2006 Purdue Road School

Change Orders
New Change Order Policy

Guiding Criteria

- Address report from IG Office
- Recognize new INDOT structure
- Streamline CO process
- Address scope & design change issues
- Use Change Orders as a management tool

Change Orders

The purpose of a Change Order is to document an impact to a Construction Contract and to authorize the changes required to mitigate the impact.
Change Orders

Document Impacts
• Identify causes of impacts
• Collect data on most frequent causes
• Make corrections to reduce impacts

Change Orders

Authorize Changes
• Protect integrity of the process
• Reduce scope creep
• Identify & manage fiscal impacts
### Change Order Comparison

<table>
<thead>
<tr>
<th></th>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval required prior to work?</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Clear &amp; complete documentation?</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Design change requires prior OK?</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Purchase property for INDOT?</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

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</tr>
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<tbody>
<tr>
<td>Maximum approval levels for $</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Maximum approval level at District</td>
<td>$1M</td>
<td>$1M</td>
</tr>
<tr>
<td>Account for affect on DBE?</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>CO reviewed when % exceeds</td>
<td>20%</td>
<td>5%</td>
</tr>
</tbody>
</table>
PE/PS Authority

PE/PS authorized to build contract as originally intended. No CO for overruns within limits:

- $20 K total per existing item
- $250 K total for Contract
- Greater of $20 K total or 2% of original contract

New Change Order Policy

When?

- Complete GIFE revisions
- Final District review
- Legal review
- Executive review
Questions ?