General Information

Section 4-1.03 of the Standard Specifications permits the Department of Transportation to change the work shown on the plans and described in the specifications, and to order such extra work as may be required for the proper completion or construction of the work as contemplated at the time the plans and specifications were approved.

Requests for changes to the contract may come through several sources, such as the Contractor, outside agencies, or other units of the Department, etc. If dictated by conditions encountered on the job, the change would normally be initiated by the Resident Engineer.

Any proposed change should be reviewed to determine if the change is necessary to complete the work as it was intended, and to determine its effect on the orderly and timely completion of the project.

If it is determined that a change is necessary, a contract change order must be prepared to set forth the work to be done, the method of pay, and the effect on the contract time. The provisions of the change order should be discussed with the Contractor prior to its preparation.

Where changes are to be made which involve structures, the decision to make the change, the intent or content of the change order, and any methods or restrictions in doing the work, are the responsibility of the Office of Structure Construction.

Although the Office of Structure Construction is responsible for the technical aspects of changes to structures, the Districts have the responsibility for the overall administration of contract change orders.

A general discussion of changes to the contract are contained in Section 2-04 of the Construction Manual.

Detailed instructions on preparation of a change order are outlined in Section 2-50 of the Construction Manual.