

# CHANGE ORDERS

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A Change Order modifies the original contract. A contract may be modified for many reasons: new items may need to be added to the contract, quantities of existing contract items may need to be increased or decreased, items may need to be moved from one category to another, changes to working days or completion dates, changes to the contract documents, and completing the Closeout Change Order to reconcile existing items at the time of closeout.

Refer to Chapter 3, Change Orders and Letters of Authorization, in the [Documentation Manual](#), and Chapter 2, Contract Administration, in the Construction Manual, for requirements and procedures on how to successfully execute a Change Order.

AWP limits overruns by establishing limits based on Major items. A Major item, as defined in section 101.03 in the Standard Specifications for Road and Bridge Construction, is an item which has a total cost equal to or greater than \$50,000.00. The AWP software is set up with the overrun rule that any Major Item, at the Project/Category level, cannot exceed the original quantity by 100% or exceed \$100,000.00. If these thresholds or overruns are exceeded, a Change Order will need to be executed to make future payments against the item.

## STEPS TO CREATE A CHANGE ORDER

1. Confirm current role is set to NV Crew Office. (Figure 8-1)



Figure 8-1. Current Role

2. From the Home page, click Contract Progress hyperlink under the Construction component. (Figure 8-2)



Figure 8-2. Construction Component

- In the search box, enter the Contract Number, or click the Show first 10 hyperlink. (Figure 8-3)

### Contracts Progress Overview

▼ Contract Progress Overview

Q Type search criteria or press Enter Advanced

No rows found matching criteria.

Enter search criteria above to see results or Show first 10

**Figure 8-3. Contract Progress Overview**

- Click the Contract number hyperlink. (Figure 8-4)

### Contracts Progress Overview

▼ Contract Progress Overview ?

Q ODM01 Advanced Showing 1 of 1

0 changed

Contract	Description	Prime ID	Prime Name
<a href="#">ODM01</a>	<a href="#">Micro-surfacing, patching and pedestrian</a>	PUR0003792A	<a href="#">SIERRA NEVADA CONSTRUCTION</a>

**Figure 8-4. Contract Progress Overview with Results**

- Click the Change Orders tab. (Figure 8-5)

### Contract Progress Summary

▼ Contract: ODM01 - Micro-surfacing

- General
- Financials
- Daily Work Reports
- Diaries
- Diary Adjustments
- Payment Estimates
- Contractors
- Change Orders
- Contract Adjustments
- Item Adjustments
- Agency Views
- Mix Designs
- Weekly Report Of Time Charges

**Figure 8-5. Contract Progress Summary Tab**

6. Click the Add button. (Figure 8-6)

Contract Progress Summary

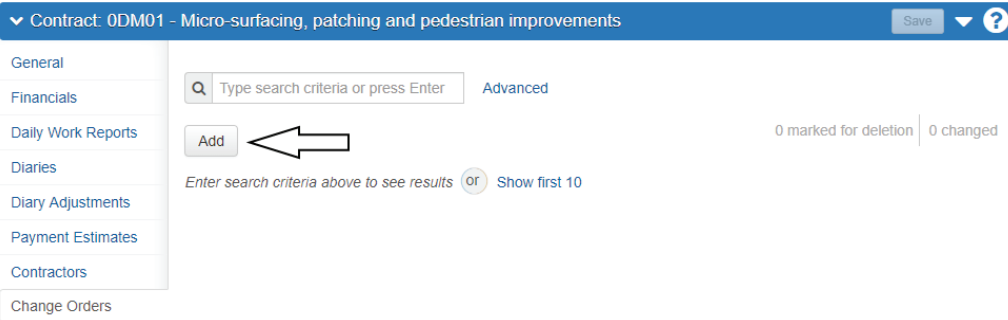


Figure 8-6. Change Order Add button

7. Complete all fields in the General Tab.

**Note:** The AWP software has two levels of Change Order types: **Change Order Type** and **Change Order Reason Type**.

**Change Order Type:**

- 01 - General:** Includes Change Order Reason Types 01 - 24
- 02 - Administrative:** Includes Change Order Reason Types 25 - 29
- 03 - Prior:** Includes Change Order Reason Types 901 - 924

Refer to Chapter 3, Contract Modifications and Letters of Authorization, in the Documentation Manual for complete details on the Change Order types.

Refer to Chapter 11, Change Order Reason Types, in this User Guide for the complete list of Change Order Reason Types.

a. General Change Order (Figure 8-7)

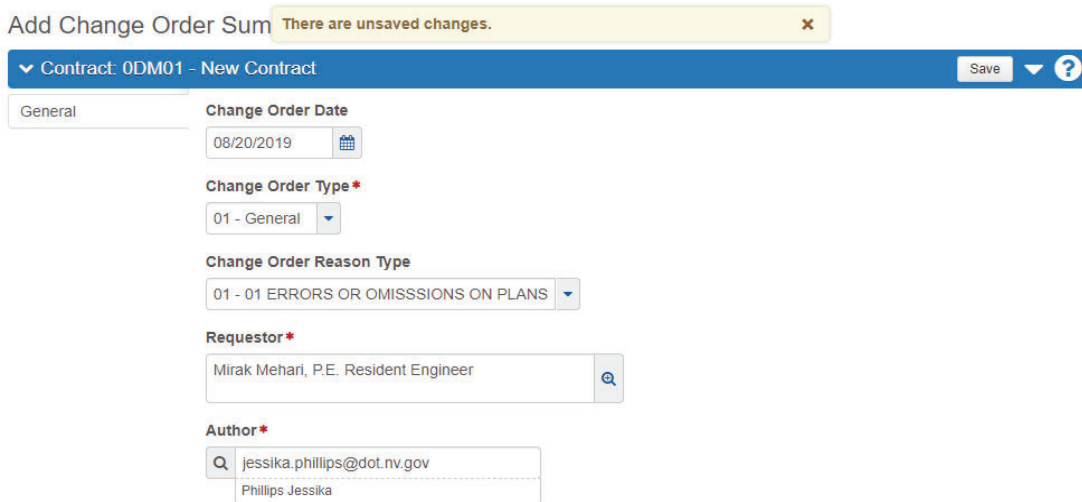


Figure 8-7. Add Change Order: General

b. Prior Change Order (Figure 8-8)

Add Change Order Sum There are unsaved changes. ×

Contract: ODM01 - New Contract Save ?

General

**Change Order Date**  
08/20/2019 📅

**Change Order Type\***  
03 - Prior ▼

**Change Order Reason Type**  
901 - 901 PRIOR - ERRORS OR OMISSIONS ON P... ▼

**Requestor\***  
Ashley Hurlbut, P.E. Resident Engineer 🔍

**Author\***  

🔍

- Hurlbut Ashley

Figure 8-8. Add Change Order: Prior

c. Administrative Change Order (Figure 8-9)

Add Change Order Sum There are unsaved changes. ×

Contract: ODM01 - New Contract Save ?

General

**Change Order Date**  
08/02/2019 📅

**Change Order Type\***  
02 - Administrative ▼

**Change Order Reason Type**  
29 - 29 CATEGORY ADJUSTMENT ▼

**Requestor\***  
John England, P.E. Resident Engineer 🔍

**Author\***  

🔍

- Knight David

Figure 8-9. Add Change Order: Administrative

8. Click the Save button.
9. Complete Change Order tabs as applicable. (Figure 8-10)

## Contract Change Order

▼ Contract: ODM01 - Micro-s  
 Change Order: 0001 - Sharon Foers

- General
- Increase/Decrease Items
- New Items
- Time Adjustments
- Review Tracking
- Approval Tracking

Figure 8-10. Change Order Tabs

- a. **General tab - Change Order Explanations Area:** Enter the appropriate Change Order Explanations.

