CONSTRUCTION CHANGE ORDERS & OVERRUNS

CONTRACTOR’S BASIC STEPS

[1] The Contractor reviews their contract for responsibilities relative to change orders and overruns, including any contractual responsibilities for the discovery of any change order or overrun condition. The Contractor also reviews the DDC Construction Change Order & Overrun package for Contractors, including the Document Checklist, the cost proposal forms, and the Guidelines for Construction Change Orders & OVERRUNS.

[2] At construction kick-off, the Contractor submits to DDC’s Project Manager or Resident Engineer a certified list of persons authorized to negotiate and sign for change orders and overruns. (The Contractor updates this list as required throughout the project’s duration.)

[3] Upon Discovery of any change order or overrun condition during construction, the Contractor meets with DDC’s Project Manager or Resident Engineer to discuss the scope of work involved, and the Contractor identifies all documents and information required to prepare a detailed cost proposal for the change order or overrun.

[4] At Initiation, the Contractor receives from DDC’s Project Manager or Resident Engineer: Part A of the Contract Change Form (or Part A of the Contract Overrun Request form); the DDC Change Order/Overrun Transmittal Form; all documents and information necessary for the preparation of the Contractor’s Cost Proposal (as identified in Step 3 above).

[5] Within 14 consecutive calendar days max. from receipt of materials in Step 4 above, the Contractor completes their cost proposal on DDC’s Cost Proposal forms, and is fully prepared to attend the scheduled negotiation meeting. (Note: DDC’s Project Manager or Resident Engineer may request a copy of the Contractor’s Cost Proposal prior to the scheduled negotiation meeting: this pre-negotiation submittal may facilitate the upcoming negotiations.)

[6] The Contractor attends the scheduled negotiation meeting and brings to this negotiation meeting all negotiation documents required on the Document Checklist. (These items appear with a ☉ on the Document Checklist.) The Contractor participates in finalizing the change order/overrun’s amount and cost type(s). Once finalized, the Contractor, or their authorized representative per Step 2 above, signs Parts B and D of the Contract Change Form. (Note: In the Divisions of Structures and Technical Support, the Contractor’s signature is not required on Part D if the change order is 100% Negotiated Lump Sum.)