



OFFICE OF THE UNIVERSITY ARCHITECT

CHANGE ORDER PROCEDURE IN OAKSCI

There are now three ways to start a change order: **University Request for a CO** (used by the contractor only), **University 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.

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 following flow chart explains the new Change Order Forms workbook.

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. The subcontractor's mark-up shall either be on a separate line or included in the materials total.

The Prime Contractor will complete the Tier Details Sheets as needed for each subcontractor. This will automatically populate to the Sub Summary Sheet.

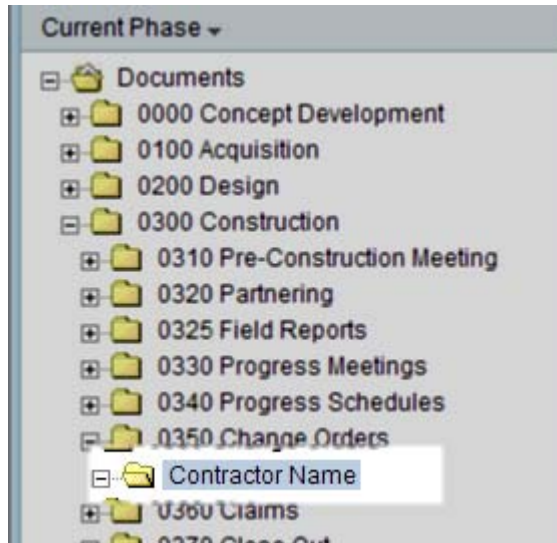
If the Prime self-performed work, they will fill out Prime Detail Worksheet. This worksheet, along with the Sub Summary Sheet will automatically populate onto the Contractor Summary, CM Summary and DB Summary Sheet. The Change Order form will not need to be filled out as it is completed in the OAKSCI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

For each change order entered into 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 creates a folder in Document Manager.

- At **Document Manager-Documents-0300 Construction-0325 Change Orders** select **File-New-Folder**. Name it your company name. Do not change permissions. You will do this only once for each project.



Step Two: Gather and upload supporting documents.

- Complete the **Change Order Form** which is available on the CD provided with the Notice to Proceed or 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. Pick New.**
- 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 off the list.
- 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.

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion SOV Close Window

Change Order

General

Project Number: OCI-090002 Creator: [KSU Student1](#)

Project Name: KSU Projects Test Creation Date:

Project Location: KSU Status:

Title: Description of Change Order Trade:

Contract Reference: **Select...** * Contractor Name:

Change Order Type: EDGE Certified Prime?:

Change Order No.: Fee Title:

Change Order Details

Description of Work: Explain in detail what is being done. *

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

Change Order Cost and Time Impact

Current Completion Date: Total Amount (\$):