**Note:** The AWP system now includes the NDOT Accord and Satisfaction and Prior Clauses pre-populated.

- i. For the Change Order description/explanation, enter a value of 1 for the Change Order Explanations - Order field (the Order field is a sequentially increasing value for as many Change Order Explanations as needed), leave the Reference Explanation Name field blank, and type in the Supp Explanation field. (Figure 8-11)

Order*	Reference Explanation Name	Explanation Description	Supp Explanation
1	Begin typing to search or press Enter		Enter Change Order Description/Explanation here.
	Begin typing to search or press Enter		

Figure 8-11. Change Order Description

**Note:** If this is an Administrative type Change Order, the following steps do not need to be completed

- ii. To select the appropriate clause, hit Enter in the Reference Explanation Name field. (Figure 8-12)

Order*	Reference Explanation Name	Explanation Description	Supp Explanation
1	Begin typing to search or press Enter		Enter Change Order Description/Explanation here.
2	Begin typing to search or press Enter Accord and Satisfaction Clause Analysis of Agreed Price Prior Clause Showing 3 of 3		

Figure 8-12. Clause Selection

**Note:** Only use the following Reference Explanation Names: Accord and Satisfaction Clause and Prior Clause. DO NOT USE Analysis of Agreed Price in this location.

- iii. **Change Order: Accord and Satisfaction Clause.** Enter the next sequential value in the Order field and select the Accord and Satisfaction Clause. Leave the Supp Explanation field blank. (Figure 8-13)

Order*	Reference Explanation Name	Explanation Description	Supp Explanation
1	Begin typing to search or press Enter		Enter Change Order Description/Explanation here.
2	Accord and Satisfaction Clause	Acceptance of this Change Order co	
	Begin typing to search or press Enter		

Figure 8-13. Change Order General with Clause

- iv. **Change Order: Prior Clause** (Figure 8-14). Enter the next sequential value in the Order field, select the Prior Clause, and enter the following text in the Supp Explanation field: **Change Order # will be generated to complete and finalize the quantities and associated payment.** Replaced the # with the appropriate Change Order number that is associated with this Prior.

Order*	Reference Explanation Name	Explanation Description	Supp Explanation
1	Begin typing to search or press Enter		Enter Change Order Explanation here.
2	Prior Clause	This Change Order is being processed as a Prior Appr	Change Order #_ will be generated to complete and finalize the quantities and associated payment.

Figure 8-14. Change Order Prior with Clause

**Important:** General Change Orders must include the Accord and Satisfaction Clause as the last Change Order Explanation. Prior Change Orders must include the Prior Clause as the last Change Order Explanation.

b. **Increase/Decrease Items tab:** Increase/Decrease Items

- i. Under the Increase/Decrease Items section, click the Select Items button. (Figure 8-15)

Contract Change Order Summary

Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements

Change Order: 0001 - Sharon Foerschler      Amount:      Status: Draft

General      **Increase/Decrease Items**

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Select Items... (Arrow points here)

No rows found matching criteria.

Balance Completed Items

Balance Completed Items...

No rows found matching criteria.

Figure 8-15. Increase/Decrease Select Items button

- ii. Search for item(s) using Item Number, Keywords, or just hit Enter to bring up the full list. Once all items are selected, click the Add to Change Order button. (Figure 8-16)



Select Items
✕

Advanced Showing 46 of 46

**Projects**

**Categories**

Select: **All** | None
1 selected

Item - Descr	Suppl Descr	Unit	ID	Project	Cont Item Ln Num	Proj Ln Num	Item Src
2020935, REMOVAL OF COM		CUYD - CUBI			0010	0010	Original
2020990, REMOVAL OF BITU		SQYD - SQU/			0015	0015	Original
2020995, REMOVAL OF BITU		SQYD - SQU/			0020	0020	Original
2021295, REMOVE PAVEMEN		SQYD - SQU/			0025	0025	Original
2070110, GRANULAR BACKF		CUYD - CUBI			0030	0030	Original
✓ 2120870, DECORATIVE ROC		TON - Ton			0035	0035	Original
2130640, ADJUST IRRIGATIC		L.S. - LUMP S			0040	0040	Original
3020140, TYPE 1 CLASS B A		CUYD - CUBI			0045	0045	Original
4020100, PLANTMIXING MIS		SQYD - SQU/			0050	0050	Original
4020180, PLANTMIX SURFAC		TON - Ton			0055	0055	Original
4060120, LIQUID ASPHALT, T		SQYD - SQU/			0060	0060	Original
4180100, MICRO-SURFACING		TON - Ton			0065	0065	Original
4180210, MICRO-SURFACING		TON - Ton			0070	0070	Original
6030170, 18-INCH REINFORC		LFT - LINEAR			0075	0075	Original

➔ Add to Change Order

**Figure 8-16. Increase/Decrease Item Selection**

- iii. Enter the Quantity change for the item. (Figure 8-17) If more than 1 item was selected in the previous step, click the chevron on the item to expand the view and see the details.
- iv. In the Change Order Increase/Decrease Items Explanations area enter a value of 1 in the Order field (Figure 8-17), leave the Reference Explanation Name field blank, and enter a detailed description for the Increase/Decrease in the Explanation field.
- v. Click the Save button. (Figure 8-17)

State of Nevada Department of Transportation  
 AWP Construction User Guide  
 March 2022

# 8-9

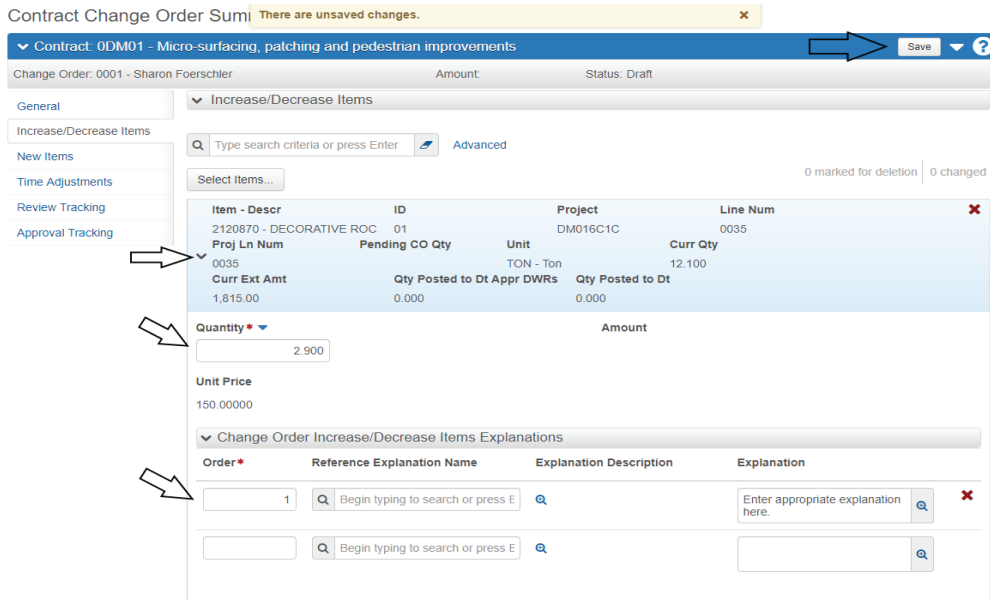


Figure 8-17. Increase/Decrease Item Details and Save

- c. **New Items tab: New Items** - This is to add an item not originally associated to the contract, or a contract item with a new unit price.
  - i. Select the New Items tab. (Figure 8-18)

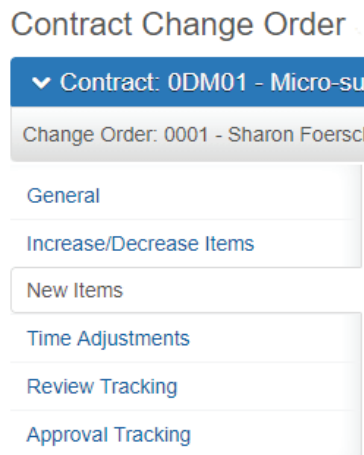


Figure 8-18. New Items Tab

- ii. Under the New Items section, click the Select New Item button. (Figure 8-19)

## Contract Change Order Summary

▼ Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

Change Order: 0001 - Sharon Foerschler
Amount: 435.00
Status: Draft

- General
- Increase/Decrease Items
- New Items
- Time Adjustments
- Review Tracking

▼ New Items

Advanced

No rows found matching criteria.

