

CHANGE ORDER PROCEDURE

PURPOSE

The purpose of this procedure is to provide an overview of the change order process and the information the University requires as well as the preferred format. Change orders are used to implement and document changes to the construction contract. A change order is a document issued to the Contractor to identify required changes to the original plans, specifications, or other contract documents. Upon successful negotiation of the associated changes in project scope, cost and schedule, the final change order with the proper signatures becomes a legal amendment to the construction contract.

FORMAT

The Consultant shall use a form equivalent to the AIA document G701 change order form. The Consultant shall provide the necessary information as outlined below and describe in written form the proposed changes to the project. All forms should be computer generated to produce a clean, legible document.

Information to be included on the form shall be:

- **PROJECT TITLE:** List the project title as found on the contract documents established for bidding purposes.
- **PROJECT NUMBER:** List the project number as found on the contract documents established for bidding purposes.
- **CONTRACTOR NAME:** Include name and address.
- **CHANGE ORDER NUMBER:** Consultant shall assign the change order number.
- **DATE:** Include the date which the change order is initiated.
- **CONTRACT DATE:** List the date included on the "NOTICE TO PROCEED" issued by Missouri State University. Consultants are emailed a copy of this notice upon issuance to the Contractor.
- **THE CONTRACT IS CHANGED AS FOLLOWS:** Reference any proposal requests included in the change order and provide a description of the work or change. Use 1-2 full and complete sentences which in layman's terms describe the change. Keep in mind the description used here will/may be reused on other Board of Governor's reports and various other communications.
- **CONTRACT BREAKDOWN:** Include on the change order, prior to approval signatures, a breakdown of the contract reflecting the original contract sum, net changes by previously approved change orders, the contract sum prior to the current change order, the amount the contract sum will be increased or decreased, the new contract sum, the number of days the contract time will be increased or decreased, and the date of Substantial Completion.
- **APPROVAL SIGNATURES:** Format the form to include signature lines for the Consultant, Contractor, and owner.

Note: Do not use a separate change order for each proposal request. Use one's best judgement to combine as many proposal request items on a single change order as possible.

PROCESSING

The Consultant shall prepare one (1) change order complete with all applicable supporting information. The Consultant will electronically sign and date the change order and forward to the Contractor.

The Contractor shall electronically sign and date the change order and forward to Planning, Design and Construction at Missouri State University.

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The change order with accompanying information will be forwarded to the project manager at MSU for review. The project manager, if in agreement, will initial the change order and forward to the Contracts Administrator.

The Contracts Administrator will review the change order for accuracy and completeness and will then initial the change order and forward to the University Architect for final execution.

Distribution of the change order along with the backup information will be as follows; one electronic copy retained Planning, Design and Construction files, one electronic copy is returned to the Contractor, and one electronic copy is returned to the Consultant.

Reminder: Pay applications which list change order amounts on the application must have a fully executed change order on file with Planning, Design and Construction before pay applications can be processed.