

- & ' cope and design changes
- & 5n#oreseen conditions
- & "lient re)uests

After verification and approval, the M completes and submits the MI ' O form and attaches the O, 6 ork Order< roject Agreement 06 O< A1 form, , record o# >egotiation 0, O>¹⁸: any budget change information and supporting documents for FM to review.

Upon approval of the FM, the FM evaluates on whether a budget change is required.

- & If no budget change is required, the M deducts the O amount from the appropriate budget line in the MI '.
- & If a budget change is required, then approval from the Director is required. If the change is the lesser of 8% of the total project cost or \$1.5 million, then the O will require further approval^{8B}.

To help minimize O's, the M must keep the following general guidelines in mind.

- & Avoid changes to the maximum extent possible.
- & Issue several O's at one time (group them together into one O).
- & Do not allow contract O's to accumulate and go unresolved. All contract directives O's must be in a Change Order within 30 days.
- & If the Client requests a change that is beyond the original scope, additional funding for such must first be obtained before proceeding (e.g. from Client's contingency).
- & Avoid issuing a O changing a design to solve a problem caused by the contractor. The contractor must submit a solution for approval.
- & Avoid issuing a O, no matter how small, after the date of contract completion. This is particularly critical in situations where the contractor has overrun the end date of a project and has not been granted a time extension.

14.3 Change Order Tracking and Reporting

The M is responsible for maintaining a change order log as a means of recording and tracking expected change orders on the MI '. The Change Order Log obtained from the MI ' should include, at a minimum, a brief description, a rough order of magnitude estimate (or requested change amount if received from contractor), and any potential schedule impact (Appendix 89.C1).

14.4 Change Order Monitoring and Coordination

(Using the coordination meetings, change orders and potential change orders should be reviewed by the Director and the M at a minimum, with the Architect/Engineering consultant (A/E) as appropriate.

The M should include the designer(s) to review O's, where appropriate. The designer(s) should review issues of design feasibility and/or any required re-design when considering incorporating the O into the overall project work. For changes determined to be legitimate, the Architect will issue written direction to the M and contractor by issuing an Architect's Supplemental Instructions (A/SI) or responding to the contractor's RFI.

^{8B} , refer to Section E.8B.3 Project Change Approval