	06/02/2006 165	00/00/0000 5	05/04/2005

ADDITIONAL COMMENTS

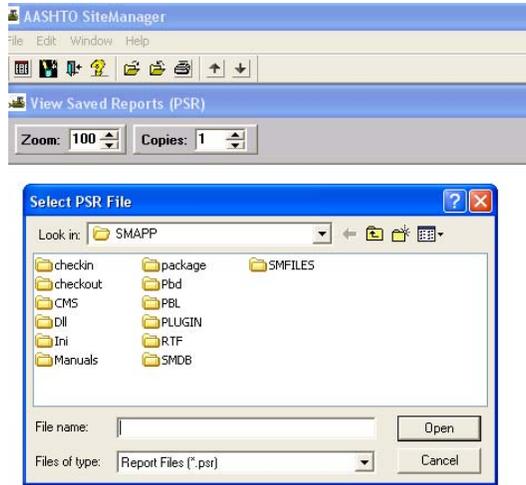
The Change Order Time Extension Granted Report lists all change orders that relate to a time adjustment for a particular contract. This report, for example, could be useful in identifying those contracts within an office that have had delays resulting in contract time modifications.



SCOPE

ODOT WILL NOT USE THIS WINDOW

SCREENSHOTS



ADDITIONAL COMMENTS

CHANGE ORDERS 0800

CHANGE ORDERS

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

CHANGE ORDERS / REPORTS

PAGE 37

OVERVIEW

TABLE OF CONTENTS

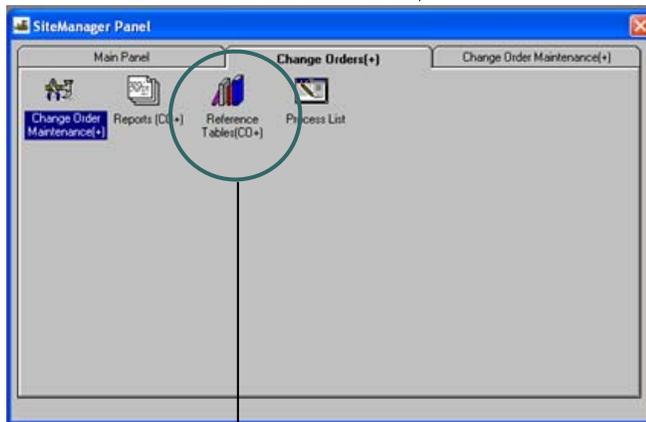
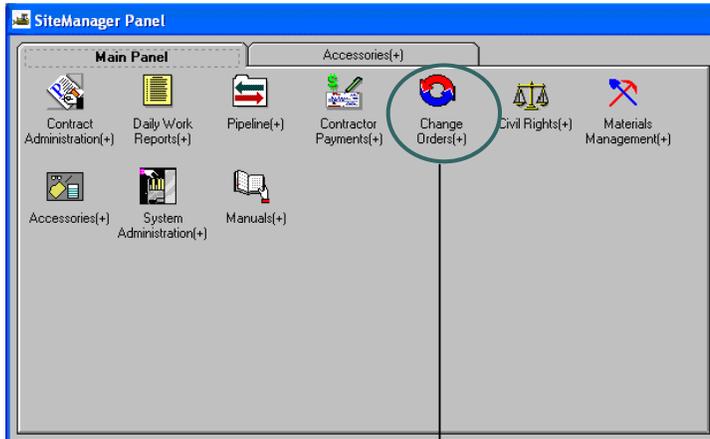
- ◆ 803.0 - CHANGE ORDER REFERENCE TABLES
- ◆ 803.1 - CHANGE ORDER APPROVAL GROUPS
- ◆ 803.2 - CHANGE ORDER APPROVAL RULES
- ◆ 803.3 - CHANGE ORDER STANDARD EXPLANATIONS

CHANGE ORDERS 0800

REFERENCE TABLES

0803.0

PATH



AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

CHANGE ORDERS

PAGE 39

SCOPE

To establish the security groups within SiteManager that possess the ability to review or approve change orders.

GENERAL

A contract change order must go through a hierarchy of approvals before any changes can be made to the contract. The Change Order Approval Group window, combined with the Approval Rules window, defines each contract's hierarchy of approvals. The hierarchy, or approvals order, consists of one or more SiteManager users belonging to User Groups who are authorized to approve contract change orders. The Change Order Approval Groups window allows authorized personnel to establish and maintain a reference table that defines the Departmental and Non-departmental User Groups required to approve change orders. It also allows the user to define where those User Groups fit in the approval hierarchy. The following table defines the Federal Oversight and Non-Federal Oversight default user groups which will possess the ability to review/approve a change order.

