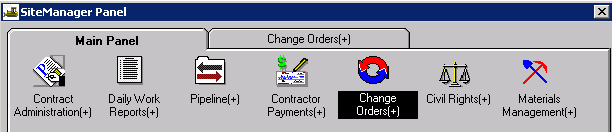
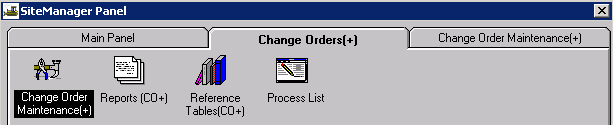
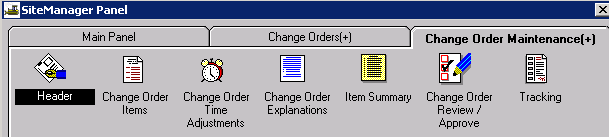
Quick Reference Guide -- Change Orders

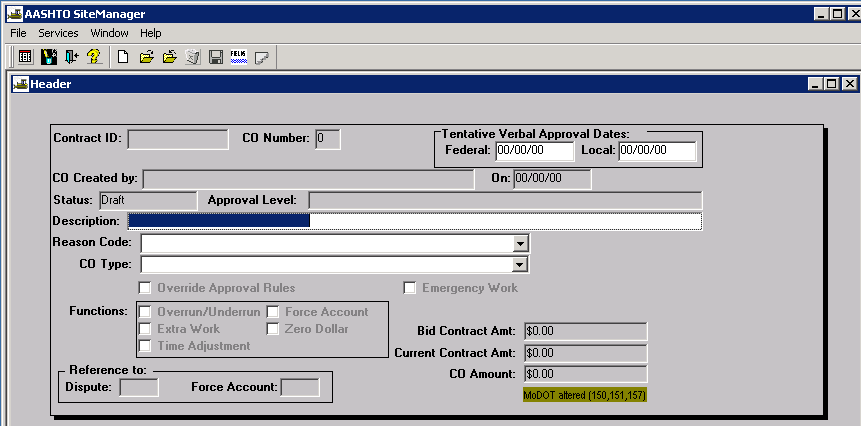
This article is intended to guide the user in the creation and approval of a change order.

Navigate to Change Orders – Change Order Maintenance – Header.  






# Creating the Change Order Header



**Contract ID:** Select Services – Choose Keys to select contract.

**CO Number:** The system will automatically number the change order.

**Tentative Verbal Approval Dates:** May be used if it applies. Rush Change Orders may use these fields.

**CO Created By:** Automatically entered by system.

**On:** Date automatically entered by system.

**Status:** Leave Status as “Draft” until all items and explanations are entered. After all items and explanations have been entered, return to the header and save it as “Pending.” The change order will then be forwarded to the users you select as approval levels.

**Approval Level:** Automatically entered by system based on change order rules.

**Description:** Enter a brief description of the change order.

**Reason Code:**  Select a reason code from drop down list. Combination is a catch-all if multiple reasons apply.

**CO Type:** Select change order type from the drop down list. The type selected is determined by the existing rules set forth for all change orders.

**Override Approval:**  Approval rules set up in the system may force higher levels of approval than what is necessary due to the Maximum % of Bid Item Exceeding 999%. When this occurs, the Resident Engineer or delegated representative may override the approval levels and designate the proper level of approval.

**Emergency Work:** Check if this applies.

**Functions:** Overrun/Underrun and Extra Work functions must be selected based on change order items. If both are applicable, both functions must be checked or an error will appear when entering items. (NOTE: Do not select the Force Account check box. Force Account functionality in SM is not used because it does not match MoDOT specifications. Force Account should be treated as “Extra Work.”)

