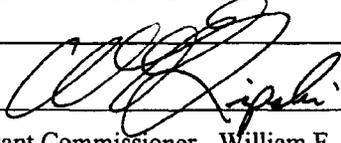


**STANDARD CONSTRUCTION OPERATING PROCEDURE**

City of New York Department of Design and Construction  
Division of Infrastructure Bureau of Construction

**SUBJECT: PROTOCOL FOR ADDITIONAL WORK  
REQUESTS ON CONSTRUCTION PROJECTS**

**APPROVED:**   
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 99 - 007G

CATEGORY.... : ADMINISTRATIVE  
Subcategory : ADDITIONAL WORK

Keywords ..... : ADDITIONAL WORK,  
SCOPE INCREASE-  
NON-MATERIAL

Supersedes... : N/A

Supplements.... : N/A

Sheet..... : 1 OF 1

Issue Date..... : September 23, 1999

The following protocol must be followed whenever an increase in a project's scope is requested by local officials or residents, or non-material scope change work is added to a project in the construction phase for any reason:

1. If an official or resident inquires about additional work they must be informed that they have to make a written request regarding the addition of work to the project. This written request should be made directly to DEP or DOT whichever is applicable, with a copy sent to DDC. If a written request happens to be received directly by DDC, it must be forwarded to Program Management which will then forward it to DEP or DOT. DDC's representatives must not comment as to the feasibility of the request since this may put DEP or DOT in an awkward position.
2. DEP or DOT will analyze all additional work requests and respond directly to DDC's Program Management who will forward a copy of the written approval to Construction and coordinate the preparation of the contract plans by DDC Design. Program Management will forward the plans to Construction when they are completed. If the request is denied, Program Management will forward the denial to the Design and Construction Bureaus. Program Management will also coordinate with the client agency to ensure that the requester (local official or resident) is notified of the final determination.
3. Construction will prepare a contract change order or overrun as necessary upon receipt from Program Management of DEP's or DOT's written approval of, or request for additional work, and any additional information required to negotiate. In general, non-material scope changes should be paid via change orders, using applicable unit bid prices where possible. The 125% overrun bid price renegotiation applies regardless of whether items are paid via an overrun or a change order.
4. Design will send a copy of the approved plans to all affected utilities. Construction will schedule a utility meeting between the contractor and affected utilities upon receipt of the plans and prior to the start of work.