



## OFFICE OF THE UNIVERSITY ARCHITECT

### **CHANGE DIRECTIVE (FIELD WORK ORDER) PROCEDURE IN OAKSCI**

This is to be used when work needs to be started right away, and a set "Not to Exceed" price has been determined. In OAKSCI, the MINIMUM amount to be processed for a change directive will be \$30,000.00. Anything less than this minimum should be handled outside of OAKSCI with a Change Directive form.

The Associate will start the Change Directive in OAKSCI. It will be reviewed by the Project Manager and then sent to the Contractor for the amount to be entered. The Associate will hold this until the work is complete (or 14 days maximum). At this point, the change directive will be finalized (never more than the Not to Exceed amount) and processed into a Change Order. A Change Directive form may be filled out at a construction meeting and can be attached to this process.

All documentation will be uploaded and attached to this process by the Contractor.

#### **Associate Starts:**

**Step One:** Associate will create the Change Directive.

- Go to **Logs-Change Order. Pick New.**
- At Select Workflow, pick **University Change Directive.**
- **Title** – Associate must give it a title. Use the description of the change directive (ex. Remove fence).
- **Contract Reference** - pick the Contractor's company name off the drop down list.
- Go to **Change Order Details.** Fill in the **Description of Work** and **Justification.**
- Include in the Description of Work the "Not to Exceed" amount.

**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.**

**NOTE: A copy of the hard copy Change Directive that was signed outside of OAKSCI should be attached to this process.**

**Change Order**

**General**

Organization: Kent State University  
 Project Number: KSU-130001  
 Project Name: Kent State University Training 2  
 Project Location: KSU  
 Title: Description of Change Order Work \*  
 Contract Reference:  Select... \*  
 Change Order Type: Change Directive

Record Number:   
 Creator: KSU Student1  
 Creation Date:   
 Status:   
 Trade:   
 Contractor Name:   
 EDGE Certified Prime?:   
 Fee Title:

**Change Directive Work Details**

**Change Directive Description:** Explain in detail what is being done. \*  
 Be as clear as possible on both the Description and Justification. Make sure to include the "Not to Exceed" amount.

**Change Directive Justification:** Give a detailed explanation. DO NOT just say Owner Requested. Give the reason that this change order is needed. \*

- In the Estimate of Cost & Time Impact, enter the Change Directive Number, the Days Added/Deducted and the Not to Exceed Cost Added/Deducted. Also use the drop down and choose a Change Directive Cost Basis. Choices in the Change Directive Cost Basis are:
  - Time & Material Not to Exceed
  - Allowance
  - Fixed Price
  - Unit Price

**Estimate of Cost and Time Impact**

Change Directive Number:  \*  
 Days Added/Deducted:  \*  
 Cost Added/Deducted (\$):  \*  
 Change Directive Cost Basis: -Select- \*  
 Other Description:

Be sure to fill in all boxes that have an asterisk.

- **Workflow Actions** will be **Submit** then Send.

**Step Two: Project Manager will Review the Change Directive.**

- Project Manager will Accept the Task.
- PM will review the Description and Justification making sure that all descriptions are clear and concise.
- PM can add more information to the Change Directive Description and Justification if they feel the need.
- **Workflow Actions** will be **Submit** then Send.
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### Step Three: Associate will Issue the Change Directive to the Contractor.

- Associate will Accept the Task.
- Associate will enter the Change Order number at this time.
  - Change Order numbering: Change Order numbers are generated by going in a sequential order using the following alpha numeric designations:
    - SD-00X Subcontractor Distribution
    - OC-00X Owner's Contingency Change Order
    - CC-00X Contractor's Contingency Change Order
  - Keep the Change Orders in sequential order. So if the first change order is Owner's Contingency, the number would be OC-001, the second change order is Contractor's Contingency, the number would be CC-002, etc.