SCREENSHOT

Approval Level	Departmental User Group
1	Emergency Administration(R)
2	Field Division Administration(R)
3	Construction Administration(R)
4	Central Office Administration(R)

Non-departmental User Group	
Contractor:	Contractor Counterpart(R)
Federal:	Federal Highway Administration(R)
Local:	(None)

CHANGE ORDERS 0800

CHANGE ORDER APPROVAL GROUPS

0803.1

DEFAULT VALUES

CHANGE ORDER USER GROUPS

APPROVAL LEVEL	FEDERAL OVERSIGHT	NON-FEDERAL OVERSIGHT
1	Contractor Counterpart (COUNTPRT)	Contractor Counterpart (COUNTPRT)
2	Residency Administration (RESADMIN)	Residency Administration (RESADMIN)
3	Field Division Administration (DIVADMIN)	Field Division Administration (DIVADMIN)
4	Construction Administration (CONADMIN)	Construction Administration (CONADMIN)
5	Federal Highway Administration (FHWA)	Central Office Administration (CENADMIN)
6	Central Office Administration (CENADMIN)	

SiteManager defines the hierarchical sequence in which at least one member of a user group approves change orders. The sequence is:

FEDERAL OVERSIGHT PROJECTS:	NON-FEDERAL OVERSIGHT PROJECTS:
Contractor approval 1.	Contractor approval 1.
Residency Administration approval 2.	Residency Administration approval 2.
Field Division Administration approval 3.	Field Division Administration approval 3.
Construction Administration approval 4.	Construction Administration approval 4.
Federal Highway Administration approval 5.	Central Office Administration approval 5.
Central Office Administration approval 6.	

Effective January 26, 2007, the set approval hierarchy has been revised to fit appropriately with the business practices of ODOT therefore, the approval hierarchy shall not be changed by utilizing the Override Change Order Approval Rules checkbox on the Change Order Header window.

SCOPE

To establish the policy for populating the Change Order Approval Rules window in SiteManager.

GENERAL

The level at which a change order is approved depends on rules established by ODOT and indicated in SiteManager. There are different approval levels depending on:

The type of contract

The functions included in a change order
--

The amount of money a change order increases the contract

The addition of a new item to the contract
--

The Change Order Approval window defines the set of rules that apply to each contract type and change order function combination. The rules allow a change order approval to terminate at a specified approval level based on the information listed above.

Effective January 26, 2007 the approval rules in SiteManager have been revised to fit our business practices at ODOT.

CHANGE ORDERS 0800

CHANGE ORDER APPROVAL RULES

0803.2

SCREENSHOTS

Contract Type: **Default**

Change Order Function:

- Overrun/Underrun
- Extra Work
- Time Adjustment
- Force Account
- Zero Dollar
- Final Quantity

Approval Level	Max CO Amount	Max % of Contract Bid	Max Bid Item Change Amt	Max % of Bid Item
----------------	---------------	-----------------------	-------------------------	-------------------

SCOPE

To establish the policy for populating the Change Order Approval Rules window in SiteManager.

GENERAL

The level at which a change order is approved depends on rules established by ODOT and indicated in SiteManager. There are different approval levels depending on:

The type of contract
The functions included in a change order
The amount of money a change order increases the contract
The addition of a new item to the contract

The Change Order Approval window defines the set of rules that apply to each contract type and change order function combination. The rules allow a change order approval to terminate at a specified approval level based on the information listed above.

Effective January 26, 2007 the approval rules in SiteManager have been revised to fit our business practices at ODOT.

CHANGE ORDERS 0800

CHANGE ORDER APPROVAL RULES

0803.2

SCREENSHOTS

Contract Type: **Default**

Change Order Function:

- Overrun/Underrun
- Extra Work
- Time Adjustment
- Force Account
- Zero Dollar
- Final Quantity

Approval Level	Max CO Amount	Max % of Contract Bid	Max Bid Item Change Amt	Max % of Bid Item
----------------	---------------	-----------------------	-------------------------	-------------------

SCOPE

To establish the standard change order explanations available in SiteManager.

