



Policy Name: Change Order Policy for Construction Projects		
Effective Date: 07/01/11	Revision Date: 06/22/16	Department/Area/Division: PRS/FN/FA
Department/Area Policy Number: 1	Departmental Contact: Dan Rodgers	

Purpose:

The purpose of this policy is to provide a clear and concise process for implementing contract change orders for all construction projects administered through Financial Affairs.

Policy Statement:

To ensure accurate and consistent procedures for processing contract change orders. These procedures apply to all Contractors, Architects/Consultants, and UA Personnel. No actual work shall begin and no funds shall be expended until the Change Order Request Approval Form (CORAF) has been approved by the Architect/Consultant, UA Project Manager, Construction Administration, and Contract Administration.

Policy:

In the course of construction, changes are sometimes required to the planned work. This policy is a summary of the procedures for UA to approve these changes and any associated cost impact.

To begin the process, the Contractor shall submit a CORAF via the University's electronic process system (Everest). At a minimum, the CORAF should include material and/or vendor quotes (with quantity and unit costs), labor classifications/hours/rates/burdens, equipment, and any other information necessary to analyze the cost quotation. For work to be performed by subcontractors, the submission should include an attached quote on subcontractor letterhead, a signed subcontractor breakdown form, or an email from the subcontractor verifying the total cost. The CORAF should sufficiently describe the scope of work in the CORAF and the reason for undertaking the same. If necessary, the Contractor should attach the Architect's Request for Proposal or other documentation describing the proposed change.

In the case of an emergency, as defined in the Definitions section below, the University may temporarily waive the requirement for some or all of the supporting documentation listed above in order to proceed with work as quickly as possible. Any such CORAF should have included a written justification for the emergency declaration and should be narrowly tailored to include only the work necessary to address the emergency condition. The Contractor shall provide the supporting documentation detailed in the previous paragraph as soon as reasonably possible and prior to incorporating the emergency CORAF in a formal change order.

Once the Contractor submits the CORAF, it is routed to the Architect/Engineer, Project Manager, Construction Administration, and Contract Administration for review. Construction Administration and Contract Administration may designate multiple reviewers within their respective departments depending on the amount of complexity of the CORAF. The Associate Vice President for



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Construction Administration and the Director of Contract Administration may also appoint delegates from within their respective departments to approve or execute CORAFs.

After the CORAF is executed, the approved CORAF is automatically emailed to the Contractor, A/E, and Project Manager and the work described in the CORAF is authorized to begin.

All executed CORAFs should be incorporated into a change order within 30 days of the completion of the work described in the CORAF in order to allow the Contractor and any subcontractors to bill for work performed.

One or more approved CORAFs with all supporting documentation shall be included with the change order. Consent of Surety with Power of Attorney will be required with the change order if the total changes to the contract will exceed 10% of the Revised Base Contract amount. The change order is submitted electronically to the following parties:

- a. Contractor (signer)
- b. Architect (approver)
- c. Project Manager (approver)
- d. Assistant Vice President of Construction (approver)
- e. Director of Contract Administration (approver)
- f. Business Accounting for Construction and Physical Plant (approver)
- g. Office of Counsel (approver)
- h. Assistant Vice President for Administration (signer)

Definitions:

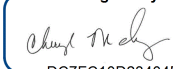
CORAF: Change Order Request Approval Form; used to initiate a change in the Work

Emergency: A situation or condition which could have a potentially imminent and adverse effect on health and safety and/or the integrity of buildings or property.

Other Areas/Departments:

Construction Administration

Office of the Vice President of Financial Affairs:

Approved by:  _____
DocuSigned by: Cheryl Mack
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Date: Aug-16-2016