General

Organization: Kent State University  
Project Number: KSU-130001  
Project Name: Kent State University Training 2  
Project Location: KSU  
Title: Description of Change Order Work  
Contract Reference: CMR-01  
Change Order Type: Change Directive  
Change Order No.: OC-001

Change Order Number: CO-0018  
Creator: KSU Student1  
Creation Date: 11/08/13 02:54 PM Local (GMT-5)  
Status: Pending  
Trade: CM at Risk  
Contractor Name: Joe General Contractor  
Contractor Suggested Prime?: Yes  
Fee Title:

Change Directive Work Details

- **Workflow Actions** will be **Issue Change Directive**, then Send.

### Step Four: Contractor will Accept the Task.

- Contractor will enter the Total Amount and then enter at least one WBS code to hold this information.

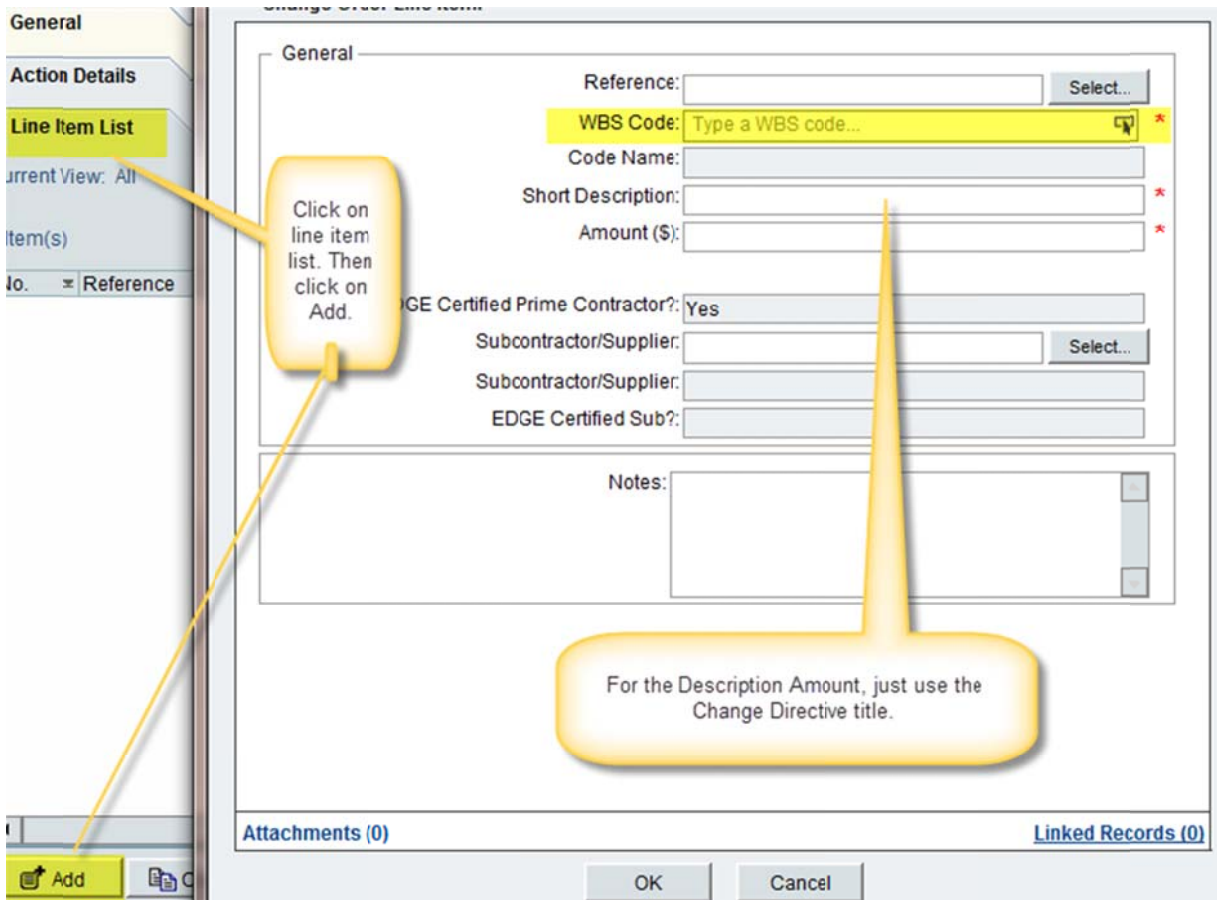
Change Order Cost and Time Impact

Current Completion Date:   
Contract Days Changed:   
Revised Completion Date:

Total Amount (\$):	0.00*
Line Item Total (\$):	0.00
Difference (\$):	0.00

Enter the agreed upon price on this line.

- Click on the Line item List tab and enter one WBS Code to "hold" this amount.



- **Workflow Actions** will be **Submit** then Send.

**Step Five: Associate will now HOLD the Change Directive until work is complete or FOURTEEN days have passed.**

- Associate does not need to Accept the task until the work has been completed or fourteen days have passed.

**Step Six: Once the work is completed, or the 14-day maximum is reached, the Associate will Accept the Task.**

- The Associate can add more information into the Description of Work and Justification. This may be needed to show the complete picture on the work performed.
- **Workflow Actions** will be **Return for Clarification**.

**Step Seven: Contractor will complete the change order.**

- Contractor will Accept the task and complete the change order.
- Contractor can change the dollar amount (can be the amount of the change directive or LESS, never greater.)
- Contractor will remove the WBS code that is now in the change order and enter the proper WBS codes with proper amounts, adding the subcontractor/suppliers that did the work.
- All back-up documentation needs to be attached to this process (Change Order Detail Summary, invoices, quotes, etc.)

- If doing a **deduct** change line, pick **REFERENCE**, choose the 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.**
- If doing a positive change line, skip **REFERENCE** and go straight to **WBS Code**. When the WBS Code screen comes up, click on the Collapse button to make it easier to view. Highlight the correct code and hit Select. Add a short description and put in the amount.
- If the work is being performed by an EDGE subcontractor, select them onto the form. Click OK.

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

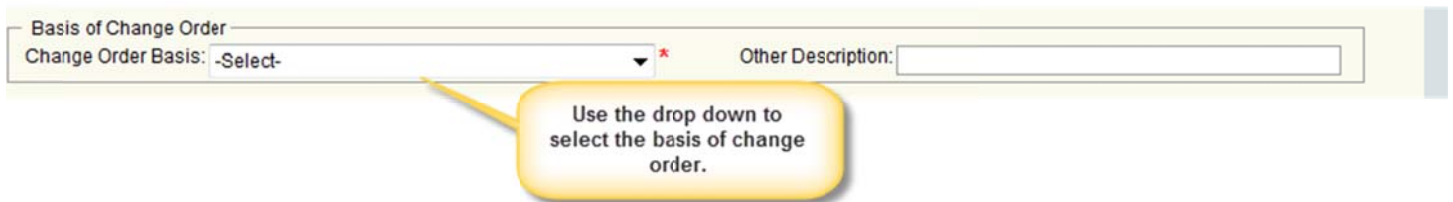
- **The WBS code amount for materials will be LINE G + 10%.**
  - **The EDGE subcontractor or supplier will be on their own line. NO MARK-UP.**
  - **Create a new line for the mark-up on the EDGE subcontractor or supplier.**
  - **The labor WBS code is the total dollar value of the remaining line items on the Change Order Detail Summary form.**
- **Workflow Actions** will be **Resubmit**.

**Step Eight: Associate will Accept the Task.**

- Associate will review the back-up documentation and make sure that all needed information has been included.
- If more information needs to be added in the Description of Work and Justification boxes, add it at this time.
- **Workflow Actions** will be **Accept**.

**Step Nine: Project Manager will Accept the Task.**

- Project Manager will make sure the change order is numbered correctly (OC, SD, CC).
- Project Manager will review the information in the Description of Work and Justification boxes adding any additional information they need.
- Project Manager will enter the **Change Order Basis**.



