Contract Change Orders

2020 form changes and best practice examples for statewide consistency

2020 form change highlights

- ODOT project contact – referenced as Agency Representative
- external project contact - referenced as Non-Agency Representative
- DOJ minor updates to contractual language, approval of new form
- reorganization of parts of several pages for clarity and to reflect current processes and procedures
2020 form change highlights

- updated reason codes so only valid combinations of reason/classification codes are able to be selected
- reason codes page updated so all fields requiring completion contain drop down lists with the entirety of possible selections
- throughout the form any field where data is entered once and used multiple times will auto populate from the first entry to eliminate duplicate data entry
- many cells, when clicked on, display instructional language

CCO (Page 1) Form Changes

- reorganization of project personnel area for clarity and collection of necessary contact data
- removal of unilateral checkbox from contractor signature area, now combined with contractor signature “not required” indicator
- revised, less complicated attachment labeling system
- standardized attachment order

REQUEST: ADD A “NO EFFECT” CHECKBOX FOR ZERO COST CCO TO MIRROR THE SUPPORTING DATA PAGE
CCO (Page 1) Form Comments

Any attachments listed in the Description and Specification and Provisions areas are part of the Change Order and must be referenced here and labeled as follows:

CCO Attachments are to be labeled using the associated pay item numbers from the CCO (i.e. "Attachment 4002A", "Attachment 4002B", etc.).

Example: If several specification changes are separate pay items but included on one attachment, the attachment can be labeled "Attachment 4002A-4002C", etc.

Example: On a CCO with several pay items that are all related, such as contract time changes that also involve changes to liquidated damages, "Attachment 4002" can be used to identify a single attachment that relates to all the pay items rather than separating each pay item out as a separate attachment.

Organize applicable documents within each attachment in the following order:
1. Specifications (written like special provisions)
2. Revised Plan Sheets
3. Product Information / Cut Sheets
4. Correspondence (i.e. – agreements with the contractor to address a potential situation in future CCO)
5. Other

CCO (Page 2) Form Changes, Comments

- reordering of unit, unit price, and estimated quantity columns
- decimal point guidance
CCO Supporting Data (Page 1) Form Changes

- reorganization of project data area:
  - “No Effect” checkbox added in regard to effect of order on project budget
  - Reviewed “and Noted” by Area Manager to better align with Doc Express transition language
  - “Major (Requiring FHWA Advance Approval) checkbox added for orders that fall under the 5 categories of Major orders requiring FHWA pre-approval (see Construction Manual Chapter 3 and next page)
  - FHWA pre-approval documentation line reconfigured, moved to project data area at top

- additional information language added by DOJ
- legal advice checkboxes relocated from Page 1 (only for CAE use – please do not complete)

CCO SD (Page 1) Major – FHWA Construction Manual – Chapter 3

- Indicator for “Major (Requiring FHWA Adv. Appvl.)” must be selected if the CCO includes any of the highlighted major changes, and the following line documenting the pre-approval must be completed

- for all other major changes, use the “Major (ODOT)” indicator
Contract Change Orders

CCO SD (Page 1) Form Comments

Any attachments to support the Additional Information section should be referenced here and labeled as follows:

Supporting Data attachments are to be labeled using "Supporting Data" (rather than "Attachment") and the related pay item numbers on the Order, i.e. - "Supporting Data 4002A", "Supporting Data 4002B", etc.