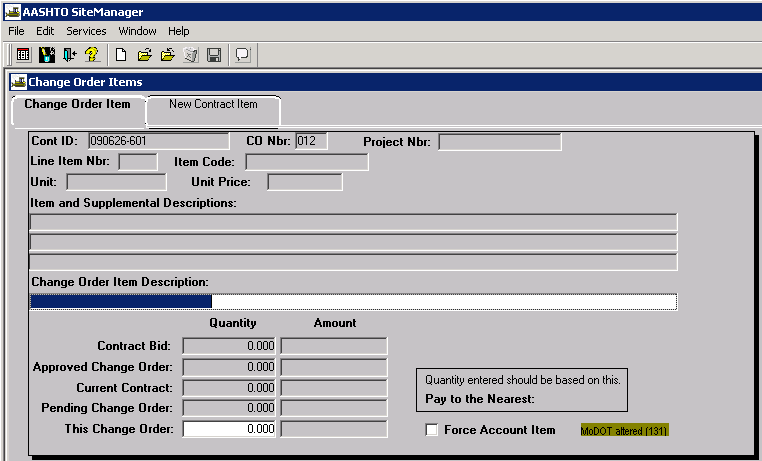
The Zero Dollar function is used for change orders with no line items; *e.g.*, Specification changes. This change order type must be overridden to force it to Division approval level (See [Change Order - Zero Dollar](http://epg.modot.org/files/d/d5/Change_order_zero_dollar.doc)).

**Reference To:** **Dispute** and **Force Account:** These fields are not used (See “Functions” above).

# Adding Change Order Items

Navigate to the Change Order Items icon. The Change Order Items window has two tabs – Change Order Item tab for items already on the contract and New Contract Item tab for adding contingency items.

## Change Order Item Tab



Always select Services - New CO Item to choose the item you wish to change.

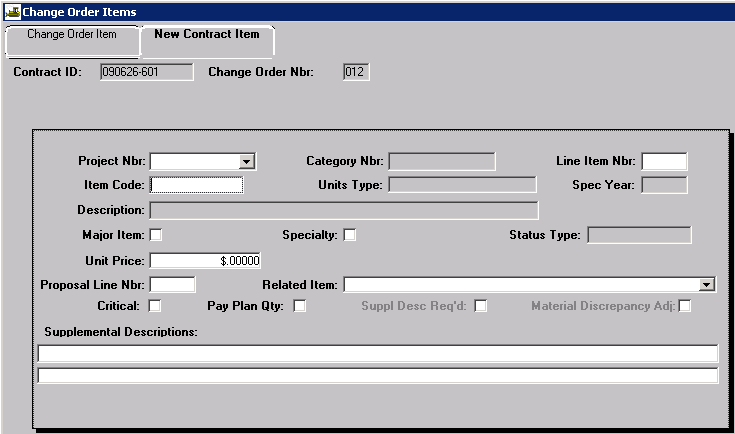
**Change Order Item Description:** Automatically entered by the system.

**This Change Order Quantity**: The quantity of the change. You cannot enter a quantity of zero for a change order item. Underruns must be entered as negative amounts. Save the changes.

Click the “New” icon, then select Services - New CO Item and repeat for each additional item to be added to the change order.

## New Contract Item Tab

Click the New Contract Item tab to add a new line item to the contract.



**Project Nbr:**  Select the appropriate project number from the drop down list.

**Category Nbr:** For funding purposes, select the appropriate category number from the drop down list.

**Line Item Nbr:** The first instance of a new line item number for the New Contract Item will begin with 5001 for the first project in the contract. If multiple projects are associated to the contract, the line numbering will begin with 5101 for the second project, 5201 for the third project, 5301 for the fourth project and so on. New contract Line Item Numbers shall be sequential per project, regardless of the category. Contingent Items added to a contract which are due to specification changes, shall be added as one number greater than the original contract line item number. For example, if there was a specification change to contract line item 0050, the new contingent line item number would be 0051.

**Item Code:** Perform a search and select the appropriate item code. There are some “catch all” item codes, but the units must match or the calculations will be incorrect. If you cannot find an item code that is relatively close by searching the Item Code field, one can be added by the SM Administrator.

