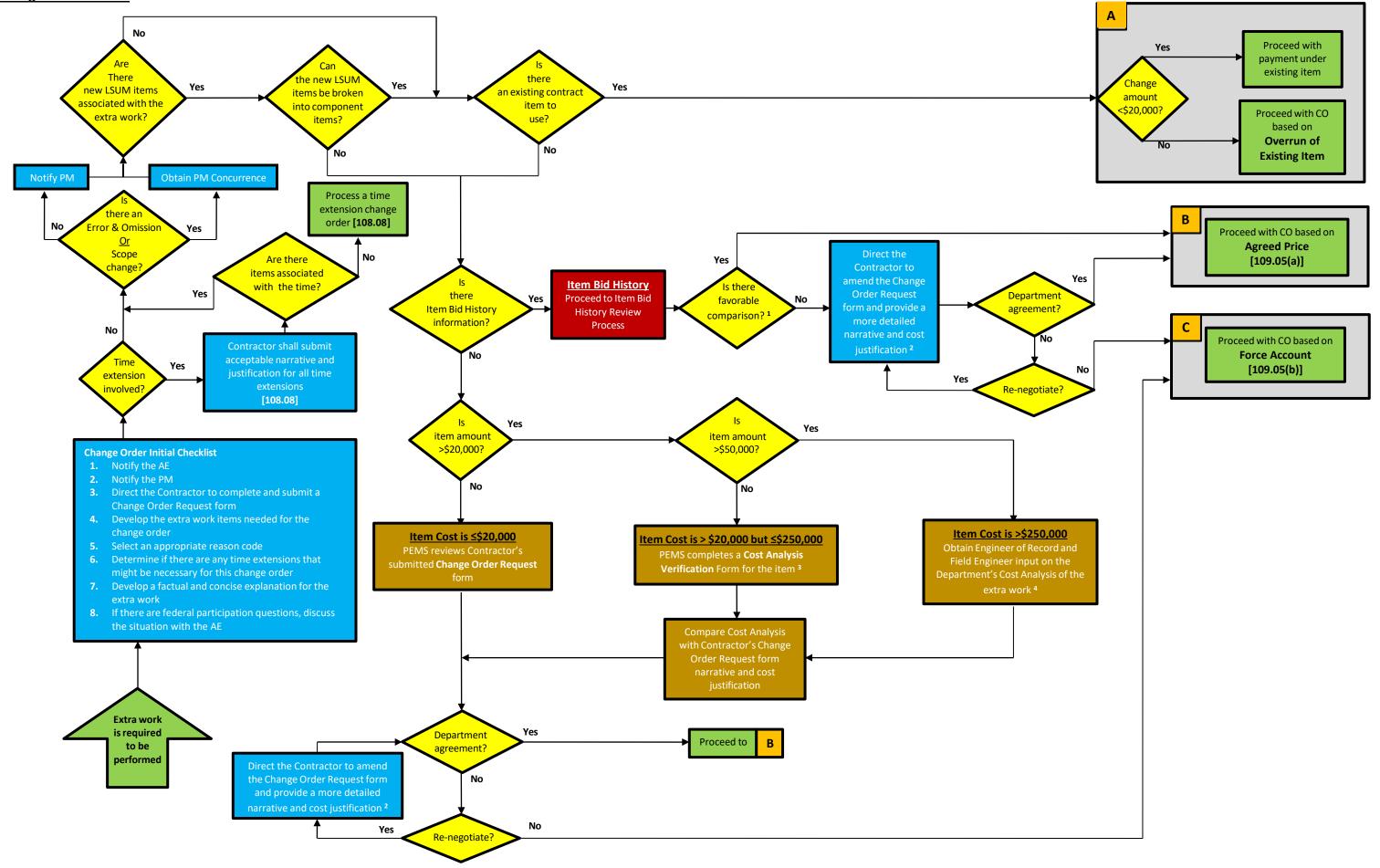
Change Order Process



Notes:

- 1 An item would compare favorably if the Contractor's requested unit price indicated on the **Change Order Request form** is less than or equal to the highest indicated unit price of either the 95% confidence interval, or the forecasted cost. Both values are obtained from the Department's Item Bid History spreadsheet. Requested unit prices meeting these criteria would require no further price justification. The PEMS must attach a copy of the Department's Item's Bid History summary page to the change order as price verification documentation.
- 2 The amended Change Order Request form shall fully explain the unique circumstances of the work and provide a breakdown of information for the categories of labor, equipment, and materials required to substantiate the Contractor's requested item price. The information should be presented in sufficient detail to enable the Department to determine the basis and amount of the requested price.
- **3** The PEMS shall complete the **Department's Cost Validation Form**. The analysis should be used in comparison with the Contractor's detailed work narrative and item cost justification. Once completed, the AE shall review and sign the form in concurrence.
- 4 The PEMS, AE, Designer (or Engineer of Record), and the Field Engineer will act as the Department's cost analysis team to analyze and help develop the costs included in the Department's Cost Analysis Worksheet. This cost analysis should be used for comparison with the Contractor's Change Order Request form, narrative, and item cost justification.

Unit Price Averages Review Process Step 1a. Within the "Search/Filter" box, type keywords for the Item Description and click on the "Search" box. The asterisk symbol "*" can be used as a wildcard for more general selections. **Step 1b.** If Step 1a does not return the required information, select one (1) item from **Item Bid History SiteManager** either the "Item No." list or the "Item Desc" list using the following steps. [109.05(a)1] Reports Page 1. Click on the drop down menu arrow at the right of either heading box. **Item Bid History** 2. If the Item Number or Item Description is known, first click on "Select All" to and enter Item **Review Process** clear the initially selected choices and then make an individual selection. **Bid History** 3. If filtering is required to find a particular entry, hover over the "Text Filters" line and select the appropriate filter choice from the menu selections and make the appropriate entry. Step 2. Enter any three (3) range fields in the Filtered Data area and click "Refresh" to update to the filtered information. **Step 3.** *Optional:* A change to the range percentage may be entered. The range is set automatically to 50% (25% above and below the weighted average). **Step 4.** Enter the Contractor's submitted unit price in the "New Price" box.

Additional Options:

- If more than one unit of payment is visible, select the appropriate unit.
- If a particular District or group of Districts is required, select the appropriate Districts.
- If specific letting years are to be reviewed, select the appropriate years.
- If specific contract prefixes are to be reviewed, select the appropriate prefixes.

<u>Step 5.</u> Review the graph at the top of the spreadsheet to visually examine the range of unit costs. A confidence level of 95% has been automatically applied. A range percentage of 50% (25% on either side of the wt. avg.) has been automatically set but can be changed.

<u>Step 6.</u> Click the "Summary" tab along the bottom of the spreadsheet to access a summary of the information produced through the review. The Contractor's submitted price can be seen in relation to the filtered cost averages information. Changes to the filters can be made from the "Image" sheet. If the data is determined to be acceptable, the information sheet should be included in the change order documentation.

Additional Comments:

• The "Hints" tab at the bottom of the spreadsheet provides basic theory behind the statistics involved in the process.

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