

## Quick Reference Guide (QRG) Summary of Changes

Creation Date: 02-18-2026

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Revised Date:

Revised By:

Changes Made:

**Step 1:** Click the **Contract Administration** link under the **Construction** component header.

On this page: [Contract Progress Overview](#) [Construction](#) [Materials Worksheets](#) [Sample Record Overview](#) [Field Interview](#)

## PROJECT Project Manager (ODOT Construction)

▼ Global News Feed.

Change Orders (Adobe Sign): Added Task on Change orde

▼ Contract Progress Overview

🔍 Type search criteria or press Enter

System Default ▼

Enter search criteria above to see results or Show first 10

▼ Construction

[Change Order](#)

[Contract Administration](#)

[Contract Claims](#)

[Contract Permits](#)

[Contract Progress](#)

[Contract Specific Authorities](#)

**Step 2:** On the **Contract Administration Overview** screen, search for the needed contract.

## Contract Administration Overview

▼ Contract Administration Overview

🔍 180270-01

Temporary ▼

Showing 1 of 1

Contract	Description	Fed/State/OTA Project Number
180270-01	🔍 BRIDGE AND APPROACHES	🔍 STP-017C(133)PM

**Step 3:** Click the **Contract** number link.

Contract Administration Overview

▼ Contract Administration Overview

Q 180270-01  Temporary  Showing 1 of 1

Contract	Description	Fed/State/OTA Project Number
180270-01	Q BRIDGE AND APPROACHES	Q STP-017C(133)PM

**Step 4:** On the **Contract Administration Summary** page, click the **Component Action Arrow**.

Save  

**Job Piece Number**

2475204-01

**Federal / State / OTA Project Number**

STP-017C(133)PM

**Job Piece List**

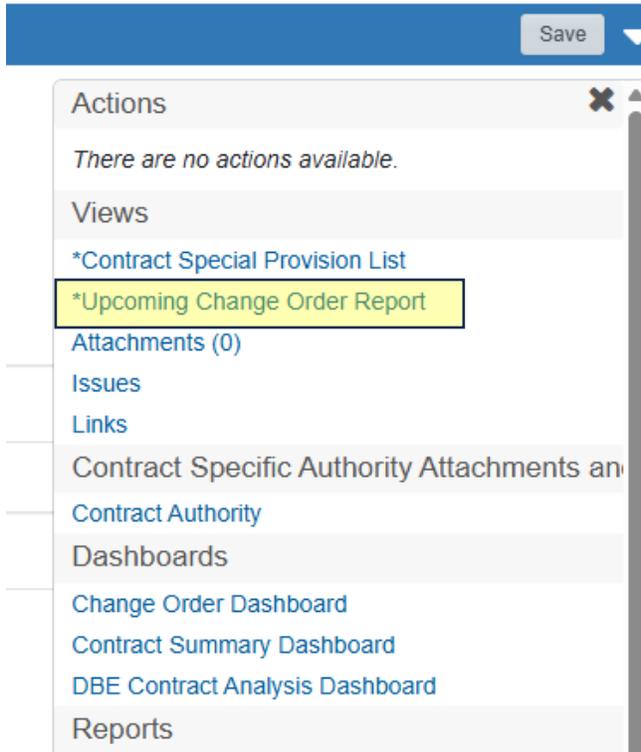


**Project Number List**



**Awarded Contract Amount**

**Step 5:** From the **Component Action Menu** drop down menu, click **Upcoming Change Order Report** under **Views**.



**Step 6:** In the **Request No.** field, type the sequential **Request Number** for **Upcoming Change Order Report**. (Example: If this is the first change order on the upcoming change order report, the **Request No.** field would be 1).

Contract Progress

Agency View Summary There are unsaved changes.

▼ Upcoming Change Order Report

Contract ID	180270-01	Federal / State / OTA Project Number	STP-017C(133)PM
Awarded Contract Amount	3,762,732.40	Current Contract Amount	3,762,732.40

New

Request No.	Change Order Number	Actual Change Order...	Presented to Pre-Commission	Approximate Cost of...	Percent of Original C...
▼ 1					
Request No. <input type="text" value="1"/>			Presented to Pre-Commission <input type="text" value="mm/dd/yyyy"/>		
Change Order Number <input type="text"/>			Actual Change Order Number <input type="text"/>		
Approximate Cost of Change Order <input type="text"/>			Percent of Original Contract <input type="text"/>		
Description <input type="text"/>					

**Step 7:** In the **Change Order Number** field, enter the next *sequential numbered change order* (example: If this is your 5<sup>th</sup> change order on the contract, then the Change Order Number would be 5).

[Contract Progress](#)

Agency View Summary

There are unsaved changes.

