

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.)