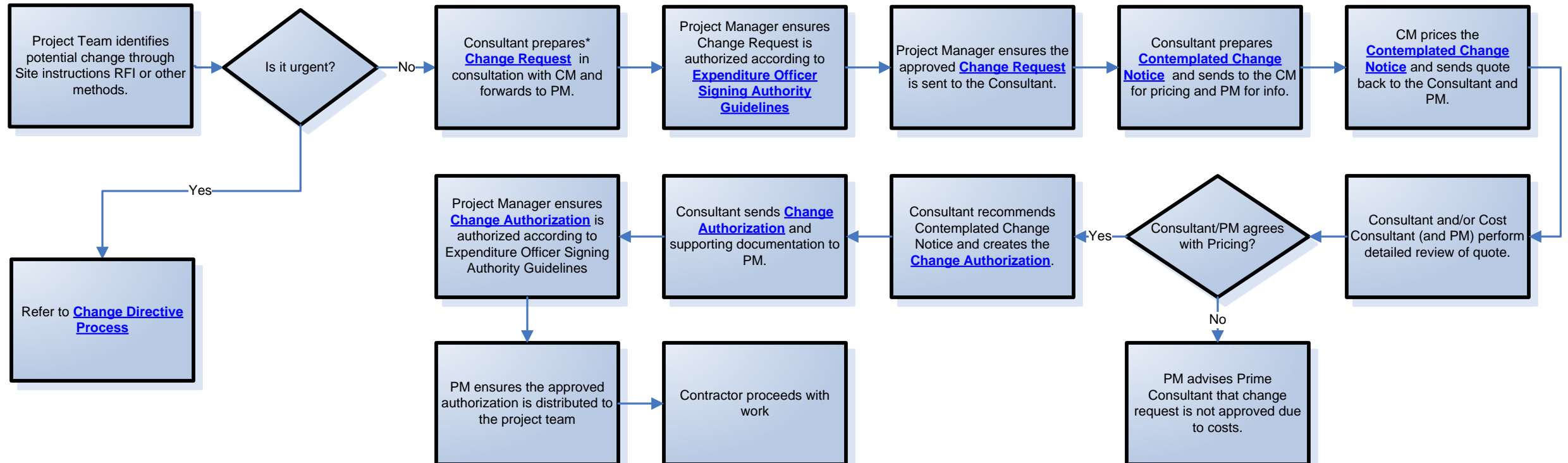


Change Process for Construction Management Contracts

Construction, Monitor and Control



General Information

Change Request (CR)

- A **Change Request** is used when changes in the work are required after the award of contract. The purpose of the form is to describe and justify the change. It must include Prime Consultant's cost estimate, reasons for making the change and the reasons why the work was not included in the contract documents. All CR's must be signed by the Principal of the Prime Consultant's firm and by the INFRAS Project Manager before issuing a proposal to the Contractor.
- * The Consultant typically prepares Change Requests but in some cases the PM may choose to do so.

Contemplated Change Notice

- A **Contemplated Change Notice** is a written instruction to the Construction Manager to obtain pricing, or have the Subcontractors obtain pricing, for work associated with a Change Request. When acceptable, a Change Authorization will be issued.

General Information Continued . . .

Change Authorization

- 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.

Signing Authority

Change Requests, Change Authorizations, and Change Orders must be signed by the Project Manager or GOA designate under the signing authority outlined in the **Expenditure Officer Signing Authority Guidelines**.