OFFICE OF THE UNIVERSITY ARCHITECT

<u>CHANGE ORDER PROCEDURE IN OAKSCI</u>

There are three ways to start a change order: **University Request for a CO** (used by the contractor only), **University Change Directive (Field Work Order)** and **University Proposal Request** (used by the Associate only). For the most part, the contractor will start the change order process, but if the Associate starts the process, the flow will be the same except the Associate will start it. No matter what process change order is used, the Change Order Forms workbook will need to be utilized.

The following flow chart explains the new Change Order Forms workbook.

Prime Contractor: The General Contractor, the Design Build Contractor or the CMR Contractor.
Tier 1 Subcontractor: Subcontractor that is directly below the Prime Contractor.
Tier 2 Subcontractor: Subcontractors who work for a Tier 1 Subcontractor.
Tier 3 Subcontractor: Subcontractors who work for a Tier 2 Subcontractor.

The Prime Contractor will get quotes from all tiers (subcontractors). These quotes will be broken down by labor and material and have a clear total. If the mark-up is not on its own line, then it is assumed that the mark-up is included in the total. The subcontractor's mark-up is 15%.

The Prime Contractor will complete the Tier Details Sheets (Tab A – start at Subcontract-Branch A/Tier 1) as needed for each subcontractor. This will automatically populate to the Sub Summary Sheet (the top of the sheet). If mark-up is included in the quote, there is no need to try and calculate it out, just use the dollar amounts shown on the quote. The quote should be broken out by labor and material.

If the Prime self-performed work, they will fill out Prime Detail Worksheet. This worksheet, along with the Sub Summary Sheet will automatically populate onto the Contractor Summary, CM Summary and DB Summary Sheet. The Change Order form will not need to be filled out as it is completed in the OAKSCI system as a custom print. The Prime Contractor's mark-up is 10%.

For each change order entered in OAKSCI, the following completed forms will need to be attached: Tier Detail Worksheets, Sub Summary Worksheet, Prime Detail and either the Contractor Summary, CM Summary or DB Summary as well as quotes from the subcontractors.

Contractor Starts:

Step One: Contractor uploads change order documentation to OAKSCI. Be sure to name the documentation by the work being performed. If you like, you can create new folders for each change order to store multiple pieces of paperwork for the change order.

