

**OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS
POLICIES AND PROCEDURES**

CHANGE ORDER MANAGEMENT GUIDELINES

AS PER C.R.S. 24-30-1303(1)(d), (IV) & (V)

- These guidelines are intended to assist all state agency personnel involved in the change order process pertaining to capital construction and controlled maintenance projects.
 - The term “change order” is used throughout this policy to mean the contract modification document used to record changes in the work typically occurring during the construction phase of a project. The process used to manage “change orders” can also be applied in a similar manner to architect/engineer supplements and contract amendments (Refer to POLICY/SBP/CONTRACTMOD, Revised 7/2010, CONTRACT MODIFICATION GUIDELINES for the appropriate use of these documents)
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I. CHANGE ORDER LOG:

- a) Change orders should be closely monitored from initiation/approval to implementation/reconciliation. A change order log should be kept for each construction project to account for all related change orders. The log and all change orders should be kept together in the same central project file.
- b) Reconciliation of each change order should be resolved by the assignment of responsibility for cause and if necessary the determination of appropriate compensation. Reconciliation should be conducted on a routine basis throughout the life of the project. All change orders are to be reconciled prior to the final advertisement for contractor’s settlement.
- c) The attached “CHANGE ORDER LOG” is a suggested format for tracking change orders.

II. FORMS:

- a) The following standard State Buildings forms are to be used to process a change order:
 - CHANGE ORDER BULLETIN (From SC-6.311)
This document is issued to define the scope of revision in drawings and/or specifications for a contemplated change order request. This documents is prepared by the architect/engineer.
 - CHANGE ORDER PROPOSAL (Form SC-6.312)
This document is issued after the State’s approval of the Bulletin to define all associated labor and material and/or anticipated time required to complete the change. This document is prepared by the contractor.
 - CHANGE ORDER (Form SC-6.31)
This document is issued after the State’s approval of the proposal form to officially incorporate the change as per the proposal form into the contract documents and to

indicate the impact on the contract status. This document is prepared by the architect/engineer.

III. CHANGE ORDER APPROVALS:

- a) Change orders must initially be reviewed and analyzed by the architect/engineer during the design proposal stage as per the instructions for completing “the change order proposal, parts III through VIII, certifications”. Note that the requirement established in the change order proposal instructions for the architect/engineer are contractual obligations which are to be met for each and every change order within a project. By accepting to use state forms, the architect/engineer is accepting their stated terms and conditions. Reference to the change order proposal instructions is made in the architects/engineers agreement under the article titled “Changes in the Work”.

Note: The following state approval signatures are required on all change orders : Principal Representative, State Buildings/Delegate and the State Controller Delegate.

End of Policy
SBP/SC-1.0
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