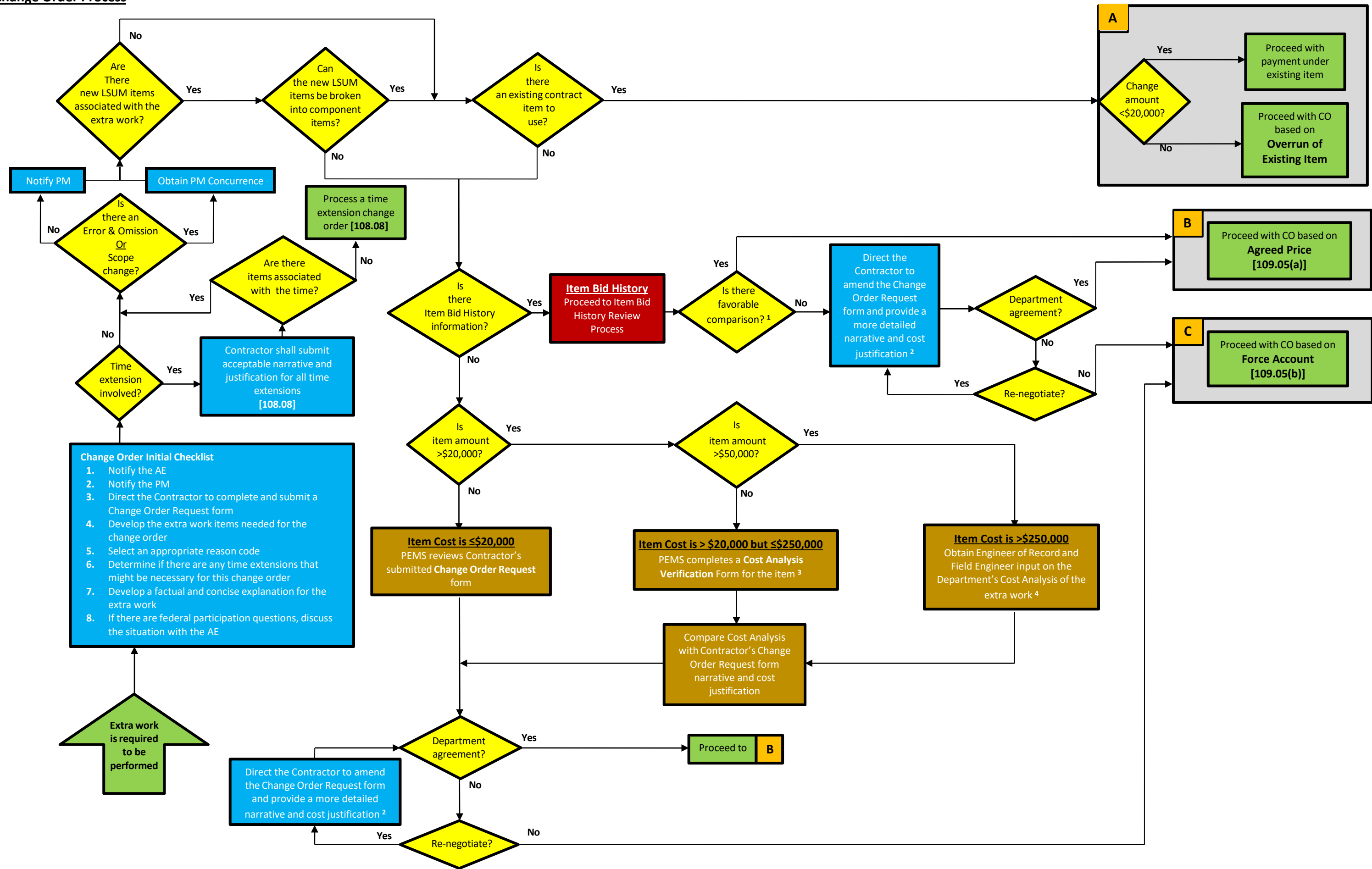


Change Order Process



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