➤ Click on Create, on the dropdown, pick Folder.
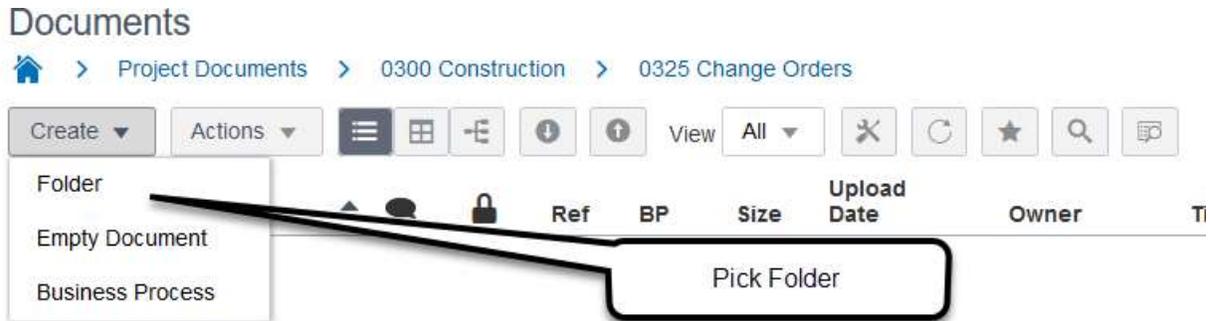
➤ Enter the name of the change order (again use the name of the work being performed). Then click Save.
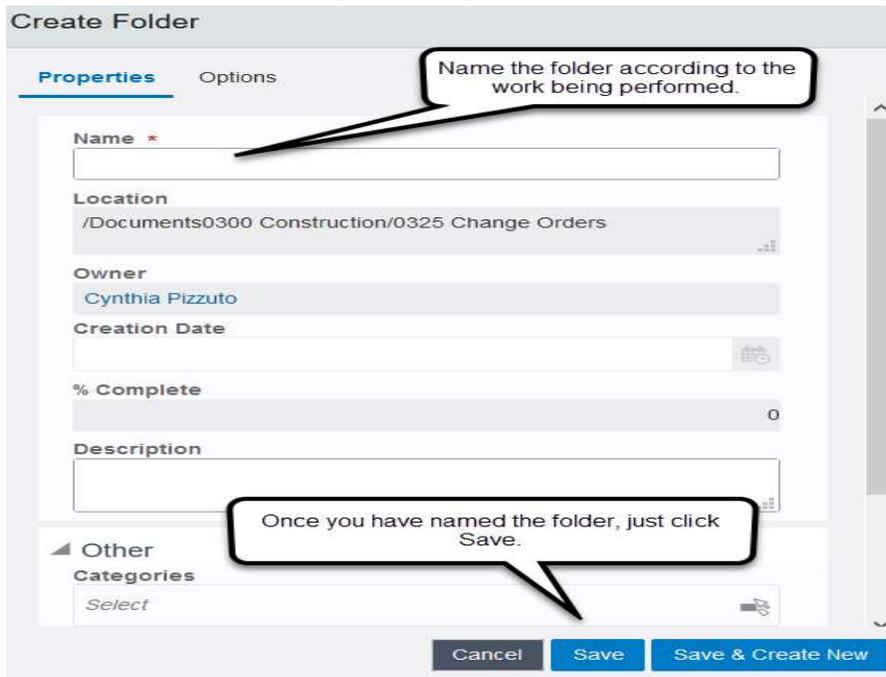
Step Two: Gather and upload supporting documents.

➤ Complete the **Change Order Form** which is available on the website of the Office of the University Architect's page (http://www.kent.edu/universityarchitect/oaksci-instructions-construction-contractors) Construction Administration of OAKSCI System – Change Order Details. Or contact the KSU Project Manager or Project Coordinator (OUA Accounting) for a copy.

➤ Gather any supporting quotes or invoices.

➤ Upload all of the documents into the **Document Manager** in the file you created above.   The names of the documents will include the change order title, ex: Additional fixtures Third Floor CO details.

Step Three*:*   Contractor creates the change order.

- ➢ Go to Logs-Change Order. Select Create.
- ➢ At Workflow, pick **University Request for CO.**
- ➢ **Title** - Contractor must give it a title*.* Use the description of the change order (ex. Remove fence).
- ➢ **Contract Reference** - pick your contract using the dark rectangle for the drop down.

- ➢ Go to **Change Order Details.** Fill in the **Description of Work** and **Justification.**

NOTE: You must be specific and clear on the Description of Work and Justification. Do NOT just use Owner Requested, this will not be accepted.

- ➢ In the Change Order Contract Days Changed This CO, complete the **Contract Days Changed** (this has to be filled in; even if days changed is 0) and the **Total Amount**.
- ➢ Click on the Line item List tab and click Add. A box will appear on the right hand side of the screen.

o If doing a **deduct** change line, pick **REFERENCE,** choose a line on your existing SOV that you are reducing, put in dollar amount as negative. ***While a change order with a deduct line item is in process, the system will prevent you from preparing a pay request***.

o If doing a positive change line, skip **REFERENCE** and go straight to **WBS Code**. Start typing the description of the WBS Code or the WBS Code itself. A drop down will appear with choices, highlight the correct code and hit Enter. Add a short description and put in the amount.

o If the work is being performed by a subcontractor, click on the dark rectangle and find them in the drop down. Highlight the name, then hit Select.

NOTE: To enter the line item amounts in OAKSCI, use the Change Order Detail Summary form:

o **All subcontractors and suppliers will be on their own line(s). DO NOT ADD PRIME'S MARK-UP.**

o **Create a new line for the PRIME's mark-up on all subcontractors or suppliers.**

➢ Attach the documents that were uploaded in **Step 2**.
   o Click back to the General tab and select the **Attachments** button from the right side of the screen. Attach the documents that you uploaded to Document Manager.

