

PROCEDURE 9 CHANGE ORDERS

PURPOSE

This procedure establishes steps for implementing and processing change orders of ECUA Capital Improvement Projects (CIP).

I. Initiation

Change Orders will be required in the contract work for any major additions, deletions, or revisions that affect function, costs, or time. Change Orders may be initiated by the Contractor, Engineer-of-Record (EOR), or the ECUA. The EOR and/or ECUA may authorize minor changes in the contract work that are intended to be captured during a final Change Order that reconciles final installed quantities to contract quantities. ECUA will be sole determiner on what constitutes minor or major revisions to the contract.

II. Submittals

The Contractor and Engineer-of-Record shall jointly prepare all proposed Change Orders using ECUA's Change Order form found on the ECUA website. The EOR shall review the Change Order for completeness and pricing. The EOR shall submit 4 originals of the Change Order form to ECUA and include the following items as requested by ECUA:

- a. Basis for costs (increases, decreases or balance)
- b. Revised plans
- c. Catalogue cuts or data sheets (equipment)
- d. Other support documentation

Upon receipt, the ECUA Project Inspector and Project Manager will promptly review the requested changes with due regard toward project compatibility and budget.

III. ECUA Action

Action to be taken by the ECUA Engineering Department:

- a. Approve as submitted. ECUA Executive Director will execute Change Orders for amounts up to \$100,000, with the ECUA Board executing Change Orders that exceed \$100,000.
- b. Hold for additional information, by requesting in writing required clarification and/or supporting documents.
- c. Reject with explanation back to EOR.

When Change Order is approved, an original will be sent to the EOR and to the Contractor. The approved Change Order will become a part of the project documents. Subsequent progress payment requests, final pay request, and record drawings shall reflect the changes from all approved Change Orders.

ECUA CHANGE ORDER FORM



Change order No. _____ dated _____ for ECUA Project No.: _____
 ECUA Project Name: _____

The Contractor, _____, is hereby ordered to make the following changes from the plans and specifications or do the extra work on your contract dated _____. The adjustment in compensation and contract time that will be due the Contractor by reason of these changes will be made on the following basis:

Item No. (1)	Item Description	Quantity		Unit	Unit Price [\$] (1)	Extension [\$]
		+	-			
(1) Must match contract item number and unit price when applicable. (2) Attach justification for change orders as required by ECUA					TOTAL:	

	<u>Contract Time (days)</u>	<u>Contract \$ Amount</u>
Original contract amount:	_____	\$ _____
Total increase/decrease of previous change order(s):	_____	\$ _____
Total increase/decrease of this change order:	_____	\$ _____
Revised contract amount:	_____	\$ _____

SIGNATURES:

Contractor: _____ Date: _____

Engineer of Record: _____ Date: _____

ECUA Inspector: _____ Date: _____

ECUA PM: _____ Date: _____

ECUA Executive Director: _____ Date: _____