Projects

**Figure 8-19. Contract Change Order Summary: New Item**

- iii. In the Items field, search for item(s) using Item Number, Keywords, or just hit Enter to bring up the full list. (Figure 8-20)

Select New Item
✕

**Items \***

1100050	TRAINING	HOUR - Hour
2000100	SURVEY CREW	HOUR - Hour
2010100	CLEARING AND GRUBBING	L.S. - LUMP SUM
2010110	CLEARING AND GRUBBING	FA - FORCE ACCOUNT
2010120	CLEARING AND GRUBBING	ACRE - Acre
2010130	CLEARING AND GRUBBING	STA - STATION
2010140	CLEARING AND GRUBBING	MILE - Mile
2010150	RURAL CLEARING	L.S. - LUMP SUM

Showing 10 of 4328

**Item Description**

**Unit of Measure**

Projects

Categories

0 selected

Category	Category Description
PLANTMIX P 01	MICRO-SURFACE, PLANTMIX P
ON-PRIOR RIG 02	CARSON CITY, NON-PRIOR RIG

**Figure 8-20. Select New Item Search box**

- iv. Select the Project(s) and Category(ies) the item will be associated to, then click the Add to Change Order button. (Figure 8-21)

**Note:** Make a note of the C1C, C2C or C3C of the Project/Category the item is getting added to. This information is needed in the next step.

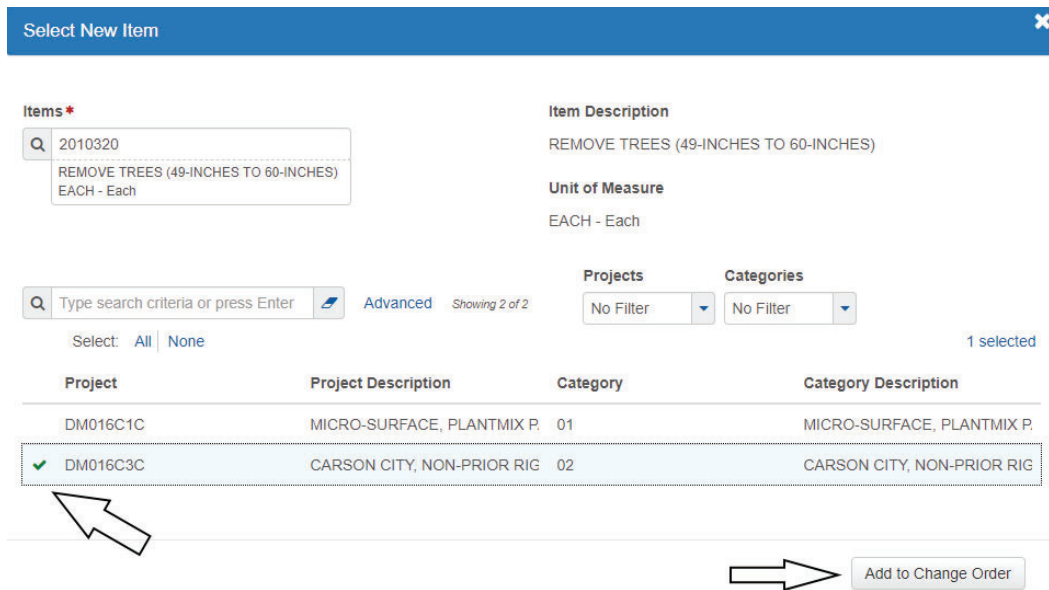


Figure 8-21. Select New Item

v. Enter the following (Figure 8-23):

- **Quantity**
- **Funding** (Based on the funding set up on the contract. Use the Greement : C1C = State; C2C = Federal; C3C = Other)
- **Unit Price**
- **Supplemental Description** (required for all Negotiated Price items and 900XXXX and XXX9000 items)
- **Item Reason** (Figure 8-22)

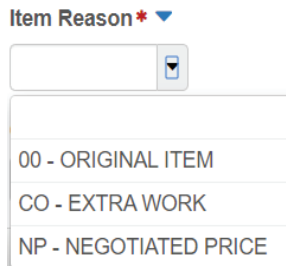


Figure 8-22. Item Reason Codes

- **00 - Original Item** - Used when moving an original item from one category to another.
- **CO - Extra Work** - Additional items are being added to the contract..
- **NP - Negotiated Price** - Increasing or decreasing the unit price of an item.
- **Contractor** (ALWAYS the Prime Contractor)

Contract Change Order Summary There are unsaved changes.

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

Change Order: 0001 - Sharon Foerschler Amount: 935.00 Status: Draft

**New Items**

Type search criteria or press Enter Advanced Showing 1 of 1 No Filter

Select New Item... 0 marked for deletion 0 changed

Item - Descr	Supp Descr	Unit	Cat - Descr	Proj Item Ln Num
2010320 - REMOVE TREE!		EACH - Each	02 - CARSON CITY, NON-F	245
Cont Item Ln Num	Qty	Price	Ext Amt	
255	2,000	250.00000	500.00	
Proj - Descr	DM016C3C - CARSON CITY, NON-PRIOR RIGHT (PENDING AGREEMENT N			

Project Item Line Number: 245 Unit Price: 2050.00000

Contract Item Line Number: 255 Extended Amount: 500.00

Quantity: 2,000 Supplemental Description

Item Source: ChangeOrder Item Reason: CO - EXTRA WORK

Funding: C3C - C3C Contractor: SIERRA NEVADA CONSTRUCTION CO.

**Change Order New Item Explanations**

Order *	Reference Explanation Name	Explanation Description	Explanation
1	Begin typing to search or press Enter		Enter explanation here.
	Begin typing to search or press Enter		

Figure 8-23. Contract Change Order Summary: New Item Detail

- If new item's price is obtained from the Integrated Project Development (IPD) system, add the following Change Order New Item Explanations. (Figures 8-24 and 8-25)
  - Enter the next sequential value in the Order field.
  - In the Reference Explanation Name field, hit enter and select Analysis of Agreed Price (Step 9.a.ii).
  - In the Explanation field enter an explanation similar to this:

The average unit reasonable price of (Enter the new item's number and description here), is (enter the Average Price here) from the Integrated Project Development. A negotiated agreed unit price of (Enter the negotiated price here) was achieved.

The contractor and the Nevada Department of Transportation agree this negotiated agreed price is fair, equitable and reasonable.

**Change Order New Item Explanations**

Order *	Reference Explanation Name	Explanation Description	Explanation
1	Analysis of Agreed Price	ANALYSIS OF AGREED PRICE:	The average unit reasonable price of Remove Trees (40-...)

Figure 8-24. Change Order New Item Explanations: Analysis of Agreed Price Example

**Note:** Additional text can be added to support the Analysis of Agreed Price. Use the Expand button (Figure 8-24) to edit the text in a larger area. Click the Apply button to save changes. (Figure 8-25)



Figure 8-25. Change Order New Item Explanations: Analysis of Agreed Price Example Expanded

- If the new item's price is obtained from other sources, enter the following in the Change Order New Item Explanations area: (Figure 8-26)
  - Enter the next sequential value in the Order field.
  - Leave the Reference Explanation Name field blank.
  - Enter an appropriate description in the Explanation field. Reference cost justification as appropriate.

