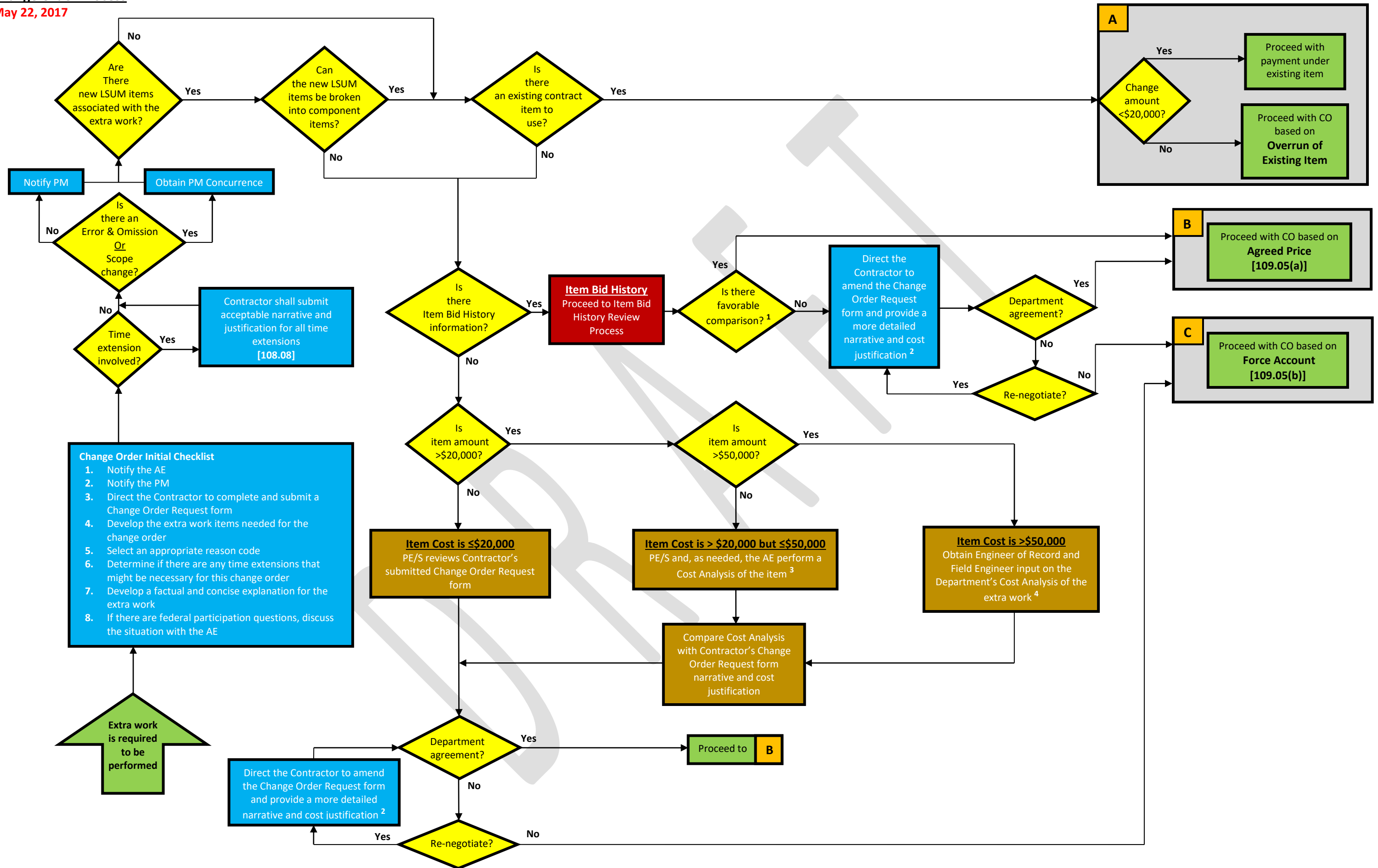


Change Order Process

May 22, 2017



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 25 statistical percentage points above the item's weighted average, after filtering, as determined using the Department's Item Bid History spreadsheet. Requested unit prices meeting this criteria would require no further price justification. The PE/S 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 PE/S and, as necessary, the AE should analyze and develop costs for the required work utilizing the Department's **Cost Analysis Worksheet**. Additional assistance from subject experts may also be necessary in order to provide further analysis of the work involved. The analysis should be used for comparison with the Contractor's detailed work narrative and item cost justification.
- 4** - The PE/S, AE, Designer (or Designer of Record), and the Field Engineer will act as the Department's cost analysis team to analyze and develop costs for the required work utilizing 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