GENERAL

When a contract change order is being written, users will enter explanations to document reasons or descriptions of contract changes included in a change order. Using the Change Order Explanations window, a user may:

Use pre-written standard explanations defined by ODOT before any change orders are created and displayed for selection on the Change Order Explanations window

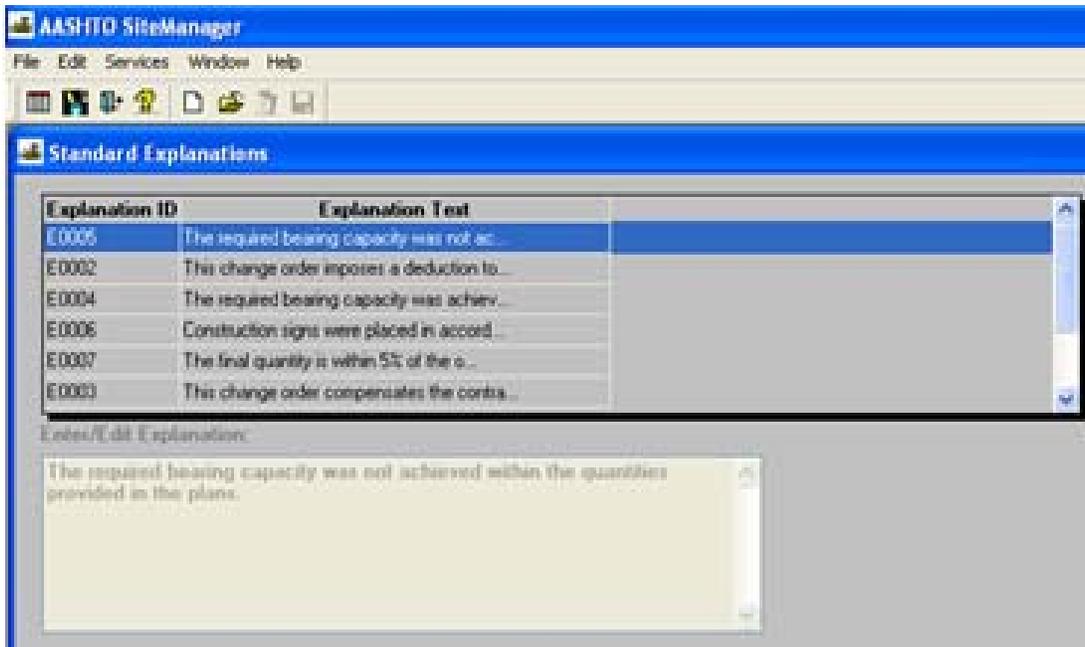
Write new text to explain a change order, creating a non-standard explanation, using the Change Order Explanations window's lower datawindow.

The following security groups will be given the access shown for this window:

The following standard pre-written explanations will be available for use on change orders processed within SiteManager.

Note that certain standard explanations are **required** for certain types of changes.

SCREENSHOTS



DEFAULT VALUES

ID	EXPLANATION	TEXT REMARKS
E0001	This change order establishes the final quantity for each item on the original contract and for those items added by change order during the course of the construction work. Associated with each item is a justification for those items which deviated from the original plan quantity or from the quantity established by a previous change. The information presented in this final quantity change order addresses contract pay items only. Penalties or other adjustments not associated with a specific pay item will be identified on the final estimate.	This standard explanation shall be used as a general explanation on Final Quantity Change Orders.
E0002	This change order imposes a deduction to the contract for materials installed, which did not meet specification requirements, but could remain in place.	This standard explanation may be used as a general explanation for those change orders which impose a deduction to the contract for failing materials.
E0003	This change order compensates the contractor for the extra costs incurred due to the elimination of planned contract work.	This standard explanation may be used as a general explanation for those change orders add an item to the contract compensating the contractor for eliminated work.
E0004	The required bearing capacity was achieved prior to installing the plan quantity.	This standard explanation may be used as a specific line item explanation for steel piling underruns.
E0005	The required bearing capacity was not This standard explanation may be used achieved within the quantities provided in the plans.	as a specific line item explanation for steel piling overruns.