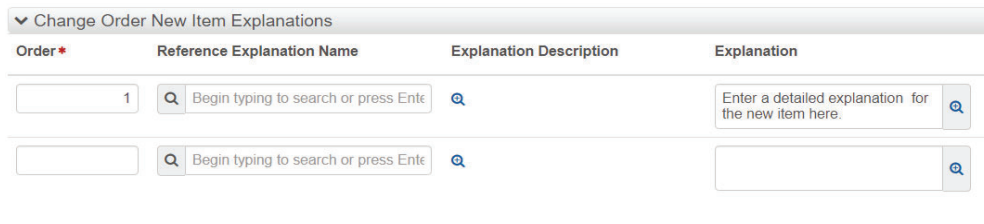


Figure 8-26. Change Order New Item Explanations

- vi. Click the Save button. (Figure 8-27)

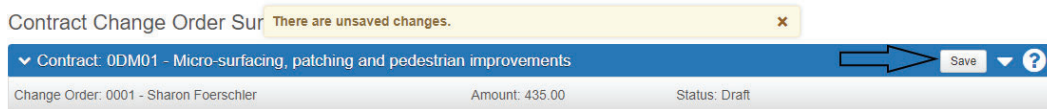
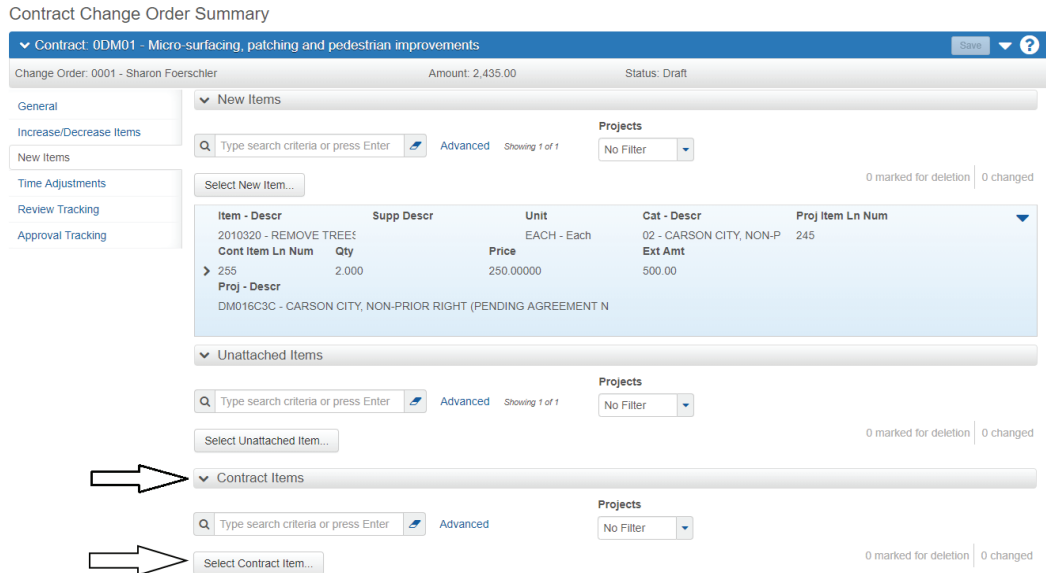


Figure 8-27. Contract Change Order Save button.

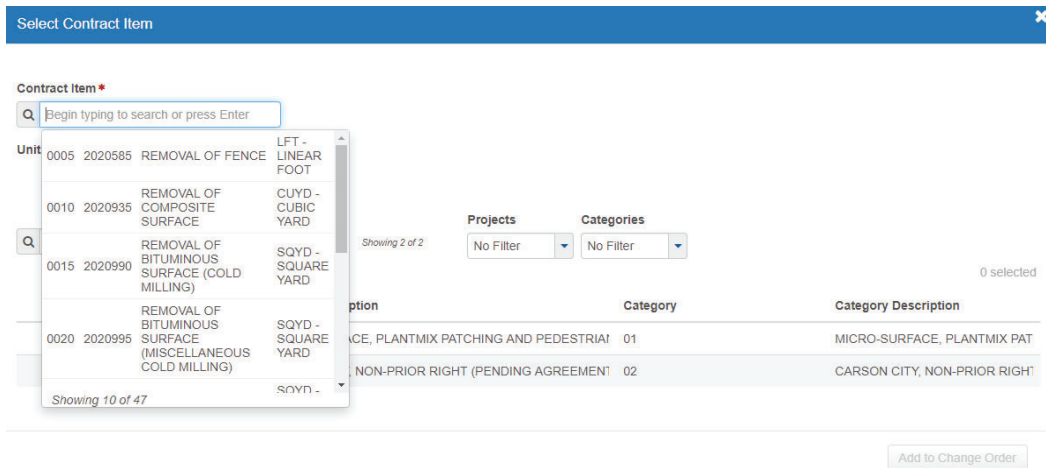
- vii. Verify the correct Funding was selected by comparing it to the Proj - Descr in the item header (Figure 8-23). If the Funding and Proj - Descr do not match, update the Funding field.
- viii. Click the Save button (Figure 8-27) if changes were made to the Funding field.

- d. **New Items tab: Contract Items** - This is to add an original contract item (with original unit price) to another project/category where the item isn't currently associated.
  - i. Select the New Items tab. (Figure 8-31)
  - ii. Under the Contract Items section, click the Select Contract Items button. (Figure 8-31)



**Figure 8-28. Contract Change Order Summary: Contract Item**

- iii. In the Items field, search for item(s) using Item Number, Keywords, or just hit Enter to bring up the full list. (Figure 8-32)



**Figure 8-29. Select Contract Item Search box**

- iv. Select the Project(s)/Category(ies) the item will be associated to (only project(s)/category(ies) will display where the item isn't already associated), then click the Add to Change Order button. (Figure 8-33)

Figure 8-30. Select Contract Item

- v. Follow the same steps as adding a new item to complete the Contract Item details. (Steps 9.c.v - 9.c.viii in this section, Figures 8-22 through 8-27)

Figure 8-31. Contract Change Order Summary: Contract Item Detail

- vi. Click the Save button. (Figure 8-34)
- e. **Time Adjustments tab**



- i. Select the Time Adjustments tab. (Figure 8-35)

## Contract Change Order

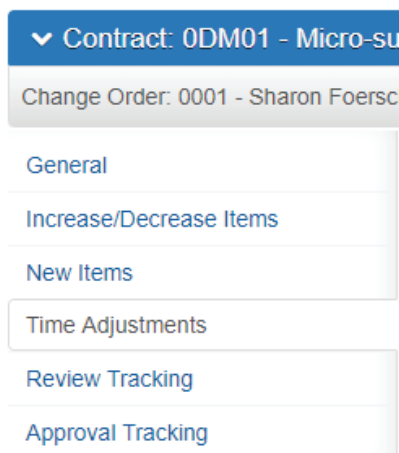


Figure 8-32. Time Adjustments tab

- ii. Click the Select Contract Time button. (Figure 8-36)