**Hint:** Item codes follow the Standard Specifications. For example, all item codes for earthwork will begin with 200. Find the specification number closest to the item code available from the spec book. Search the Items window by Unit to find all of the Units available for that item. Choose the item code that matches the unit and is as close to the description as possible. If a match cannot be found, there is usually a “Misc.” description that will match the unit and a close range to the specification number for the item code. If you cannot find a match, send an email to [ReDEV](mailto:redev?subject=Need%20help%20finding%20an%20Item%20Code%20for%20a%20Change%20Order).

**Major Item:** Check if it applies.

**Specialty:** Check if it applies.

**Unit Price:** Unit price for the item.

**Proposal Line Nbr:** Enter same value as Line Item Nbr.

**Related Item:** This list is not populated.

**Critical:** Do not check this box. MoDOT does not use “critical” as defined by the system. SM tracks items marked as critical for determining completion percentage; MoDOT tracks the percentage complete based on dollar value.

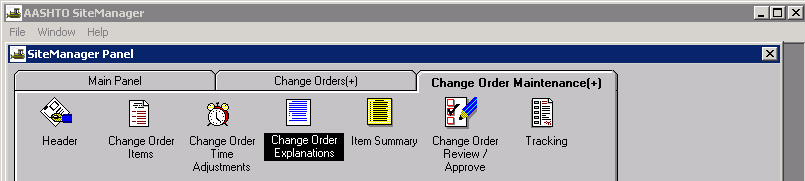
**Pay Plan Qty:** Do not check this box. If this box is checked, it will not be possible to overrun this item above this change order amount.

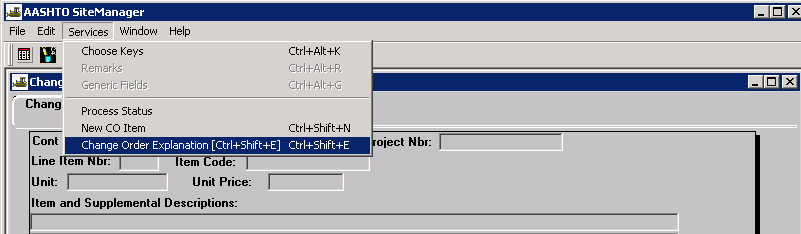
**Supplemental Descriptions:** Short description for the item if necessary.

Once all data is entered on the New Contract Item tab, return to the Change Order Item tab to enter the new contract amount for the item. Save the information. Repeat the above steps as necessary to add additional contingency items to the change order.

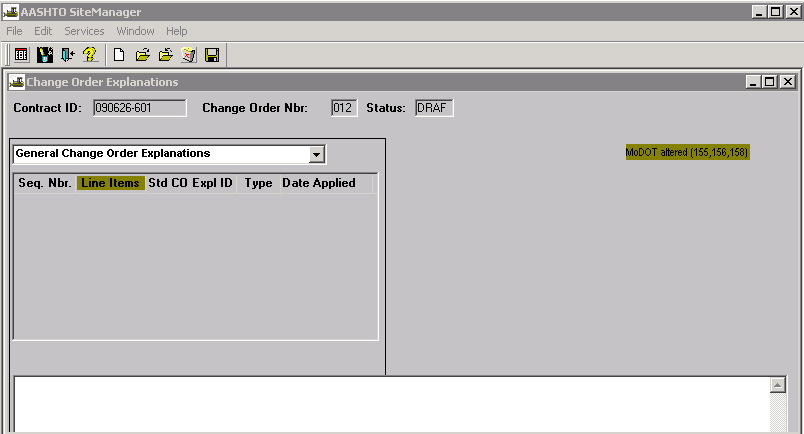
# Adding Change Order Explanations

There are two ways to add change order explanations.