➢ ***Click on Send, then select Submit.*** Hit Send.

Step Four: Associate reviews the change order.

➤ Associate will *Accept* the task.

Title *		Trade
		CM at Risk
Contract Reference *		Contractor Name
CMR-01 ▼ ⊗		
Change Order Type		The Associate can change the title of the change order and they must also number all change orders.
Request for Change Order		
Change Order No.		
Associate must number the CO		

◢ Change Order Details

Description of Work *

The Associate can add more to the description if needed.

Justification *

Again, the Associate can add more information if needed

➤ Associate assigns *Change Order No. (See Change Order Numbering directions)*
   o Change Order number is generated by taking the next sequential number for change order and appending the contract number. Example: This is the third change order for the project, the change order number is 003.
➤ Associate reviews and revises the *Title, Description of Work* and *Justification* as needed*.*
➤ Associate will check the *Line Item List* and make sure the proper account is used.
➤ Associate will confirm that if the charge is a positive, the contractor has created a new line (the Reference will be 0) and if the charge is a negative, the contractor uses an existing line (the Reference will have a line number listed).
➤ Associate will confirm that if a Subcontractor or Supplier is used, that they are listed on the proper line and there is no mark-up on this line.

General   Line Item List

☰ ⊞   View Currency | Transaction Currency ▼ | ↻ 🖶 ▼ 🔍 ▣

No. ▾	📎	⬤	Refer...	WBS Code	Code Name	Short Description	Amount	Subcontra...
002			0	CE-01-IN	CE Insurance	install fence	$600.00	
001			2	CE-FC-02M	Conditions Matl	Masonry	($100.00)	

A new line for new work has a 0 in the Reference column, and the deduct line has a line number from the SOV.

NOTE: If the Associate does not approve, they will add a Comment, and then Return this process by clicking Send, *Workflow Actions – Return for Clarification.*

➢ *Hit Send - Workflow Actions – Recommend Approval*, hit Send. This will send it to the Project Manager.

Step Five: Project Manager Review.

➢ Project Manager will *Accept* the Task.
➢ Project Manager will review the *Title* and *Justification.*
➢ Project Manager will pick *Basis of Change Order.*
➢ Workflow Actions will be *Accept* then Send. It will go back to the Contractor.

Step Six: Contractor will *Accept* the Task and print the Change Order.

➢ Click on the three dots on the right side of the screen and scroll down to Print. Go to File-Print Preview-Custom*.*

➢ Highlight AGY Change Order v1, then under Template and Format, use the drop down and find KSU-Change Order_2022-JUN, click on it to highlight it. Make sure the format says PDF. Then click on the Print button.
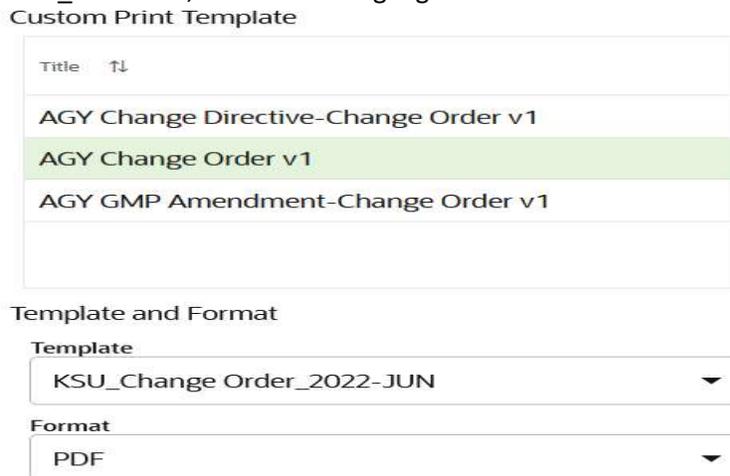
➢ The Change Order will download and be at the bottom LEFT of your screen, or it will automatically open in Word.
➢ Click on this file, so that it will open in Word. Print the document. Have the company authorized person **sign the hard copy**.
➢ Scan and upload the signed Change Order to the file created in Step One. *Be sure to create a PDF file.*

- ➢ Attach this signed Change Order form to this Change Order process. There will now be at least two attachments, the Change Order Details with supporting documentation and the Change Order form that is signed by the contractor.
- ➢ *Hit Send, Workflow Actions is Sign Change Order*, then *Send*. This goes to Project Coordinator (OUA Accounting).

