Change Orders

Overview

The *Change Orders* sub-process of CAMMS allows the Area Construction Manager to enter Supplemental Agreements, Force Accounts, Time Extensions, etc. as Change Orders. The purposes of this process are to add items to allow field personnel to record work item quantities associated with change orders, to adjust contract time and/or to create an electronic version of the ALDOT Supplemental Agreement.

Creating a Change Order will consist of several processes to be performed by the Area Construction Manager and Office Engineer Bureau:
- o Complete the functional areas of the *Change Order* section.
- o *Submit* the change order.
- o Print the Supplemental Agreement Form OE-02 for signatures.
- o Approve the Change Order.

Change Order Summary

This screen shows a list of all the change orders created for the contract along with reports and information such as the *Status, Type*, *Creator* and a link to *Detail* information.

Basic Procedure
1. Open the desired *Contract* and select the *Change Order* subprocess.
2. Click on the *Add* to create a new change order.
3. Click on *Detail* to view or edit a change order.
4. Click on *Delete* to delete a change order.

Notes:
- A CO in *Draft* status can be deleted by clicking on *Delete* (or edited by clicking *Edit* on the *CO Detail*/*General* tab).
- A draft change order will have a "D" in the change order number.
- A CO in *Disapproved* status can no longer be edited and is now void.
- The Change Order Report or Supplemental Agreement can be viewed by clicking on the 🗎 under the *CO No* or *SA No* column.
- **Only supplemental agreements with a *PEND* status will have a signature page**. This was done to prevent copies from being signed that were not yet submitted.
- Click on the 🗎 in the upper left-hand corner to view the *CO/CTA* report. Click on the 🗎 *PDF* in right-hand corner for a print of the screen.
- Any Change Request (to receive FHWA concurrence on a SA or FA on a PoDI project) will only be done on paper. (Form OE-IF) It will be done by the Area and sent to OE who will forward to FHWA.
- Area users must have the Office = *Admin* and will need Work Groups = *Change Orders* and *Contracts* to work in the *Change Order* subprocess.

Change Order Add

This screen allows the user to create a new change order and add information.

Basic Procedure
1. Open the desired contract and select the *Change Order* subprocess then click *Add*.
2. Enter a short *Description* (**SA#/CO# must be added to front of the Description**)
3. Select a *Reason.* (See info on last page)
4. Select a *Max Approval Level* based on the type of change order and GFO 4-3.
5. Select a *Type*.
6. Enter an *Explanation*. This is the general explanation for the reason that the change order was needed. It will appear on the Supplemental Agreement Form OE-2.
7. Click *Save*. This will take you to the *General* tab where you can review or *Edit*.

Notes:

- To *Add*, worker must have *Work Groups* = Change Orders and Contracts and be in the Admin Office.
- CAMMS will assign a Change Order number.
- Explanation – Cut and Paste can cause formatting problems on the SA Form so please type into CAMMS or remove formatting if Cut and Paste is used.
- **See last sheet for explanation of Reason, Type, and Max Approval Level.**
- For Non-Let Projects adding items for sampling:
  - *Description* should be "CO#1 Adding Items for Sampling".
  - *Reason* and *Type* will default to "NON-LET".
  - *Max Approval Level* should be "Area".
  - *Explanation* should be "Adding Items for Sampling".
  - Time cannot be modified.

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Change Order Items/Time

This screen allows you to *Add Item*, *Modify Item*, or *Modify Time* or to review, *Edit* or *Delete* items previously entered.

To Modify an existing Item:

Basic Procedure
1. Navigate to the *Change Orders* subprocess and click on the *Items/Time* tab.
2. Click on the *Add.*
3. Select *Modify Item* on the *Action* field dropdown.
4. Select the *Pay Item* that needs to be modified.
5. Select the *Project No* (if there are multiple projects), *Category*, and *Line Item*.
6. Enter the *Change Quantity (+/-).* (The quantity to be added or subtracted)
7. Enter an *Additional Description* if desired.
8. Click on the *Save* icon. This will take you back to the *Items/Time* tab where you can *Edit, Delete* or *Add* another item.

