

Change Orders

Recordkeeper Job Aid

Construction Division

Construction Recordkeeper Job Aid

Overview

A change order is a written order to the contractor detailing changes to the specified work, item quantities, or any other modification to the contract.

The intent of this job aid is to provide general information and resources regarding change orders related to project records and possible Construction Recordkeeper tasks.

Resources

- TxDOT Standard Specifications (2014 and 2024)
 - Article 4.4., "Changes in the Work"
 - Article 4.5. "Differing Site Conditions"
 - Article 4.6. "Requests for Additional Compensation and Damages"
 - Article 4.7. "Dispute or Claims Procedure"
 - Article 5.1. "Authority of Engineer"
 - Article 9.7. "Payment for Extra Work and Force Account Method"
- *Construction Contract Administration Manual (CCAM)*, [Chapter 7, "Changes to the Contract"](#)
- [CST Standard Operating Procedure \(SOP\) 01-22](#), "Change Order Process" (internal access only)

Applications Used

- SiteManager
- ProjectWise
- TxDOT DMS

Reports

- [SiteManager Reports](#) (internal access only)
 - Change Order Item Report

Construction Recordkeeper Job Aid

- Pending Change Order Approver
- Change Order Report
- Change Order Summary Report
- [Project Records Checklist](#)

Forms:

- [Form 2146](#), "Change Order Checklist" (internal access only)

Change Orders

A change order is a written order to the contractor detailing changes to the specified work, item quantities, a time extension, or any other modification to the contract. Change orders are processed for:

- adding or changing the work,
- changing pricing,
- unforeseen conditions,
- settling disputes, and
- third-party requests.

The Area Engineer (AE) or designee will work with the contractor to define the problem that requires a change to the contract, create the draft change order with appropriate justification and documentation, and identify the appropriate change order approval authority.

Change orders should be approved before beginning the change or altered work; however, the AE may give verbal approval at his or her discretion prior to the formal approval in SiteManager.

If an agreement is not reached based on cost, refer to Standard Specifications Article 9.7. If the force account method is used, discuss with the inspector and project manager the additional documentation that is to be expected for the project records.

Construction Recordkeeper Job Aid

Refer to CCAM Chapter 7 and District and office policy (if available) for additional information regarding change orders.

Recordkeepers should be aware of their District SOP for change orders and any responsibilities they may have regarding the change order process.

Common tasks include the following.

- **Change order creation in SiteManager** – If requested to draft a change order in SiteManager, reference the [Change Orders SiteManager Module](#) (internal access only).
- **Developing cover letter for change order** – A Recordkeeper may be asked to create a cover memo for the change order for transmittal internally or externally. If no District or office procedure is available, use the standard memo template available on the [TxDOT brand templates](#) webpage.
- **Review of draft change order** – A recordkeeper may review draft change orders for accuracy of entered information into SiteManager. Use the CCAM and Form 2146 to assist in the review.
- **Verification of change order items on estimates** – Be aware of modifications made to the contract by an executed change order.

If reviewing DWRs, verify that appropriate bid items and line items are being paid related to the change order work being completed.

Paid change order items must have appropriate documentation, such as Buy America or testing documentation, if applicable, to support the paid quantity. All documentation should be filed in ProjectWise. For general bid items added, run an updated Project Records Checklist for the contract to identify any additional requirements. Review special items for additional requirements and documentation required.

Construction Recordkeeper Job Aid

Verify all executed change order items and time adjustments have been added in SiteManager during the estimate cycle.

- **Verification of information in DMS (DBE work)** – Review TxDOT DMS to verify that that change orders are being added to the contract in the Change Order tab. The contract value should be adjusted by the executed change orders.

Be aware of changes to the DBE participation percentage and the progress of the DBE subcontractors. When change orders are added in TxDOT DMS, they will change the DBE participation percentage and the progress of the DBE credit. Change orders that impact the original utilization plan require further coordination with District DBE Coordinators, TxDOT Civil Rights Division, and the contractor to ensure compliance with the overall project goal.

Refer to the DBE Recordkeeper job aid for items to be completed and reviewed in DMS.

- **Documents in ProjectWise** – Once the change order is completed and executed, the change order and all related documents need to be saved into ProjectWise in Folder 5 “Change Order” in accordance with the Project File Index. Each change order needs a unique folder created, and everyone involved in the change order process need to be aware of the location to save their documentation.