

STANDARD OPERATING PROCEDURE # AES 2.014

Subject: Construction Change Order Procedures

Purpose and Scope: To establish a procedure and a format that enables AES staff and Facilities Management staff, to consistently and efficiently prepare construction contract change orders.

Policy: All project managers are required to integrated a formal request for change in writing to the A/E design consultant if applicators and /or contractor. This is not a change order of an authorization to proceed, but only a request to determine how a proposed change will affect the contract cost or time. for a clear description and detail breakdown of cost for the proposed work.

Procedures:

- 1) The A/E Consultant should utilize request for construction change order form number [AECR4](#) (template available on the server) for processing described information. The Contractor must provide a complete breakdown on the cost and time of the change.
- 2) The contractor is required to submit four (4) original copies to the A/E Design Consultant for review and approval. (Note: A/E design consultant must maintain a change order log for review at each project progress meeting)
- 3) The A/E Consultant will submit four (4) original signed copies to UWF project manager for review and approval by UWF staff.
- 4) Once approved Procurement and Contacts will distribute all change order as follow with in seven (7) working days.
 - a) One original signed copy to the Contractor with an updated purchase order.
 - b) One original signed copy to the Consultant.
 - c) One original signed copy to Business Manager of Facilities Service.
 - d) One original signed copy to UWF Project Manager with an updated purchase order.
- 5) Once received by the Contractor, he or she has authorization to proceed with the change.

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