STANDARD OPERATING PROCEDURE # FDO 3.026

Subject: Project Change Request

Purpose: To establish a procedure and a format that enables staff to consistently and efficiently process project change requests to include both increases and decrease in contract amount or time.

Policy: Project change requests for all vendors, including A/E consultant, contractor, or other vendors, shall be in writing and include how a proposed change will affect the contract cost and/or time, a clear description of the request, and detailed cost breakdown with supporting documentation. If initiated by the University the project manager shall issue a formal request in writing to the applicable vendor for the required change request information.

Procedures:

1. A/E consultant change requests: Upon receipt of the required documentation the project manager shall prepare the Additional Services Authorization form AECT3. The project manager shall sign the request and attach required supporting documentation including the request documentation if initiated by the University. As applicable, the project manager shall also attach the project budget worksheet. This documentation shall be submitted to the business manager for continued processing.

2. Contractor change requests: Contractor change requests may be initiated by either the A/E or the contractor and shall be submitted on the Construction Contract Change Request form AECR4. It is the responsibility of the project manager to ensure the A/E and contractor has the current version of this form available on the server. One original of this form, signed by both the A/E and contractor, with the required supporting documentation including the request for the change if initiated by the University shall be submitted to the business manager. The business manager will log the request and route to the project manager for review and approval who shall return to the business manager for continued processing.

3. A/E consultant change requests and contractor change requests shall be logged and processed by the business manager. After approval by the project manager, the business manager shall continue routing for approval by the appropriate chain of command including the AVP. Upon AVP approval the business manager shall submit to Procurement. Procurement will process in accordance with their procedures and issue a change order to the vendor purchase order.

4. Other vendor change requests: Change requests from vendors other than A/E consultants or contractors shall be submitted in writing with sufficient detail to the project manager. For minor changes the project manager may submit change requests in writing to the business manager who has been granted signature authority by the AVP. Given sufficient budget and proper documentation the business manager shall log and submit the change request approval before submission to Procurement.

5. Upon receipt of the issued change order from Procurement the vendor is authorized to proceed with the change.
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