

Approval Requirements for Contingencies and Supplemental Work

	State Project	FHWA Delegated Project	High Profile Project
Contingencies greater or less than standard 5%	1	1 & 2	1 & 2
Justification for Supplemental Work Items Memorandum	3	3	3
Supplemental Work non-excluded items greater than 5% and less than 10%	4	4	4
Supplemental Work non-excluded items greater than or equal to 10%	5	5 & 6	5 & 6
Supplemental Work Items: On FHWA pre-approved supplemental work items list	7	7	8
Supplemental Work Items: On acceptable supplemental work items list	7	7	9
Supplemental Work Items: Not on FHWA pre-approved supplemental work items list or acceptable supplemental work items list	10	10	11

NOTES:

1. District director requests approval from Chief Engineer
2. FHWA concurrence for contingencies greater than 5 percent and the increase in contingencies is greater than \$200,000
3. Justification of supplemental work items memorandum completed for every project by the project engineer
4. District director approves requests
5. District director requests approval from chief, Division of Construction
6. FHWA concurrence must be obtained when total cost of expected non-excluded supplemental work items exceeds 10 percent and is greater than \$200,000
7. No approval of the justification of supplemental work items memorandum is required
8. FHWA supplemental work approval letter attached to justification for supplemental work items memorandum
9. FHWA supplemental work approval letter attached to justification for supplemental work items memorandum and non-federal funding source must be identified for supplemental work items not approved by FHWA
10. District director requests approval from chief, Division of Construction
11. District director request approval from chief, Division of Construction. Attach to request FHWA approval for non-listed item or non-federal funding source must be identified for supplemental work items not approved by FHWA

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