Step Seven: Accounting Validates the Change Order**.**

- ➢ Accounting *Accepts* the Task.
- ➢ Checks that the Change Order details and the signed Change Order are attached.
- ➢ Checks the *WBS Codes* to ensure that there are no budget codes selected and that positive lines are on a new line and negative lines are on an existing line.
- ➢ Checks that if a Subcontractor or Supplier is used, that they are coded correctly on the WBS codes and there is no mark-up on that line.
- ➢ Makes sure that funds are available. Check the cost sheet (Cost Manager-Cost Sheet). If there are **NOT** enough funds, **STOP** and talk to Project Manager & OUA Accounting System Coordinator. *DO NOT VALIDATE until a source of funds is confirmed!*
- ➢ *Hit Send, Workflow Actions is Validated,* then *Send*. Goes to Director.

Step Eight: Director reviews for recommendation.

- ➢ Director *Accepts* the task.
- ➢ Reviews the document – if he has questions, he will send back as a *Return for Clarification. This will send it back to the Project Manager.*
- ➢ *Hit Send, Workflow Actions is Approve, then Send.* Goes to Project Coordinator for Funding.

NOTE: The contractor will now be able to bill for this change order.

Step Nine: Project Coordinator does *NOT Accept* the task.

- ➢ Project Coordinator will print the change order.
- ➢ Give the Change Order to the Director to sign.

Step Ten: Once the **Change Order is fully signed.**

- ➢ Upload the fully signed Change Order to OAKSCI, under Document Manager-Documents-Construction-Change Orders-Company Name. Call it *Approved Company Name CO number*, so it would look like Approved Warren Roofing CO 001-01.
- ➢ Create a PO or edit an existing PO.
- ➢ Go into the Change Order and *ACCEPT the Task.*
- ➢ Under Purchase Order Details, select the PO record. Assign State or Local Funds, verify the Contract Completion Date.
- ➢ Attach the signed change order. File the hard copy of change order in project file.
- ➢ *Hit Send, Workflow Actions is Funded*.

NOTE: IF A CHANGE ORDER MUST GO BACK FOR CLARIFICATION, PLEASE FOLLOW THESE STEPS. This scenario shows the change order being returned for clarification from OUA Accounting. If the associate is returning, just start with your steps.

Step One: OUA Accounting needs more information (like forms, attachments or WBS Code corrections).

- ➢ **Accounting Accepts the task.**
- ➢ **Hit Send, Workflow Actions will be Return for Clarification**, Send.
- ➢ This will send it back to the Contractor.

Step Two: Contractor will Accept the task.

- ➢ Contractor will make the changes and/or add the requested documentation.
- ➢ **Hit Send, Workflow Actions will be Resubmit, Send.**
- ➢ This will send it to back to the Associate.

Step Three: Associate will Accept the task.
- ➢ Associate will review the changes.
- ➢ **Hit Send, Workflow Actions will be Accept, Send.**
- ➢ This will send it back to the Project Manager.

Step Four: Project Manager will Accept the task.
- ➢ Project Manager will review the changes.
- ➢ **Hit Send, Workflow Actions will be Accept, Send.**
- ➢ This will send it to the Contractor.

Step Five: Contractor will Accept the task.
- ➢ Contractor will review, and if need be, re-print the change order.
- ➢ **Hit Send, Workflow Actions will be Sign Change Order, Send.**
- ➢ This will send it back to OUA Accounting.