



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective June 2005, Revised: July 29, 2020
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 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 clean 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.
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. One original form, signed by architect/consultant/engineer and contractor and supporting documentation is submitted to the Business Manager.
3. Other vendor change requests: Change requests from vendors (other than A/E consultants or contractors) can be submitted as a written request via email or via other allowable method. For minor changes the project manager may submit change requests via email to the Business Manager for routing.
4. The Business Manager will route all forms requiring signature via DocuSign to appropriate persons. Once all signatures are obtained, the Business Manager will route the change order request (with relevant coding/funding information) via email (cc'ing the Project Manager) to Procurement and Contracts for processing.
5. Upon receipt of the change order, the vendor is authorized to proceed with the change in scope.



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