Organize applicable documents within each set of "Supporting Data" (formerly called "Attachments") in the following order and place after the Change Order Supporting Data - Reason Codes (Page 2) sheet:

1. Supporting Data Narrative, if included from Change Order Supporting Data (Page 1)
   "The Narrative could be combined for all pay items in some situations by using the label "Supporting Data 4002C"
2. Engineer's Cost Estimate / Evaluation
3. Contractor's Quotes
4. Internal Correspondence (i.e. - PDR Approvals, Technical Expert discussions, etc.)
5. External Correspondence (i.e. - HFWA pre-approvals, discussions, etc.)
6. General Daily Progress Reports
7. Other

CCO Supporting Data (Page 2) Form Changes

- entire page reorganized
- all data on left side of page and new Unit Code column auto-populates from data entered on Page 2 of the CCO
- "Reason codes" portion relocated to right side, reorganized, 2 changes:
  - classification code (letter) column removed; data combined with the reason code (number) so only valid selections can be made (see next page)
  - spec section and adjustment type columns added; this is data required to be entered into CPS; RE office knows the project, best entity to complete
- all columns to be completed contain drop down lists with all possible selections; complete lists are found on the Codes tab in the form workbook
Contract Change Orders

1. Specifications
2. Revised Plan Sheets
3. Product Info / Cut Sheets
4. Correspondence
5. Other

Not every CCO will have all Attachment types shown here; attachments required if pertain to the CCO
Contract Administration Workshop  

Contract Change Orders

CCO Supporting Data

Document Order

CCO Supporting Data (Page 1)
CCO Supporting Data - Reason Codes (Page 2)

1. Narrative
2. Engineer’s Estimate
3. Contractor’s Quote
4. Internal Correspondence
5. External Correspondence
6. Daily Progress Report
7. Other

Not every CCO will have all Supporting Data types shown; required if pertain to the CCO.

Contract Time CCO
changing from
1 completion date
to 2 completion dates

• state effect on Contract Time; if no effect, state date is unchanged
• include revision to 00180.85(b) in the Special Provisions when changing number of completion dates
• on pay items where 00180.50 H#s are being changed, or when the description of work included with a completion date is revised (but not the date), use “NDC” in place of the date to show “no date change”
• also include statement of effect on Contract Time on CCO Supporting Data (Page 1)
### Contract Time CCO: Modifying a Contract with a Single Completion Date

- State effect on Contract Time: if adding or subtracting days from an existing completion date, the number of days must be stated for each affected completion date where this is true.
- When modifying an existing completion date, the revised date must be listed.
- Also include statement of effect on Contract Time on CCO Supporting Data (Page 1)

#### Modifying section 00180.50(b) Contract Time

**This CCO affects Contract Time by:** adding NN Calendar Days.

**Specifications and Provisions:** The work to be done under this CCO is to be performed, measured, and paid for in accordance with the terms for the above contract except as modified as follows:

- **00180.50(b):** Replace this subsection, except for the subsection number and title, with the following:
  
  Complete all Work to be done under the Contract not later than [date].

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Unit Price</th>
<th>EST. CPT.</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify 00180.50(b), [date]</td>
<td>LS</td>
<td>$0.00</td>
<td>1.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Revise 00180.50(b), [date]</td>
<td>LS</td>
<td>$0.00</td>
<td>1.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Contract Time CCO: Deleting a Completion Date from a Contract

- When a 00180.50 completion date is added or deleted, the other H# clauses have to be assigned new H# accordingly (cannot leave H-2 “as is” in this example as the Contract cannot have no H-1, the change must be formally redefined).
- State effect on Contract Time; if no effect, state date is unchanged.
- Delete 00180.85(b) from the Special Provisions when changing number of completion dates to a single date.
- On pay items where 00180.50 H#s are being changed, or when the description of work included with a completion date is revised (but not the date), use “NDC” in place of the date to show “no date change.”
- Also include statement of effect on Contract Time on CCO Supporting Data (Page 1)

#### Deleting 00180.85(b) from the Special Provisions

**This CCO affects Contract Time by:** no effect, date unchanged.

**Specifications and Provisions:** The work to be done under this CCO is to be performed, measured, and paid for in accordance with the terms for the above contract except as modified as follows:

- **00180.50(b):** Contract Time - Replace this subsection, except for the subsection number and title, with the following:
  
  Complete all Work to be done under the Contract not later than [unchanged date].