CHANGE ORDERS 0800

STANDARD EXPLANATIONS

0803.3

DEFAULT VALUES

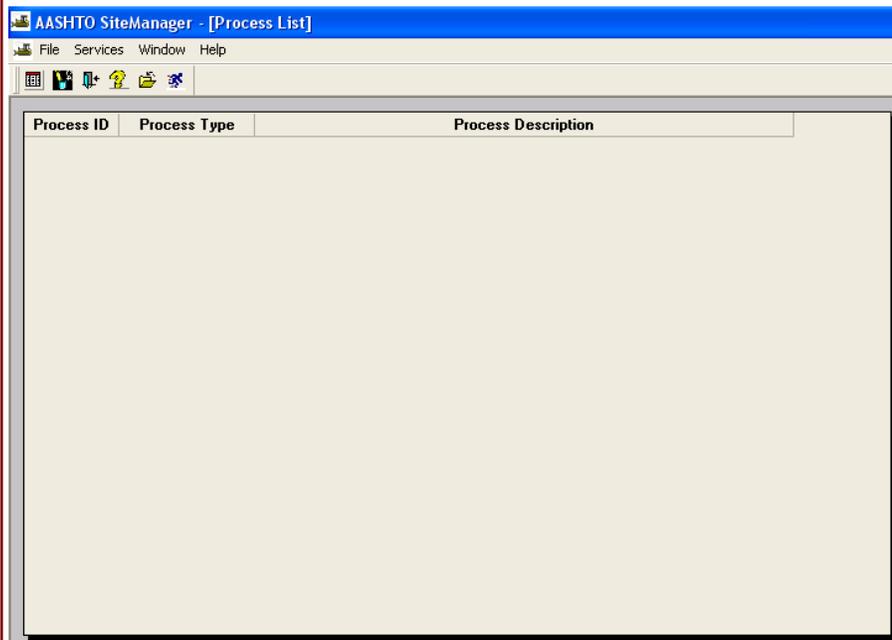
ID	EXPLANATION	TEXT REMARKS
E0006	Construction signs were placed in accordance with the contract specifications and the MUTCD to provide adequate guidance for the traveling public.	This standard explanation may be used as a specific line item explanation for overruns or underruns of construction signing items.
E0007	The final quantity is within 5% of the original plan quantity and the final cost of this item is within \$10,000 of the original item total cost.	This standard explanation shall be used as a specific line item explanation for those items on a Final Quantity change order that conform to the statement. This explanation will be the only specific line item explanation required if the final quantity and final total cost meet the criteria specified.

SCOPE

The Process list window identifies processes that are available to the authorized user.

GENERAL

SCREENSHOT



CHANGE ORDERS 0800

PROCESS LIST

0804.0

REPORTS

REPORT	Subset	Parameters	Printing	Description
Summary of Change Order Actions	Contract	None	Portrait Mode	This customized report will serve as the change order summary report, which was previously submitted with the final estimate. For a selected contract, this report will list the current contract amount, the original contract amount (bid amount), all of the change orders in any status, individual change order amounts, the total amount of all the approved change orders, the total amount of all the unapproved change orders, and the total amount of all change orders in any status. The report will be helpful in identifying the status of change orders during the finalization
Change Order To Contractor	Change Order	None	Landscape Mode	This customized report will serve as the change order form which is sent to both the contractor and the local government entity to capture their signatures. This is also the report that will be used to generate the Final Quantity Change Order. The form contains specific locations for the contractor to sign, the local government entity to acknowledge the change, a block for a notary, and a block for the Professional Engineer to seal the change. For a selected contract and change order, the form identifies the items on the change order, the reason for the overall change as well as reasons for the addition/deletion or overrun/underrun of specific line items. The Construction Division will also send this form to the contractor once the change order has been approved. This report is designed to be generated only after the status of the change order is changed from "draft" to "pending" and the appropriate approval levels have been selected and saved.

0800

CHANGE ORDERS

0804.0

PROCESS LIST

REPORT	SUBSET	PARAMETERS	PRINTING	DESCRIPTION
Federal Oversight Change Order Listing	None	None	Portrait Mode	This customized report lists the change orders in either "DRAFT" or "PENDING" status for those contracts requiring Federal oversight. For each change order meeting the criteria, the report identifies the Field Division assigned the contract, the Residency office performing the contract administration, the contract ID, the change order number, the current status of the change order, a brief change order description, and the change order amount.

CHANGE ORDERS 0800

CHANGE ORDERS

AUTHORIZED BY CONSTRUCTION DIVISION ON 1 AUGUST 2010

CHANGE ORDERS

PAGE 53



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