

## TASK DESCRIPTION FOR BOE CHANGE ORDER PROCESS

Task No.	Sub-Task No.	Task Title	Responsibility	Description
1.	20.1	Introduction	Project Manager	Is responsible for the entire Change Order process. The PM may delegate portions or all responsibilities to Construction Manager (CM) or Project Engineer (PE). <b>Note:</b> Depending on resources available to a project, the PM may assume the Estimator and Scheduler's responsibilities.
2.	20.2	Initiate Change Orders	Project Manager	Is responsible for recognizing project Changes and initiating Change Orders
			Stake Holder(s)	Is responsible for approving or disapproving elective Changes
			Board of Public Works	Is responsible for approving or disapproving Changes which are in excess of 25% of the bid amount, over \$100,000.00, or increase the construction budget
			Estimator	Produces independent estimate for Change Order initiation form as appropriate for the Change and project size.
			Scheduler	Reviews Change Order for schedule impacts on the project as appropriate for Change and project size.
3.	20.3	Processing Change Orders	Project Manager	Is responsible for the decision on how to process the Change Orders (with NTP or not; T&M or lump sum) and follow the procedure of Sections 20.3.1, 20.3.2, or 20.3.3 to finalized Change Orders

<b>Task No.</b>	<b>Sub-Task No.</b>	<b>Task Title</b>	<b>Responsibility</b>	<b>Description</b>
<b>4.</b>	<b>20.3.1</b>	Process of Issuing A Lump Sum Change Order	Project Manager	Is responsible for writing negotiating and finalizing contract Change Order.
			Estimator	Produces independent estimate for Change Order negotiations. Reviews CO with PM to assure that all aspects of the change are encompassed in the estimate
			Scheduler	Reviews CO and contractors proposal for schedule impacts and assists PM in negotiating time extensions to contracts
<b>5.</b>	<b>20.3.2</b>	Process of Issuing Notice to Proceed (NTP) Change Order	Project Manager	Issues lump sum Change Orders with notice to proceed. From independent estimate and contractors proposal negotiates fair value for the Change and processes final Change Order.
			Estimator	Produces independent estimate for Change Order negotiations. Reviews CO with PM to assure that all aspects of the Change are encompassed in the estimate
			Scheduler	Reviews Change Order and contractors proposal for schedule impacts and assists PM in negotiating time extensions to contracts
<b>6.</b>	<b>20.3.3</b>	Process of Time and Material (T&M) Change Orders	Project Manager	Issues time and material Change Orders with notice to proceed. From Con-Ad tickets keeps running total of Change Order work to assure budget is maintained, negotiates fare value for the change and processes final Change Order.
			Estimator	Reviews and accounts for all Con-Ad T&M sheets, cross references contractors break down with daily reports forwarded from Con-Ad
			Con-Ad Inspector	Responsible for verifying all T&M sheets and forwarding copies to Project Manager