



B98-08

File Date Effective Expiration Date Supersedes Approved by	<b>BCM 7-2.1</b> 03/20/1998 None BCE Memo 88-1 (9-28-95)  <hr/> R. P. Sommariva, Chief Office of Structure Construction
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**Subject: Contract Change Orders Request Guidelines – Correspondence from Other Units**

The Office of Structure Construction has established the following policy regarding the procedure for initiating or requesting a change order by someone other than the Structure Representative for structure work:

1. When a change is prepared by the Design Engineer, Architect, Liaison Engineer or other person, a change order is requested in the form of a memorandum. This memorandum is addressed to the Office of Structure Construction, Attention Assistant Office Chief. The memorandum will contain the following information:
  - a. Who is requesting the change.
  - b. What is being requested.
  - c. Why is the change being requested.
  - d. Whether the change has been discussed with the Structure Representative.
  - e. A cost estimate for specialized work. (Mechanical/Electrical/Architectural)
  - f. Necessary details or specifications describing the change. Plan revisions will be signed and stamped as appropriate.
  
2. The Office of Structure Construction will review the memorandum and give concurrence in writing to the Structure Representative. Copies of the concurrence will be sent to the Area Construction Manager, Area Bridge Construction Engineer, and the District Office.

Please share the above procedure with your Design contact.

- c: BCR&P Manual Holders  
 TRut, OSM&I  
 EDavisson, Structure Design  
 MHorn, CCMB, EFPB  
 Consultant Firms  
 BGauger, Construction Program Manager

3. The actual cost of special items of material which are manufactured or furnished solely for use on extra work, and which would not have been otherwise required, may be paid for by the State. Although such items may have no value except as they are needed to perform the extra work, they are State property and must be accounted for. If advantageous to the State they may be sold back to the Contractor as scrap, or they may be surveyed if the cost of disposal exceeds their value. In any case, the important point is that the method of disposal be documented, and any value or cost determinations be fully substantiated.