- **Workflow Actions** will be **Recommend Approval**.

**Step Ten: Contractor will Accept the Task.**

- Contractor will review the information in the Description of Work and Justification. If the information is correct then the contractor will print the change order, sign it and attach it to this process.
- To print the Change Order, go to File-Print Preview-Custom. (Some may see a Confirmation box, with the question, Form changes will be saved prior to printing. Do you want to continue? Select Yes.)
- Highlight **KSU Change Order 2015-JAN**, hit OK.
- A box will appear, just click on the OK button.

- Once the change order opens, **Enable Editing**. This will allow you to print the document. Have the company authorized person, **sign the hard copy**.
- Scan and upload the signed Change Order to Document Manager. **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.
- **Workflow Actions** is **Sign Change Order**, then **Send**. This goes to Project Coordinator (OUA Accounting).

#### Step Eleven: 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!**
- **Workflow Actions** is **Validated**, then **Send**. Goes to Director.

#### Step Twelve: Director Reviews for Recommendation.

- Director **Accepts** the task.
- Reviews the document – if he has questions, he will send back as a *Return for Clarification*.
- **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 Thirteen: Project Coordinator does **NOT Accept** the task.

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

#### Step Fourteen: 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.
- **Workflow Actions** is **Funded**. Make sure to cc the contractor and the associate and project manager. Hit Send.
- Create a Professional Services Fee Allowance Record (if the Associate gets paid for change orders.)

**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.**
- **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.
- **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.
- **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.
- **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.
- **Workflow Actions will be Sign Change Order, Send.**
- This will send it back to the OUA Accounting.

## Professional Fee Allowance

### Step One: Professional Fee Allowance

- Go to Logs-Professional Services Fee Allowance
- Pick New. Fill in the title (Company Name and CO#), contract reference, and reason for change (use the Basis of Change)
- Change Order fee should automatically populate. (Sometimes it won't or we may have to change this percentage per the PM.) Associate will normally get paid for all change orders, EXCEPT for Error/Omission change orders.
- Go to **Change Order Fee Allowance** and **Add Detail Line Item**. **CLICK ON REFERENCE**. Pick WBS Code **OR-CF-AE**. Type a description (use title), then the amount entered will be **NEGATIVE** the amount they are due. (**This is the associate fee NOT the CO amount.**)
- **Add another detail line item** and go straight to WBS Code. **SKIP REFERENCE LINE**. Add WBS Code **AE-AS-CO**. This **will be the positive amount of OR-CF-AE**. The dollar amount in the Change Order fee allowance will be 0.
- Actions Details – Workflow Actions – Approve.

### NOTE: To Correct a Professional Fee Service Allowance

- Go to Logs-Professional Services Fee Allowance. Pick New.
- Do everything exactly as you would in a regular fee allowance, including picking the proper change order. The change order fee will populate but you will have to **DOUBLE** this amount and then put this amount in the Change Order Fee Adjustment line as a **NEGATIVE!** (For example the allowance was \$25, and since you are correcting put in **NEGATIVE \$50**, the line will now show as **-\$25**)
- Go to Change Order Fee Allowance and Add Detail Line Item. **SKIP REFERENCE**. Pick WBS Code **OR-CF-AE**. This dollar amount is **POSITIVE!**
- Add another detail line item and **GO TO REFERENCE**. Find the change order fee that you are adjusting and pick it. The dollar amount will be **NEGATIVE**.
- Actions Details – Workflow Actions – Approve.

### NOTE: Be sure to add monies to Purchase Order in the Banner system.

### Step One: Add monies to Purchase Order in Flashcart

- Go to Flashcart when we need more monies on the PO. Use the Change Request. List the original purchase order numbers and amount in the product description.
- Fill in Manufacturer name with vendor name and fill in reason for change. (Copy the product description. )
- Also copy description into internal notes and add the new total contract amount.
- Follow normal instructions for doing a Purchase Order.