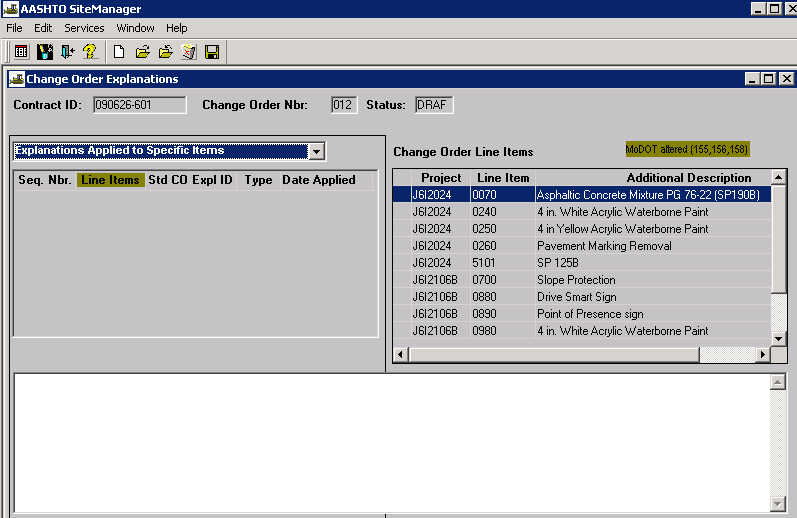
You may navigate to the Change Order Explanations icon,   


or you may access the Change Order Explanations window from the Services menus of the Change Order Items window.   


Either option will open the Change Orders Explanations window as shown below.



With the exception of Zero Dollar or Time Adjustment change orders, Change Order Explanations must be assigned to specific line items. Select "Explanations Applied to Specific Items" from the drop down list. This will open the Change Order Line Items panel on the right side of the window.



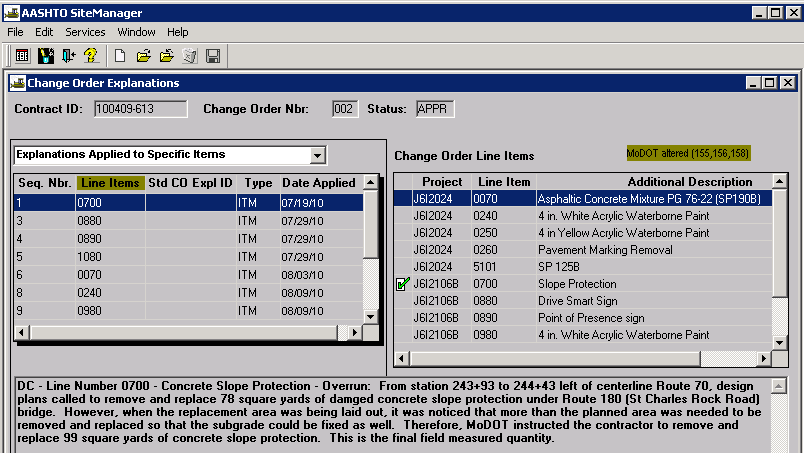
Explanations must begin with the following: Reason Code - Line Number - Description - Overrun or Underrun: Reason. For example: RA - Line No. 0010 - Removal of Improvements - Overrun: Begin typing the reason....

The standard Reason Codes to be entered are as follows:

|  |  |
| --- | --- |
| AD | Administrative Decision |
| AP | Alternate Pavement |
| AT | Alternate Technical Concept |
| BV | Best Value |
| CD | Consultant Design Error |
| CS | Claim Settlement |
| DC | Design Change |
| DE | Design Error |
| DF | Differing Field Conditions |
| DS | Differing Site Conditions |
| IE | Inspection Error |
| ND | Natural Disaster |
| PD | Practical Design Value Engineering |
| PP | Prompt Payment |
| RA | Routine Adjustment |
| UD | Utility Delay |
| VE | Value Engineering |

Definitions and examples for the codes may be found at the following link: [Change Order Codes](http://epg.modot.org/files/a/af/Change_Order_Codes.doc)

The system will assign a sequence number as shown in the left hand window. Once the explanation has been typed in the lower window, it should be associated to the appropriate change order line item in the right hand window by double clicking the line number. A green check mark will appear once the explanation is associated to a line number.



