Changes Involving Building Projects

Before making any changes involving building projects, the Structure Representative must contact the appropriate section of Structures Design, Architectural and Transit Branch, to inform them of the proposed change, and to obtain their concurrence for the proposed change. Contact with Structures Design may be made either in writing, by telephone, or in person.

When the Contract Change Order Letter of Transmittal is prepared, the Structure Representative must include the following information: Name of person contacted in Structures Design, the method of contacting the person in Structures Design, and a statement that the person contacted concurred with the necessity for, and the provisions of the proposed change.

See Bridge Construction Memo 7-2.0 for additional information concerning Structure Construction change order policy.