▼ Upcoming Change Order Report

Contract ID 180270-01	Federal / State / OTA Project Number STP-017C(133)PM
Awarded Contract Amount 3,762,732.40	Current Contract Amount 3,762,732.40

New

Request No.	Change Order Number	Actual Change Order...	Presented to Pre-Commission	Approximate Cost of...	Percent of Original C...
▼ 1	5				

Request No. <input type="text" value="1"/>	Presented to Pre-Commission <input type="text" value="mm/dd/yyyy"/>
<b>Change Order Number</b> <input type="text" value="5"/>	Actual Change Order Number <input type="text"/>
Approximate Cost of Change Order <input type="text"/>	Percent of Original Contract <input type="text"/>
Description <input type="text"/>	

**Step 8:** In the **Approximate Cost of Change Order** field, enter the *Approximate Cost of the Change Order*.

[Contract Progress](#)

Agency View Summary

There are unsaved changes.

▼ Upcoming Change Order Report

Contract ID 180270-01	Federal / State / OTA Project Number STP-017C(133)PM
Awarded Contract Amount 3,762,732.40	Current Contract Amount 3,762,732.40

New

Request No.	Change Order Number	Actual Change Order...	Presented to Pre-Commission	Approximate Cost of...	Percent of Original C...
▼ 1	5			589	

Request No. <input type="text" value="1"/>	Presented to Pre-Commission <input type="text" value="mm/dd/yyyy"/>
Change Order Number <input type="text" value="5"/>	Actual Change Order Number <input type="text"/>
<b>Approximate Cost of Change Order</b> <input type="text" value="589"/>	Percent of Original Contract <input type="text"/>
Description <input type="text"/>	

**Step 9:** In the **Description** field, enter a ***description of the change order and why it was requested.*** (Example: *This Change Order is requested to add a Pay Item for 6" Concrete Driveways. This work is shown on the Plans and on the Summary of Driveways, however, the Pay Item was omitted from the Contract. This was approved at the Residency Level. Also, this Change Order will add seven (7) Calendar Days to the Contract.*)

Contract Progress

Agency View Summary

There are unsaved changes.

Upcoming Change Order Report

Contract ID  
180270-01

Federal / State / OTA Project Number  
STP-017C(133)PM

Awarded Contract Amount  
3,762,732.40

Current Contract Amount  
3,762,732.40

New

Request No.	Change Order Number	Actual Change Order...	Presented to Pre-Commission	Approximate Cost of...	Percent of Original C...
1	5			589	

Request No.	Presented to Pre-Commission
<input type="text" value="1"/>	<input type="text" value="mm/dd/yyyy"/>
Change Order Number	Actual Change Order Number
<input type="text" value="5"/>	<input type="text"/>
Approximate Cost of Change Order	Percent of Original Contract
<input type="text" value="589"/>	

Description

This Change Order is requested to add a Pay Item for 6" Concrete Driveways. This work is shown on the Plans and on the Summary of Driveways, however, the Pay Item was omitted from the Contract. This was approved at the Residency Level. Also, this Change Order will add seven (7) Calendar Days to the Contract.

**Step 10:** In the **Presented to Pre-Commission** date field, enter the next available ***Commission Date*** (the date **MUST** be entered).

Contract Progress

Agency View Summary

There are unsaved changes.

Upcoming Change Order Report

Contract ID  
180270-01

Federal / State / OTA Project Number  
STP-017C(133)PM

Awarded Contract Amount  
3,762,732.40

Current Contract Amount  
3,762,732.40

New

Request No.	Change Order Number	Actual Change Order...	Presented to Pre-Commission	Approximate Cost of...	Percent of Original C...
1	5		2026-03-02	589	

Request No.	Presented to Pre-Commission
<input type="text" value="1"/>	<input type="text" value="03/02/2026"/>
Change Order Number	Actual Change Order Number
<input type="text" value="5"/>	<input type="text"/>
Approximate Cost of Change Order	Percent of Original Contract
<input type="text" value="589"/>	

Description

This Change Order is requested to add a Pay Item for 6" Concrete Driveways. This work is shown on the Plans and on the Summary of Driveways, however, the Pay Item was omitted from the Contract. This was approved at the Residency Level. Also, this Change Order will add seven (7) Calendar Days to the Contract.

**Step 11:** Click the **Save** button.

×

Print Save ▼ ?