If a new contingent item is added to the change order, enter the "Settlement of Costs" statement at the beginning of the reason, immediately following the item description. For example: AD - Line No. 5001- Extra Work: Settlement of Costs based on the agreed price of $10.00 per Linear Foot. Begin typing the reason.

**Note:** Once the reason code is selected for a contingent item, the user shall use the same reason code for any and all subsequent changes to the contingent item of work.

Due to the way MoDOT’s reporting software works, a change order explanation cannot be associated to multiple line items.

When a change order reason affects multiple line items, a detailed description of the change must be entered for the first line item. All subsequent line items must then be entered. However, the same level of detail is not required and can reference back to the first **line item** reason. For example:

VE - Line No. 0020 - Class A Excavation - Overrun: The contractor submitted a Value Engineering Proposal henceforth known as VE No. 2. The proposal is to eliminate the Aggregate Base, Stabilized Permeable Base and Edge Drains and substitute 12 inches of Rock Fill Base. This proposal was reviewed by MoDOT's Pavement Engineering experts and met their approval. The Value Engineering proposal was approved August 3, 2007. In order to install 12 inches of rock fill, additional Class A Excavation will be generated.

VE - Line No. 0040 - Compacting in Cut - Underrun: Same as Line No. 0020.

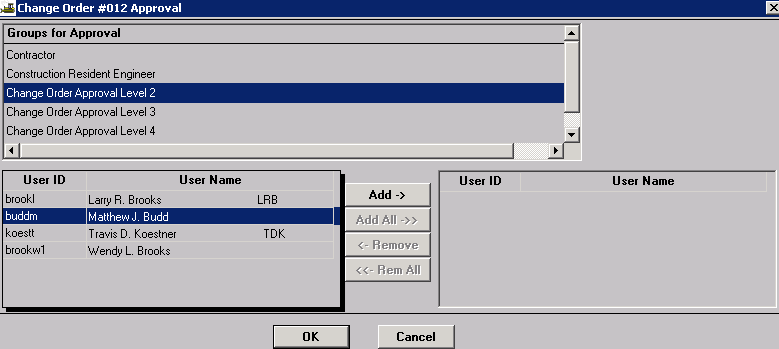
VE - Line No. 0060 - Stabilized Permeable Base (4 In. Thick) - Underrun: Same as Line No. 0020.

VE - Line No. 0070 - Type 5 Aggregate for Base (4 In. Thick) - Underrun: Same as Line No. 0020.

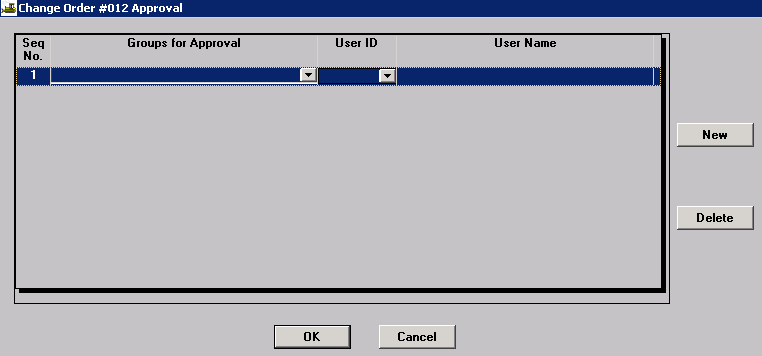
# Changing the Status of a Change Order

Once all items and explanations have been added to the change order, the user must navigate back to the Header. User may choose to “Calculate Change Order” from the Services drop down menu to make sure the user selected CO Type matches the system calculated Approval Level. If not, change the CO Type to match Approval Level.