**Delete 00180.85(b)-2 from the Special Provisions.**

<table>
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<th>EST. CPT.</th>
<th>AMOUNT</th>
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</thead>
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<td>LS</td>
<td>$0.00</td>
<td>1.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Unit Price</th>
<th>EST. CPT.</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete 00180.50(b)-1</td>
<td>LS</td>
<td>$0.00</td>
<td>1.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mod. 00180.50(b)-2 to (b), NDC</td>
<td>LS</td>
<td>$0.00</td>
<td>1.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Delete 00180.85(b)-2</td>
<td>LS</td>
<td>$0.00</td>
<td>1.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
**Contract Time CCO**  
changing Contract Time a second (or more) time

- state effect on Contract Time; if adding or subtracting days from an existing completion date, the number of days must be stated for each affected completion date where this is true
- if CCO is not the first on the Contract to change Contract Time, include a summary of all previous CCO changes to Contract Time to tell the “story” of the project’s Contract Time
- when modifying an existing completion date, the revised date must be listed
- also include statement of effect on Contract Time on CCO Supporting Data (Page 1)

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**Lump Sum CCO**  
lump sum item adjustment

- to revise the amount of an existing LS item, delete the original bid/pay and create a new pay item at the revised price
- always include a statement of effect on Contract Time on Page 1 of the CCO
- include the BI number in the line item deleting the bid/pay item
- include noted Supporting Data
- also include statement of effect on Contract Time on CCO Supporting Data (Page 1)
- include cost estimate/quote for new pay items that affect price in the Supporting Data
Spec Change CCO
specification change

- list all specifications being changed by the CCO
- always include a statement of effect on Contract Time on Page 1 of the CCO
- include noted Attachments
- each specification change is listed as its own pay item on the CCO (data reporting)
- include noted Supporting Data
- also include statement of effect on Contract Time on CCO Supporting Data (Page 1)

New Pay Item CCO
creating a new pay item

- define the new pay item (what/where)
- always include a statement of effect on Contract Time on Page 1 of the CCO
- include noted Attachments
- include noted Supporting Data
- also include statement of effect on Contract Time on CCO Supporting Data (Page 1)
- include cost estimate/quote for new pay items that affect price in the Supporting Data
Revising Plans CCO

- list all plans being changed by the CCO
- always include a statement of effect on Contract Time on Page 1 of the CCO
- include noted Attachments
- include noted Supporting Data
- also include statement of effect on Contract Time on CCO Supporting Data (Page 1)

Cost Reduction CCO

- state that the change is being made according to 00140.70 and give a short description of the Work affected by the cost reduction proposal
- list all original bid items being deleted and all new pay items being created
- always include a statement of effect on Contract Time on Page 1 of the CCO
- include noted Attachments
- to revise the amount of an existing LS item, delete the original bid/pay and create a new pay item at the revised price
Cost Reduction CCO continued

- list discussions with others outside the RE office, especially if the CCO is beyond RE authority
- include noted Supporting Data
- describe the cost reduction proposal
- also include statement of effect on Contract Time on CCO Supporting Data (Page 1)
- include cost estimate/quote for new pay items that affect price in the Supporting Data
- Include line item for 50% of the CRP savings
- Include line item for 50% of the Engineering savings

CCO resources

- New form available April 2020
- Instructional language (viewable when cells in form are clicked on)
- Comments (to right of form)
- Codes tab in the workbook
- Instructions tab in the workbook
  - Instructions and descriptions for each data field
  - Step-by-step signature guidance
    - Transition step and signature order for both Doc Express structures
    - Routing and signature order for paper CCOs
- Contract Administration Unit
  - Kim Free (primary)
  - Donna Ferry (backup)
  - Summer Guthrie (resource)
  - Chris Bucher (draft approval for alternatively bid project CCOs, and pre-approval for large or unusual CCOs)
  - Gene Wilborn (measurement and payment, settlement CCOs)
- Contract Administration Website
  - CCO “templates” for typical examples with language and attachments (April 2020)