## Contract Change Order Summary

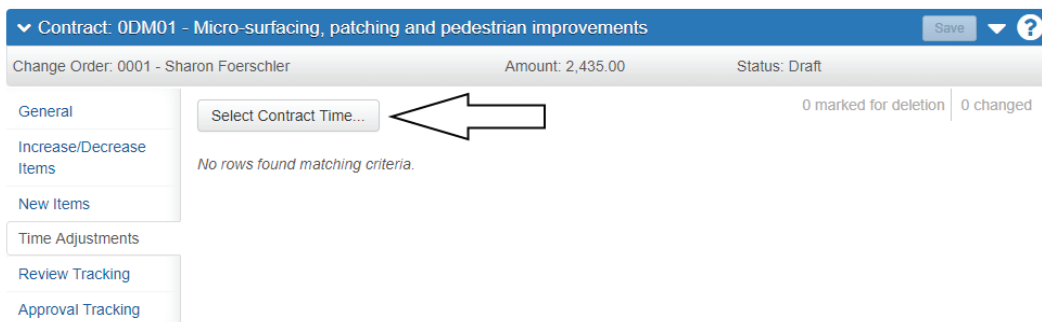


Figure 8-33. Time Adjustments Select Contract Time button

- iii. In the search box, enter the Contract Time and hit enter on the keyboard, or click the Show first 10 hyperlink. (Figure 8-37)

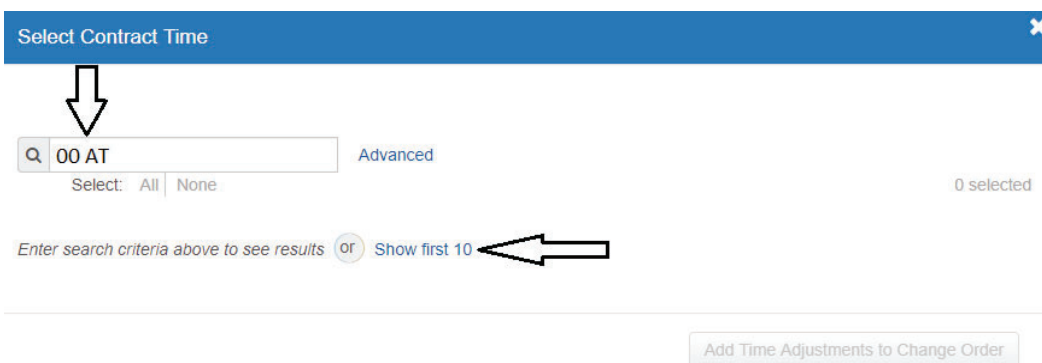


Figure 8-34. Select Contract Time

- iv. Select the contract Time ID and then click the Add Time Adjustments to Change Order button. (Figure 8-38)

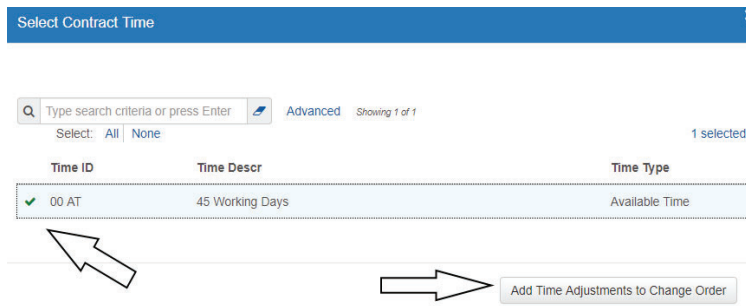


Figure 8-35. Select Contract Time with Search Results

- v. Add or subtract working days in the Adjustment Time Units field. (Figure 8-39)

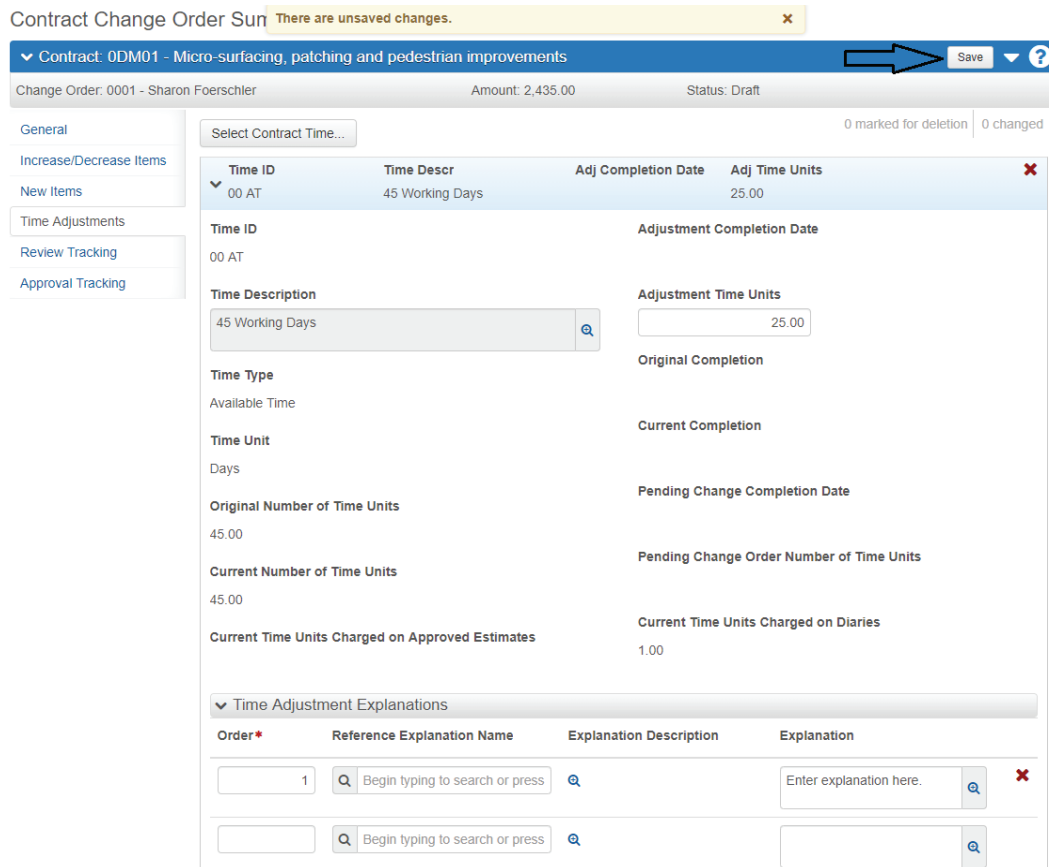


Figure 8-36. Contract Change Order Summary: Time Adjustment Details

- vi. Under the Time Adjustment Explanations section, enter Order number (starting with 1) and an Explanation explaining the time adjustment. (Figure 8-39)
- vii. Click the Save button. (Figure 8-39)
- f. **Review Tracking Tab:** This is the area where the appropriate Assistant Construction Chief and Construction Admin staff are REQUIRED to be added for the Change Order review process. The Change Order cannot be approved until both of the Reviewers have Approved their reviews.

- i. Select the Review Tracking tab. (Figure 8-40)

## Contract Change Order

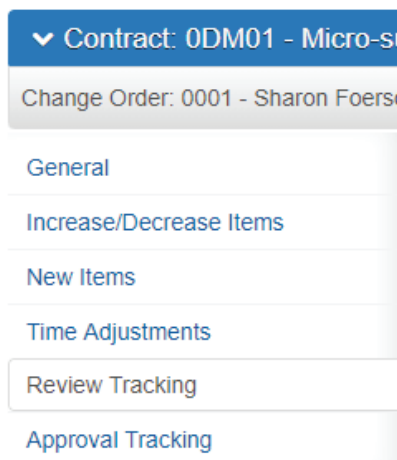


Figure 8-37. Contract Change Order Summary: Review Tracking tab

- ii. Click the Select Reviewers button. (Figure 8-41)