Change the status from “Draft” to “Pending” and save. Make the appropriate selections for each approval level, and then click OK.



If the approval levels have been overridden, the user will be required to make the appropriate selections for both “Groups for Approval” and users as noted below. Once the selections have been made, click OK.



# Deleting a Change Order

To delete a change order, the explanations must be deleted first, and then the items must be deleted before the header information can be deleted. A change order which has been approved cannot be deleted.

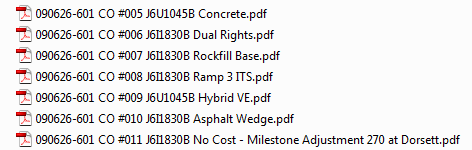
# Printing a Change Order

To print the Change Order report, refer to the [Change Order Reports](http://epg.modot.org/files/2/28/Change_order_reports_July_2011.doc) Quick Reference Guide.

# Saving a Change Order

The system updates the header information of reports each time an estimate is generated. SM also does not automatically save a report when you close it. If a report is generated on a certain date and the report is not saved, the next time that same report is generated, the header information will be for the date that it is generated. Therefore, you **must** save the report as either a PSR (PowerBuilder-based SM Report) or as an Adobe PDF. This is required so the header will correctly reflect the contract information at the time of the report was created. Be aware, however, reports with a .PSR extension can only be opened in SM.

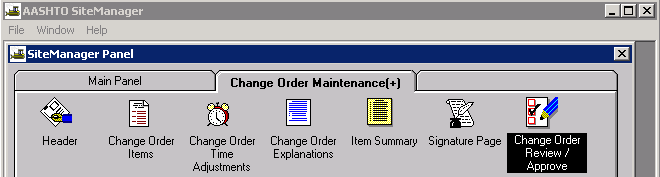
**Policy:** Save SM change orders in .PDF format to the V: drive in the following path for your district and org code: **V:\Contract Information Archive\District # \ ORG # \ Contract ID \Change Orders\Pending**. (See Note below.) File name should include the change order number placed within the file name so the change orders will sort properly when listed in the folder. See example below:

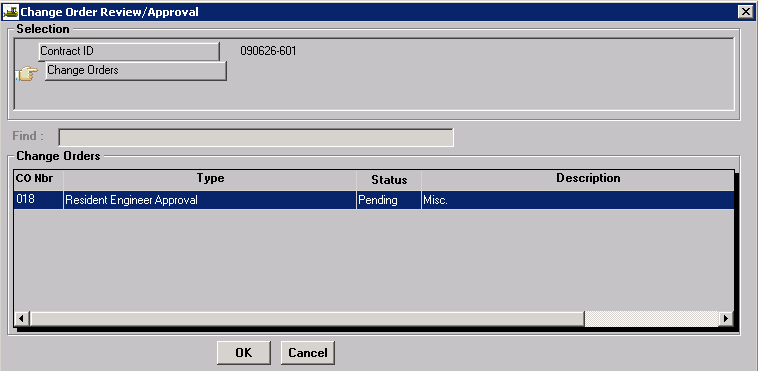


Once the change order has been approved at all levels, it shall be saved with all attachments in a single file to **V:\Contract Information Archive\District # \ ORG # \ Contract ID \Change Orders\Completed**.

**Note:** When distributing a change order electronically for signature, it should be stored with all attachments in a single file in the “Completed” change order folder and linked from there.  Once the last digital signature is applied, the process is ***complete.***  No further action is necessary on the part of the project office, that is, there is no movement of the document from one folder to another.

# Approving a Change Order

Navigate to the Change Order Review/Approve icon.  


Select the appropriate contract and change order from the Selection windows.  


Select either “Approve” or “Denied.” Additional remarks may be added to the Remarks Bubble if desired. Select the Save icon, and SiteManager will send a message to the inbox of the next user in the approval cycle.   
