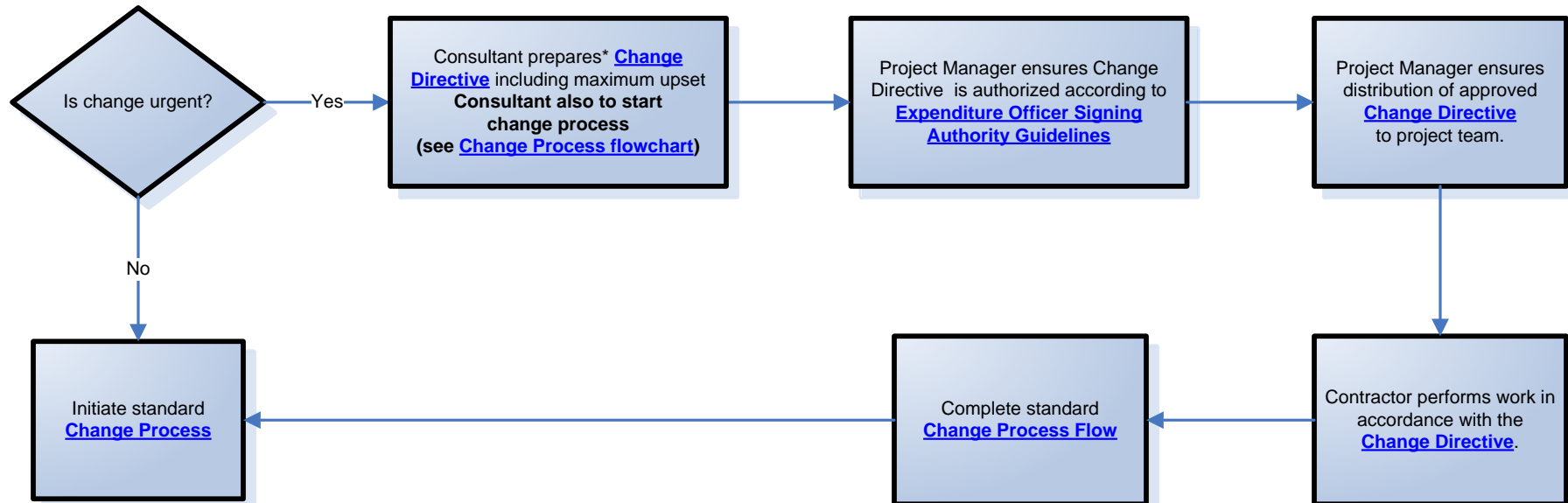


Change Directive (CD) Process

Construction, Monitor and Control



General Information

- A **Change Directive** (CD) is a written instruction prepared by the Consultant and signed by the Owner directing the Construction Manager to proceed with a change in the Work within the general scope of this Contract prior to the Owner and the Construction Manager agreeing upon an adjustment, to avoid progress delays. It must be issued under approved signing authority as per the **Expenditure Officer Signing Authority Guidelines**.
 - * The Consultant typically prepares Change Directives, but in some cases the PM may choose to do so.
 - A request for final quotation is issued to the CM and, following approval of the final quotation, a Change Authorization or Change Order is issued.
 - Contractors cannot invoice against a Change Directive. They can only invoice against the approved CA or CO.
- A **Change Authorization** is a written instruction to the Construction Manager to proceed with a change to a Subcontractor's scope of work or self-performed work related to a Letter of Authorization. The Change Authorization will not result in a change in the Contract Price.
- A **Change Order** is used to authorize a change that will affect the total contract amount. It must be based on a General Contractor or Construction Manager Proposal.

Signing Authority

- Change Directives must be signed by the Project Manager or GOA Designate under the signing authority outlined in the **Expenditure Officer Signing Authority Guidelines**.