Notes:
- If a quantity needs to be changed on an existing item, enter the change in quantity.
- On an existing item, only the quantity can be modified (+/-). If the unit price or description has changed, then a new item must be added.
- If you are replacing/deleting all of an existing item at one price/desc, the old item must be subtracted off first then the new quantity/price must be entered as a new item.
- An *Additional Description* can be entered but is not necessary. (For example, to indicate why the item quantity was changed)
- If an existing item is zeroed out on a CO, then only the Primary PM will be able to subtract a DIQ quantity off for that item.

Change Order Items/Time (continued)

To Add a new Item:

Basic Procedure
1. Navigate to the *Change Orders* subprocess and click on the *Items/Time* tab.
2. Click on the *Add.*
3. Select "*Add Item*" on the *Action* field dropdown.
4. Select the *Pay Item* from the dropdown.
5. Select the correct *Project No* and *Category*. (For multiple projects/categories)
6. Enter the *Line Item* No. (See note below for additional info)
7. Enter the *Quantity* and *Unit Price* for the item.
8. If available, enter a *Supplemental Description*. This is required for items that need a specific location or #. For example, "Structure No.".
9. If appropriate, enter an *Additional Description*. This must be used for Generic items.
10. Click on the *Save* icon. This will take you back to the *Items/Time* tab where you can *Edit, Delete* or *Add* another item.

Notes:

- *Line Item* number should be determined by the logical place that the item should appear in the Pay Item list and must have 4 digits. A previous estimate or *Contract/Pay Item List* can be reviewed to make this determination.
- Generic Items:
    - When selecting an *Item Code* for a generic item, select the first "Generic Item" with the correct units. See *Construction/Pay Item Sections/000-Unknown* for a list of those.
    - Please reference a particular specification and/or special provision in the *Additional Description* when adding a Generic item.
- Use "104A000" for Value Engineering, "105A000" for State Maintenance Costs, "109A000" for Force Accounts, "110A000" for Claims, and "110B000" for Reimbursement of Claims Appeal Board Expenses.
- For Non-Let projects ONLY:
    - Use *Line Item No.* "0010", "0020", "0030", etc. for initial items.
    - Use Unit Price = $1.00 for all items.

Change Order Items/Time (continued)

To Modify Time (add a time adjustment):

Basic Procedure
1. Navigate to the *Change Orders* subprocess and click on the *Items/Time* tab.
2. Click on the *Add.*
3. Select "*Modify Time*" on the *Action* field dropdown.
4. Enter the number of *Modified Time (Days)* or an *Adjusted Completion Date.*
5. Enter the *Explanation* for the adjustment. Only include the portion that pertains specifically to the Time Adjustment.
6. Click the *Save* icon. This will take you back to the *Items/Time* tab where you can *Edit, Delete* or *Add* another item.

Notes:

- Any time adjustment due to a SA, C-19, or SJ-120 overrun should be entered here.
- A time adjustment must be done on any SA. Can be "0".
- Only one-time adjustment can be entered per change order. Multiple adjustments must be entered as one, consisting of the total number of days and detailed descriptions for each reason placed in the *Explanation* field.
- Any time adjustment for a SA or C-19 should be approved by Region-OE or Region-CN-OE as required by GFO 4-3.
- Any time extension due to monetary overrun per Spec 108.09(a) on SJ-120 shall be entered in to CAMMS and should be approved as part of the Final Est process.

Approving/Rejecting a Change Order

Approvals (verbal or final) must be given for the item(s) to be available for selection on DIQ.

Basic Procedure
1. Navigate to the *Change Orders* subprocess and click on the *Approval* tab.
2. Click on *Edit* for the appropriate *Approval Level.*
3. Select *Approve, Reject or Disapprove.* (*Submitted* level automatically shows *Approve.)*
4. Enter *Remarks* if needed. (Required for *Rejected* or *Disapproved* recommendation)
5. Click the *Save* icon.

