

Something happens on the project or someone proposes a change to the Contract

Does the change:

- Require major geometric revision or change to project termini or project limits
- Require structural revision above subgrade
- Affect functional scope of approved design
- Alter the scope of the Contract or character of the work
- Alter Contract specifications or Special Provisions
- Terminate the Contract
- Involve experimental items/methods

Yes

Does this change the cost of the project?

No

SA – No Additional Funds

- Contractor not authorized to perform the affected work until the SA is fully executed
- No payment necessary
- No funds encumbered

No

Does this represent:

- A “normal” increase or decrease of a Contract item
- Unacceptable Work
- Change in method of measurement
- Providing a contract pay item to a group that does not contain that item
- Waiver of liquidated damages
- An assessment of incentive or disincentive
- Other payment/deduction specified in the Contract

Yes

Change Order (CO)

- Payment is authorized by Contract – effective as it occurs
- Payment made using “backsheet” - field staff adds in FieldOps
- No encumbrance of funds until review at 80% project completion

No

Does this involve extra work needed to complete the project as let?

Yes

Is the cost \$50,000 or less?

Yes

Work Order – Minor Extra Work (WO-MEW)

- Contractor not authorized to perform work until WO-MEW is fully executed
- Payments made using Work Order option in FieldOps
- No Encumbrance of funds needed until review at 80% completion

No

Does the Work need to be authorized quickly?

Yes

SA – Part A & Part B

Part A

- Contractor not authorized to perform work until SA Part A is fully executed
- Signatures for Part A are scanned/e-mailed to OCIC
- Payment is made using “backsheet” that the field staff creates in FieldOps
- Payment cannot exceed funds encumbered under Part A
- Funds encumbered as part of SA process

Part B

- Part B is written as a “Standard” SA
- Part B must be executed within 45 days of Part A execution
- Part B must be executed prior to final of project

No

SA Standard

- Contractor not authorized to perform work until SA is fully executed
- Payment is made using item(s) downloaded to FieldOps
- Payment may exceed funds encumbered
- Funds encumbered as part of execution of SA

Contract Changes Decision Tree

For more information see Construction Tools Website at:
<http://www.dot.state.mn.us/const/tools/contractchange.html>