**Federal / State / OTA Project Number**  
STP-017C(133)PM

**Current Contract Amount**  
3,762,732.40

1 added | 0 marked for deletion | 0 changed

×

**Approximate Cost of...**    **Percent of Original C...**

589

**Presented to Pre-Commission**

03/02/2026 📅

**Step 12:** Once saved, click the **Contract Progress** quick link at the top of the page.

[Contract Progress](#)

Agency View Summary

▼ Upcoming Change Order Report

<p><b>Contract ID</b> 180270-01</p> <p><b>Awarded Contract Amount</b> 3,762,732.40</p>	<p><b>Federal / State / OTA Project Number</b> STP-017C(133)PM</p> <p><b>Current Contract Amount</b> 3,762,732.40</p>
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New

Request No.	Change Order Number	Actual Change Order...	Presented to Pre-Commission	Approximate Cost of...	Percent of Original C...
▼ 1	5		03/02/2026	589	0.02

<p><b>Request No.</b> <input style="width: 80%;" type="text" value="1"/></p> <p><b>Change Order Number</b> <input style="width: 80%;" type="text" value="5"/></p> <p><b>Approximate Cost of Change Order</b> <input style="width: 80%;" type="text" value="589"/></p>	<p><b>Presented to Pre-Commission</b> <input style="width: 80%;" type="text" value="03/02/2026"/> <span>📅</span></p> <p><b>Actual Change Order Number</b> <input style="width: 80%;" type="text"/></p> <p><b>Percent of Original Contract</b> <input style="width: 80%;" type="text" value="0.02"/></p>
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**Description**

This Change Order is requested to add a Pay Item for 6" Concrete Driveways. This work is shown on the Plans and on the Summary of Driveways, however, the Pay Item was omitted from the Contract. Calendar Days to the Contract.

**Step 13:** From the **Contract Progress Summary** page, click the **Component Action Menu**.

15 Items Projects Subcontracts

Save [Component Action Menu] ?

Job Piece Number  
2475204-01

Federal / State / OTA Project Number  
STP-017C(133)PM

Job Piece List

Project Number List

Awarded Contract Amount

**Step 14:** From the **Component Action Menu** drop down menu, click **Upcoming Change Order Report** under the **Reports** section.

Save [Component Action Menu]

There are no actions available.

Views

- \*Contract Special Provision List
- \*Upcoming Change Order Report

Attachments (0)

Contract Price Adjustment Index

Issues

Links

Reports

- Contract Attachments Report
- Contract Major Item Report
- Contract Status Report
- Contract Time and Diary Audit
- Contract Time Report
- Items with Unpaid Placed Quantities
- Material Certification Letter
- Monthly Time and Diary
- Outstanding Contract Item List Report
- Payment Estimate for Contractor
- Price Adjustments
- Sampling and Testing Status Report
- Subcontract Listing
- Summary By Funding Report
- Upcoming Change Order Report
- Weekly Report of Time Charges

**Step 15:** Now with the **Generate Report** screen opened, enter the **Commission Date** that you used in the **Presented to Pre-Commission** field earlier (If you do not enter the matching date in the field, the report will be blank).

### Generate Report

Generate Report - Upcoming Change Order Report

Settings Set Parameters 3 of 5

**Individual Contract Change Order Report.\***  
*Select if you want only the specified contract for the report.*

**Commission Date Range\***  
*Select if you want After, On, or Before the Entered Commission Date.*

On

**Pre-Commission Date**  
*Enter the Commission Date (mm/dd/yyyy). Leave blank for any Agency Views with a blank Pre-Commission Date.*

03/02/2026

**Step 16:** Click the **Execute** button.

### Generate Report

Generate Report - Upcoming Change Order Report

Settings Set Parameters 3 of 5

**Individual Contract Change Order Report.\***  
*Select if you want only the specified contract for the report.*

**Commission Date Range\***  
*Select if you want After, On, or Before the Entered Commission Date.*

On

**Pre-Commission Date**  
*Enter the Commission Date (mm/dd/yyyy). Leave blank for any Agency Views with a blank Pre-Commission Date.*

03/02/2026

Execute

**Step 17:** Here is the populated **Upcoming Change Order Form**.



**OKLAHOMA**  
Transportation

## Upcoming Change Order Form

<b>Project Number:</b> STP-017C(133)PM	<b>JPN:</b> 2475204-01	<b>Contract Id:</b> 180270-01
<b>Contractor:</b> Frontier Bridge, Inc.		<b>Presented:</b> 02-Mar-2026
<b>Designer:</b> BENHAM DESIGN, LLC		<b>Highway:</b> SH-01
<b>Division / County:</b> DISTRICT 8 / OSAGE		
<b>Description:</b> BRIDGE AND APPROACHES SH-01: OVER GRAY HORSE CREEK, 1.7 MILES SOUTHEAST OF THE SH-01 JUNCTION NEAR RALSTON. PROJECT LENGTH = 0.156 MILE		
<b>Contract Amount:</b> \$3,762,732.40	<b>Change Order:</b> 5	<b>Original Time Used:</b> 2.08%
<b>Funds Available:</b> \$3,762,732.40	<b>Funds Paid:</b> 0.00%	<b>Revised Time Used:</b> 2.08%

### **Brief Description of Change Order #5**

This Change Order is requested to add a Pay Item for 6" Concrete Driveways. This work is shown on the Plans and on the Summary of Driveways, however, the Pay Item was omitted from the Contract. This was approved at the Residency Level. Also, this Change Order will add seven (7) Calendar Days to the Contract.