Contract Days Changed: Line Item Total (\$): 0.00

Revised Completion Date: Difference (\$): 0.00

Action Details

Line Item List

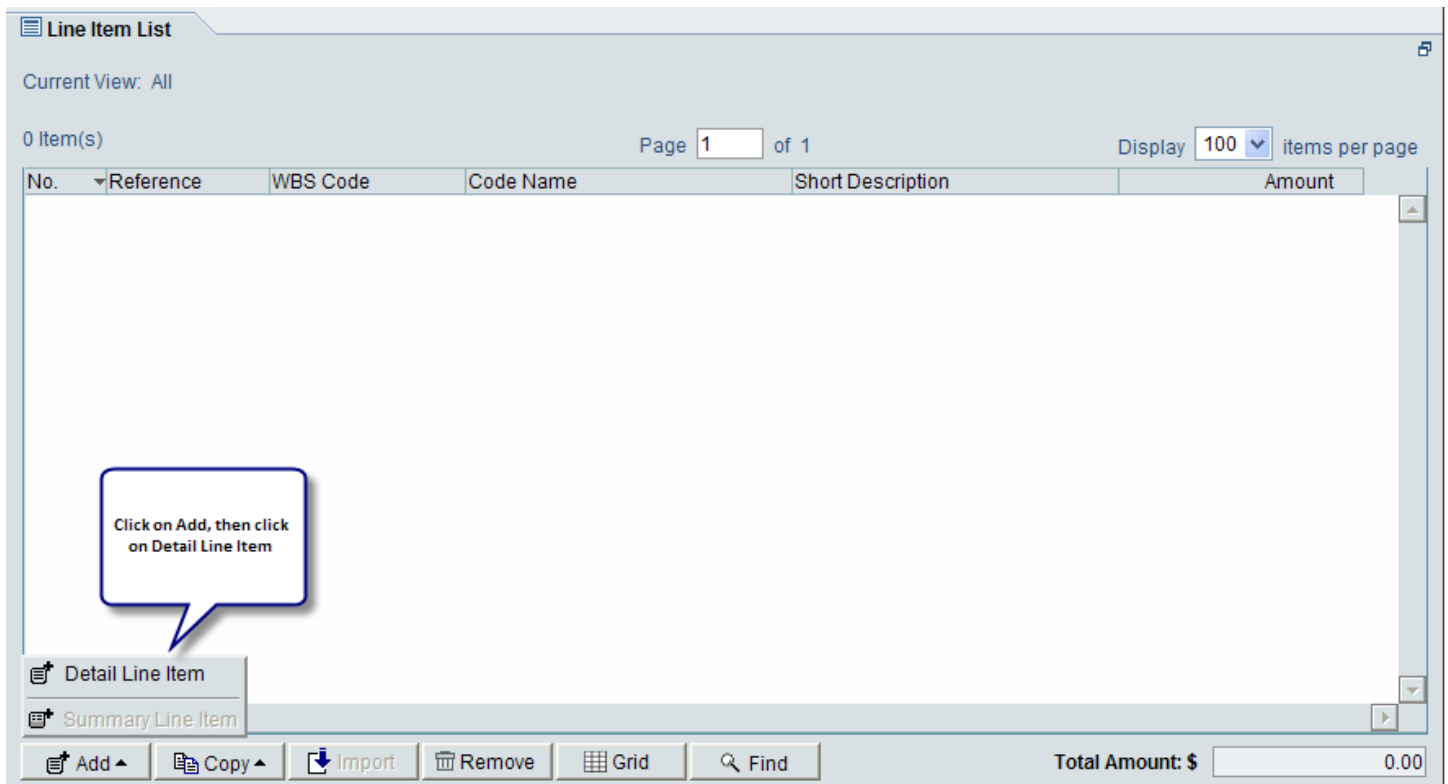
Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Hit the Select button and click on your contract.

Be as clear as possible on your description and justification.

Fill in the amount and also if any extra days are needed.

- In the Change Order Cost & Time Impact, 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 do a line item breakdown.
 - 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:

- **All subcontractors and suppliers will be on their own line(s). DO NOT ADD PRIME'S MARK-UP.**
- **Create a new line for the PRIME's mark-up on all subcontractors or suppliers.**

Change Order Line Item:

General

If you used a subcontractor to perform the work, be sure to add their information here.

Reference:

WBS Code: *

Code Name:

Short Description: *

Amount (\$): *

EDGE Certified Prime Contractor?:

Subcontractor/Supplier:

Subcontractor/Supplier:

EDGE Certified Sub?:

Notes:

Attachments (0) Linked Records (0)

- Attach the documents that were uploaded in **Step 2**.
 - Select the **Add Attachment** button from the menu bar at the top of the form. Attach the documents that you uploaded previously.
- **Workflow Actions** will be **Submit** then Send.

Step Four: Associate reviews the change order.

- Associate will **Accept** the task.

General

Organization:

Project Number:

Project Name:

Project Location:

Title: *

Contract Reference:

Change Order Type:

Change Order No.: *

Record Number:

Creator:

Creation Date:

Status:

Trade:

Contractor Name:

EDGE Certified Prime?:

Fee Title:

The Associate can change the title of the change order and also must number all change orders.

Change Order Details

Description of Work: *

Justification: *

- Associate assigns **Change Order No. (See Change Order Numbering directions for CM at Risk and Design Build projects.)**
 - Change Order number is generated by taking the next sequential number for change order and appending the contract number. Example: The contract number is 02 and this is the third change order for the project, the change order number is 003-02. If the same justification is used for more than one contractor, you would not change the sequential number. Example: 001-01 and 001-02 indicates the one change affected contracts 01 and 02.
- 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.

2 Item(s) Page 1 of 1 Display 100 items per page

No.	Reference	WBS Code	Code Name	Short Description	Amount	Subcontractor/
002	5	CE-CE-SW	Subcontractor Work Allowance	Subcontractor Work Allowance	-500.00	
001	0	CE-CE-SW	Subcontractor Work Allowance	Sub Work	500.00	Sunrise Eng

Positive Line has a 0 in Reference and Deduct Line has a line number from SOV. Only positive line will show the Subcontractor/Supplier name.

NOTE: If the Associate does not approve, they must type RETURN or RESUBMIT in this signature line and NOT their name. Entering their name shows they have approved this request.

- **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.

- 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 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.
- **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!**
- **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*.
- **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.
- 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 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.