## Contract Change Order Summary

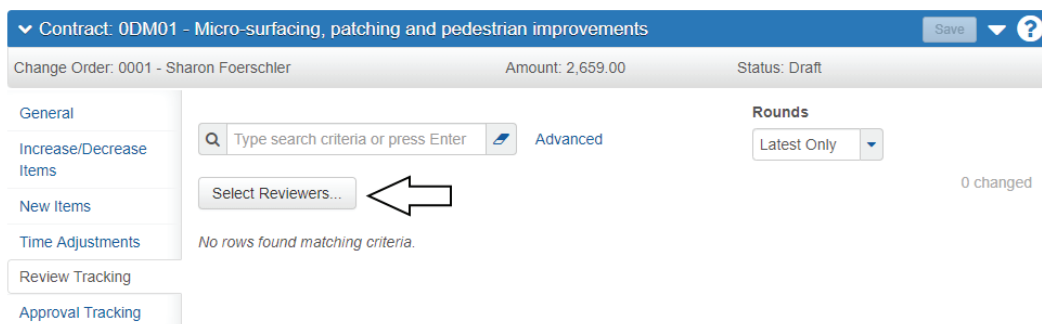


Figure 8-38. Review Tracking: Select Review button

- iii. Using the Search box, type in the name of the appropriate Construction Administration's Staff 2 and click the User Name to select them. (Figure 8-42)

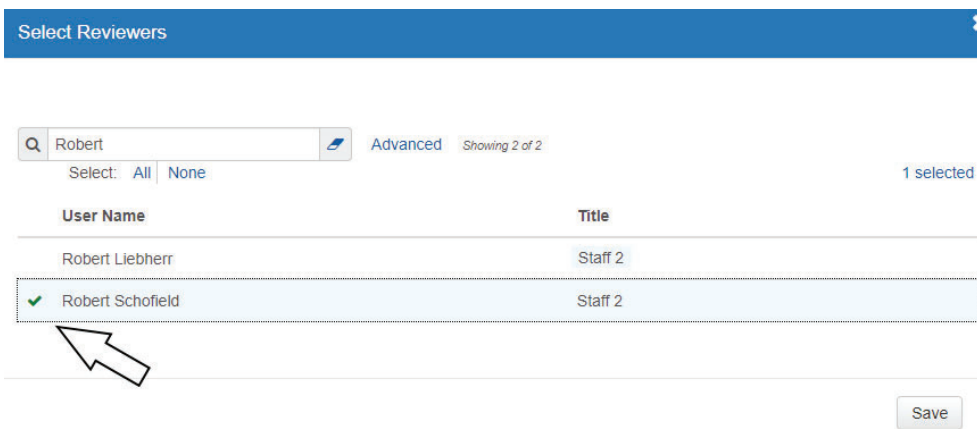


Figure 8-39. Select Reviewers: Construction Administration's Staff 2

- iv. In the same screen, using the Search box, delete previous entry and type in the name of the appropriate Assistant Construction Engineer. Then click the User Name to select them. (Figure 8-43)

Select Reviewers

Q Stephen Advanced Showing 2 of 2

Select: All None 2 selected

User Name	Title
Stephen Lani	Assistant Chief of Construction

Save

Figure 8-40. Select Reviewers, Construction Administration's Assistant Chief

- v. The upper right corner of the screen now shows 2 selected. Click the Save button. (Figure 8-44).

Select Reviewers

Q stephen Advanced Showing 2 of 2

Select: All None 2 selected

User Name	Title
Stephen Lani	Assistant Chief of Construction

Save

Figure 8-41. Select Reviewers Save Button

**Note:** At this point the selected Reviewers will receive an email notifying them that the Change Order is ready to review. They will perform a review of the Change Order and Reject or Approve the review.

**Note:** If the Change Order review is Rejected by either of the Reviewers the Change Order automatically gets set to a 'Rejected' status. It must be set back to a 'Draft' status by the Crew Office so updates can be completed. Follow the steps in the Section, Setting a Change Order Back To a Draft Status, in this Chapter.

**Note:** If the Change Order review is Approved by both Reviewers the Change Order automatically advances to the 'Pending Approval' status. Follow the steps in the Section, Change Order Report Generation, in this Chapter to complete the Change Order process.

- g. **Approval Tracking tab:** NDOT will not be utilizing this screen. It is informational only, due to the signature process remaining outside of AWP. (Figure 8-45)

## Contract Change Order Summary

Figure 8-42. Contract Change Order: Approval Tracking Tab

## SETTING A CHANGE ORDER BACK TO A DRAFT STATUS

If a Change Order review has been Rejected or a Change Order needs to be edited after it is in a Pending status (Pending Review or Pending Approval) it must be set back to a 'Draft' status so updates can be completed.

1. Navigate to the Contract's Change Order tab (See Section, Steps To Create a Change Order, Steps 1 - 5 in this Chapter).
2. Go to the Change Order Component Actions Menu and select Change to Draft. (Figure 8-46)

### Contract Change Order Summary

Figure 8-43. Set Change Order to Draft

3. Make the appropriate updates to the Change Order and click the Save button. (Figure 8-47)

Contract Change Order There are unsaved changes. x

▼ Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ▼ ?

Change Order: 0008 - Sharon Foerschler, PE, Chief Construction Engineer Amount: Status: Draft

General	Change Order Date	Explanations
Increase/Decrease Items	11/18/2019	0
New Items	Requestor*	Change Order Revision Number
Time Adjustments	Sharon Foerschler, PE, Chief Construction Engineer	2
Review Tracking	Author*	Approval Date
Approval Tracking	KMcDaniel2@dot.nv.gov	

Figure 8-44. Change Order Save Button

- The Review Process must be completed again so the Change Order can advance to the 'Pending Approval' status. Click the Review Tracking Tab. (Figure 8-48)

## Contract Change Order

▼ Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

Change Order: 0001 - Sharon Foerschler, PE, Chief Construction Engineer

General

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Figure 8-45. Contract Change Order Summary: Review Tracking tab

- Click the Select Reviewers button. (Figure 8-49)

## Contract Change Order Summary

▼ Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ▼ ?

Change Order: 0007 - Sharon Foerschler, PE, Chief of Construction Amount: 25,000.00 Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Search:  Advanced Showing 2 of 2 Rounds: Latest Only ▼

Select Reviewers... 0 changed

Reviewer Name	R...	Added Date	Decision	Decision Date
▼ Robert Liebherr	1	11/18/2019	Approved	11/19/2019

Figure 8-46. Review Tracking: Select Review button

- Using the Search box, type in the name of the appropriate Construction Administration's Staff 2 and click the User Name to select them. (Figure 8-50)

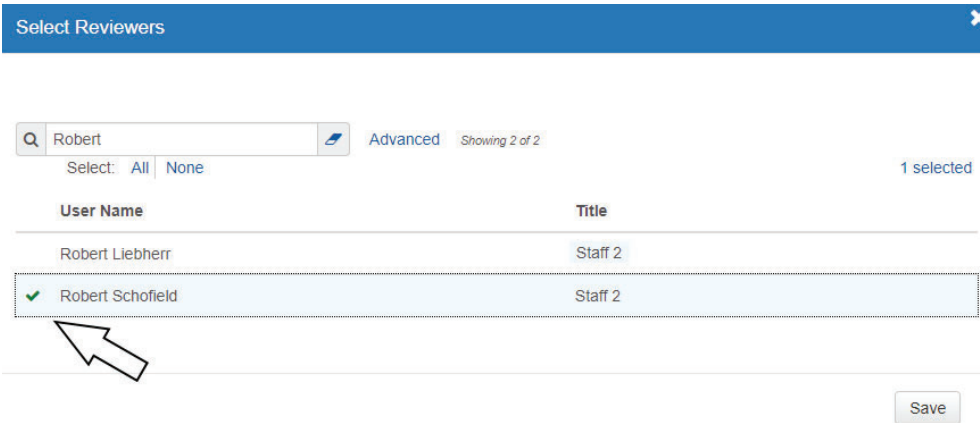


Figure 8-47. Select Reviewers: Construction Administration's Staff 2

- In the same screen, using the Search box, delete previous entry and type in the name of the appropriate Assistant Construction Engineer. Then click the User Name to select them. (Figure 8-51)