Notes:

- The change order should be checked for accuracy and changed to *Submitted* as soon possible. After submission, CO can no longer be deleted and *Type* cannot be changed.
- The *Verbal* approval level should be used for any CO that receives verbal approval. This will allow the CO items to be used on DIQ but not paid for until CO is Approved. If the CO is Disapproved, the verbal items can be Denied.
- Area users must have the CO Work Group and be in an Admin office to approve. The CO creator cannot be the final approver.
- A CO item must have a final approval date prior to the Period Ending date in order for the item to be included on that estimate.
- On a Calendar Date Contract, no other SA or TER type change order may be changed from *Draft* to *Pending* until any previous change order with Time has final approval.
- An email is sent to the next approval group if approved or the creator if rejected.
- If the CO is rejected, the status returns to *Draft.* Can be edited except for *Type.*

Pending Change Order Summary

This screen is for Central Office or Area approvers and shows a list of change orders that are awaiting approval along with reports and information such as *Status*, *Type*, and *Creator*.

Basic Procedure
1.   Navigate to *Construction/Pending Change Orders* subprocess.
2.   Click on *Details* to view the information and *Approval* tab.
3.   Click on *Delete* to delete a change order in *Draft* status.
4.   Click on *Add* to create a new change order.

Notes:
- The change order will no longer be displayed here when it has final approved.
- *Draft* means it has not yet been submitted. Will have "D-"in *No*.
- *Pending* means it is awaiting further approval.
- *Rejected* means a change or correction is needed.
- This is the only sub-process where <u>non-Area approvers</u> can approve change orders. If a change order is navigated to by the *Contract* sub-process, *Edit* will not be available on the *Approval* tab.
- The *CO/CTA* report for the contract can be viewed by clicking on the 📕 PDF to the left of the *Contract ID.*
- The *Change Order Report* or *Supplemental Agreement* can be viewed by clicking on the 📕 under the *CO No* or *SA No* column.
- Click on the 📕 *PDF* in right-hand corner for a print of the screen.
- Notifications: Verbal, Approved, Disapproved - email to Creator, assigned as Primary Project Manager, and those with Oversight. Rejected - email to Creator only.

Change Order Terms, Explanations, and Instructions

Field	Explanation	Instructions
REASONS		
Alteration of Contract Provisions	To add or change a special provision	
Alteration of Plans or Character of Work	Per Subarticle 104.02(a)	
Changed Conditions	Per Subarticle 104.02(b)	
Claim	Per Section 110	Paperwork submitted to Const.
Contractor's Proposal	Contractor requests a change; also VE proposals	
Design Error/Omission	If the wrong pay item is included or if a needed item was left out of the contract.	
Extra Work	***Most commonly used***	
NON-LET	Only for Non-Let projects	This will default.
Time Delay/Issue	For any C-19, C-19-A TER not covered by one of the other reasons or SJ-120 TER.	
TYPES		
Force Account	For all Force Accounts	When price can't be agreed on. If time is needed, a C-19 must be done. A partial FA change order can be done in order to add the FA item and do material testing.
Internal	For adding items from one project to another on multiple project contracts or for a minor error that needs to be corrected internally.	These will be approved at the Area level.
NON-LET	For Non-Let projects	This will default.
Supplemental Agreement	For any change that requires a Supplemental Agreement	A time adjustment must be done on any SA. Can be "0".
Time Extension Request	For a C-19 or C-19-A Time Extension Request form or SJ-120 Time Extension due to monetary overrun (per Spec 108.09(a)).	If TER is from the SJ-120, include "*SJ-120 Time Extension per Spec 108.09(a)*" in the CO Description.
MAX APPROVAL LEVELS		
Area	For INT or NON-LET. Also any SJ-120 TER.	
Region-OE	For C-19 TER (Working and Calendar Day) For SA/FA ≤$100,000 (Check below)	
Region-CN-OE	For SA or FA if > $100,000. For SA with Reason = *Claim*. For SA or C-19 TER on Calendar Date jobs with Time ≠ 0. For SA that adds a Special Provision. For SA or TER that decreases time or cost.	