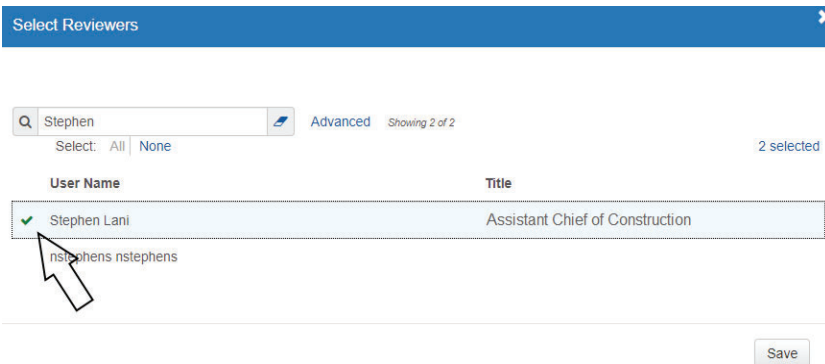


Figure 8-48. Select Reviewers, Construction Administration's Assistant Chief

- The upper right corner of the screen now shows 2 selected. Click the Save button. (Figure 8-52).

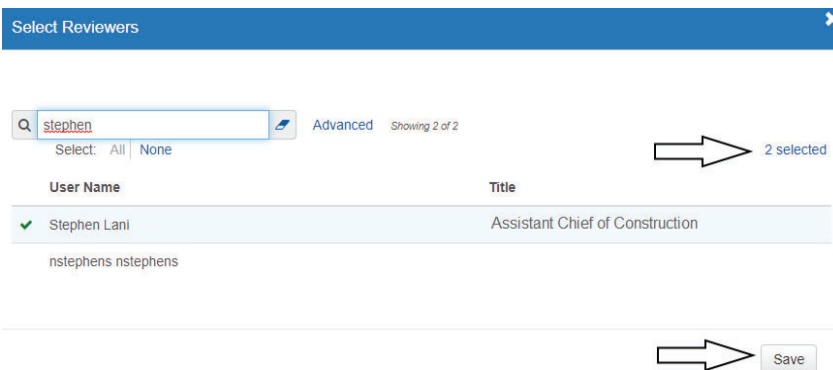


Figure 8-49. Select Reviewers Save Button

**Note:** At this point the selected Reviewers will receive an email notifying them that the Change Order is ready to review again. They will perform a review of the Change Order and Reject or Approve the review.

**Note:** Each time a Change Order is set back to a Draft status and updates are done, the Review Tracking process **MUST** be completed.

## CHANGE ORDER REPORT GENERATION

When a Change Order is in a status of Pending Approval (both Reviewers have Approved their review) it is ready to have the Change Order report generated and saved to the appropriate EDOC Contract Files directory so it can be routed through DocuSign for signatures.

1. Navigate to the Contract's Change Order tab (See Section, Steps To Create a Change Order, Steps 1 - 5) in this Chapter.
2. Click the Contract Change Order Component Actions Menu drop-down and select Change Order Report under Reports. (Figure 8-53)

Contract Change Order Summary

The screenshot shows the 'Contract Change Order Summary' page for 'Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements'. The main form displays details for Change Order 0001, including the date (08/12/2019), requestor (Sharon Foerschler), and author (Benjamin Schober). A right-hand 'Actions' menu is open, listing various options such as 'Add New', 'Tasks', 'Approve...', and 'Change Order Report', which is highlighted with a white arrow.

Figure 8-50. Contract Change Order Component Row Action Drop-down

3. Accept all default values and click the Execute button. (Figure 8-54)

Generate Report

The screenshot shows the 'Generate Report - Change Order Report' page. It features a top bar with an 'Execute' button and a help icon. Below the bar, there are settings for 'Output Type' (Generate as PDF, Download PDF, Generate as HTML) and 'Report Layout Source' (Base, Custom, Test). The 'Execute' button is highlighted with a white arrow.

Figure 8-51. Contract Change Order Generate Report - Change Order Report

4. The Change Order Report opens in a new browser window. (Figure 8-55)



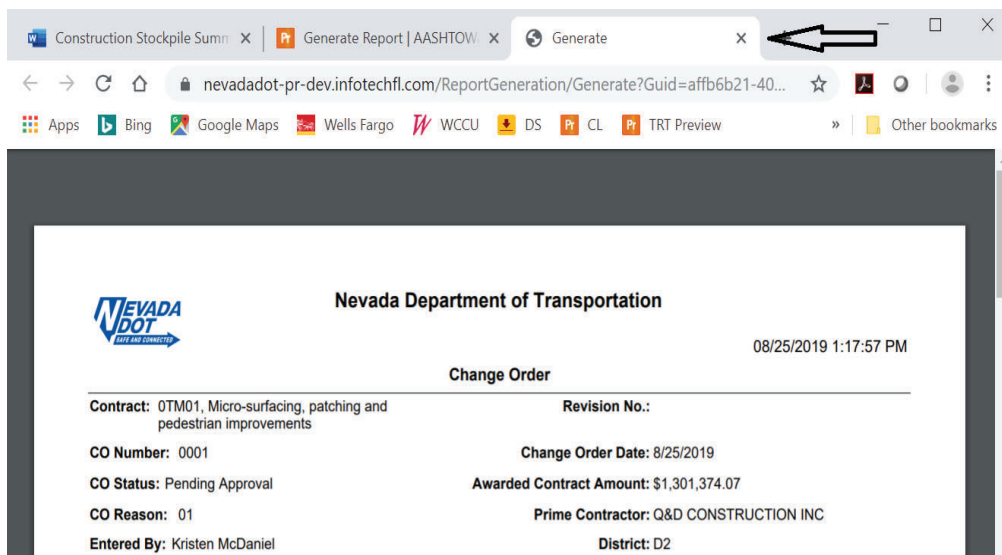


Figure 8-52. Change Order Report

5. Print the Change Order Report to a PDF file, following the browser print options, and save to the appropriate EDOC Contract Files\Contract Files\Division No. 5 - Change Orders directory.
6. Close the browser tab.
7. Click the Previous button to return back to the Change Order. (Figure 8-56)

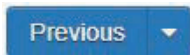


Figure 8-53. Previous Button

8. Route the Change Order Report for signatures via DocuSign, according to Chapter 3 of the Documentation Manual.

## APPROVING A CHANGE ORDER

Once a Change Order has been routed through DocuSign for the required approval signatures it needs to be Approved in AWP to process related payments.

**Note:** The following steps can only be completed after the signed (executed) Change Order has been received from DocuSign and is saved to the appropriate EDOC Contract Files\Contract Files\Division No. 5 - Change Order directory.

1. Navigate to the Contract's Change Order tab (See section, Steps To Create a Change Order, Steps 1 - 5 in this Chapter).
2. Select the Change Order to approve and click the CO Num hyperlink. (Figure 8-57)

## Contract Progress Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Search: Type search criteria or press Enter

Advanced Showing 8 of 8

0 marked for deletion | 0 changed

CO Num	Status	Amount	Type	Change Order Reason Type
0008	Pending Approval	5,600.00	01 - General	01 - 01 ERRORS OR OMISSIONS (
Change Order Date		Approval Date	Description	
08/19/2019			Sharon Foerschler, Pf	
0007	Draft	25,000.00	01 - General	01 - 01 ERRORS OR OMISSIONS (

Figure 8-54. Contract Progress Summary, Change Order List

- Go to the Contract Change Order Summary Component Row Actions drop-down and click Attachments. (Figure 8-58)

## Contract Change Order Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

Change Order: 0001 - Sharon Foerschler Amount: 2,659.00

General

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Change Order Date: 08/12/2019

Requestor\*: Sharon Foerschler

Author\*: bschober@dot.nv.gov  
Schober Benjamin

Change Order Type\*: 01 - General

Change Order Reason Type

Actions

- Add New
- Tasks
- Approve...
- Change to Denied
- Change to Draft
- Deny...
- Reject...
- Views
- Attachments
- Issues
- Links
- Reports
- Change Order Report
- Historical Reports
- Change Order Report

Figure 8-55. Contract Change Order Summary Row Actions Drop-down

- Click the Select File button. (Figure 8-59)

## Attachments Overview

Attachments For Change Order

Search: Type search criteria or press Enter

Advanced

Select File...

0 marked for deletion | 0 changed | Collapse All

No rows found matching criteria.

Figure 8-56. Attachments For Change Order Select File Button

- Go to the appropriate EDOC Contract Files\Contract Files\Division No. 5 - Change Orders directory and select the packet containing the appropriate supporting documentation. In the case of a General Type Change Order, the only file that will be attached to the Change Order is the DocuSign packet containing the Cover Letter and Executed AWP Change Order. In the case of an Administrative, Type Change Order, the only file that will be attached is the Executed AWP Change Order. Refer to the AWP

Documentation Manual, Chapter 3, Change Orders and Letters of Authorization, Section, Change Order Execution Workflow for details. Then click the Open button. (Figure 8-60)

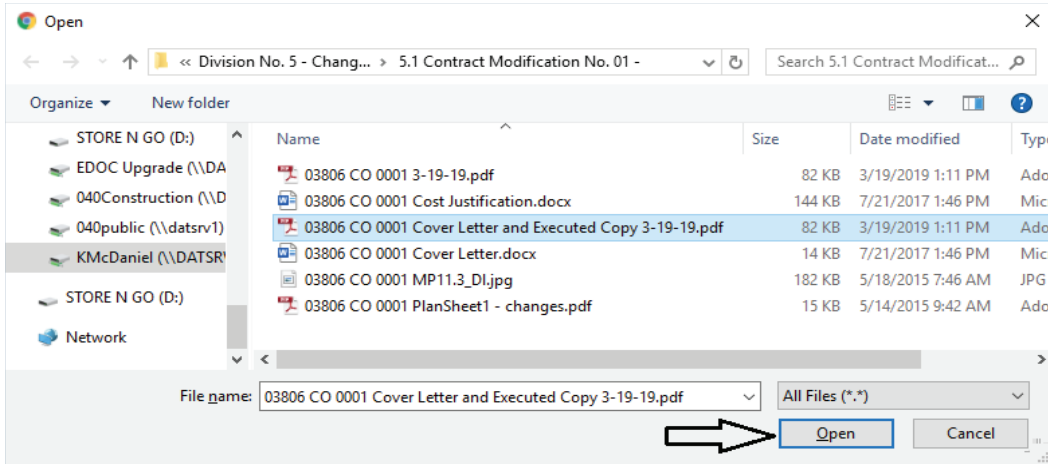


Figure 8-57. Contract Change Order Attachments File Selection Window

6. Enter a Description and click the Save button. (Figure 8-61)

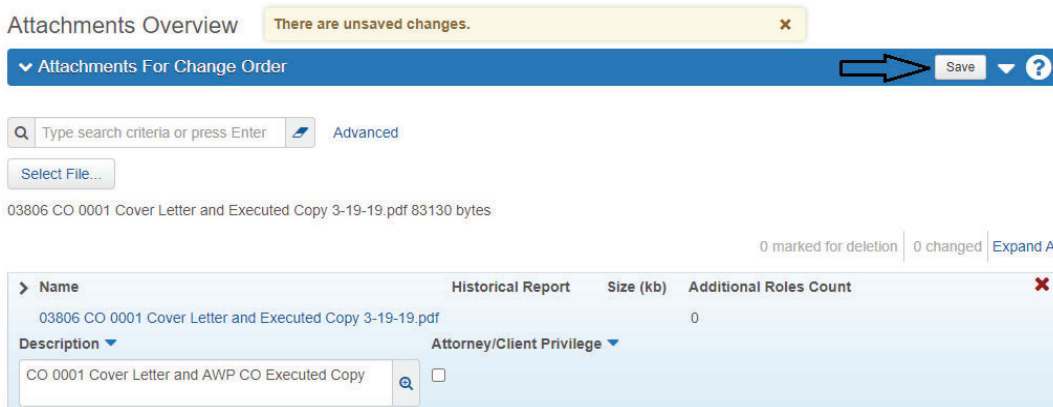


Figure 8-58. Contract Change Order Attachment Comment and Save

7. To navigate back to the Change Order, click the Previous button. (Figure 8-62)

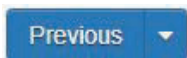


Figure 8-59. Previous Button

8. In the Contract Change Order Component Actions Menu, select Approve.... (Figure 8-63)

## Contract Change Order Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

Change Order: 0001 - Sharon Foerschler Amount: 2,659.00

General

Change Order Date: 08/12/2019

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Requestor\*: Sharon Foerschler

Author\*: bschober@dot.nv.gov  
Schober Benjamin

Change Order Type\*: 01 - General

Change Order Reason Type

Actions

- Add New
- Tasks
- Approve...
- Change to Denied
- Change to Draft
- Deny...
- Reject...
- Views
- Attachments
- Issues
- Links
- Reports
- Change Order Report
- Historical Reports
- Change Order Report

Figure 8-60. Approving a Contract Change Order

**Important:** If the Approved Change Order added a new bid item and/or increased an existing bid and the item(s) Current Extended Amount (current quantity x item unit price) is \$50,000 or more then the item(s) MUST be marked as a Major item. Refer to Chapter 4, Contract Items, Section, Marking a Contract Item As a Major Item, in this user guide for details.

## DELETING OR DENYING A CHANGE ORDER

A Change Order can be deleted only if it is the last Change Order created and it is in Draft status. If a Change Order is NOT the last one created but it is no longer needed it can be Denied, it will be shown with a Denied status and the Change Order number will NOT be re-used. A Change Order can be Denied from any status (Draft, Pending Review and Pending Approval).

### DELETE A CHANGE ORDER

1. Navigate to the Contract's Change Order tab (See section, Steps To Create a Change Order, Steps 1 - 5 in this Chapter). It must be the last Change Order created.
2. In the Change Order Row Actions Menu, select Delete. (Figure 8-64)

## Contract Progress Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Search: Type search criteria or press Enter Advanced Showing 8 of 8

0 marked for deletion | 0 changed

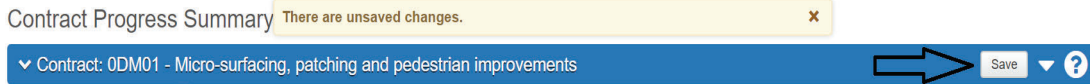
CO Num	Status	Amount	Type	Change Order Reason Type
0008	Draft	5,600.00	01 - General	01 - 01 ERRORS OR OMISSIONS ON F
<p>Change Order Date: 11/19/2019 Approval Date: Description: Sharon Foerschler, PE, C</p>				
0007	Denied	25,000.00	01 - General	
<p>Change Order Date: 11/19/2019 Approval Date: Description: Sharon Foerschler, PE, C</p>				
0006	Approved	250.00	01 - General	

Actions

- Delete
- Exclude from Search Results
- Open
- Tasks

Figure 8-61. Change Order Delete

3. Click the Save button. (Figure 8-65)



General

Figure 8-62. Contract Progress Summary Save Button

## DENYING A CHANGE ORDER

1. Navigate to the Contract's Change Order tab (See section, Steps To Create a Change Order, Steps 1 - 5 in this Chapter).
2. Select the Change OrderRow Actions Menu on the Change Order that is no longer needed, then select Change to Denied. (Figure 8-66)

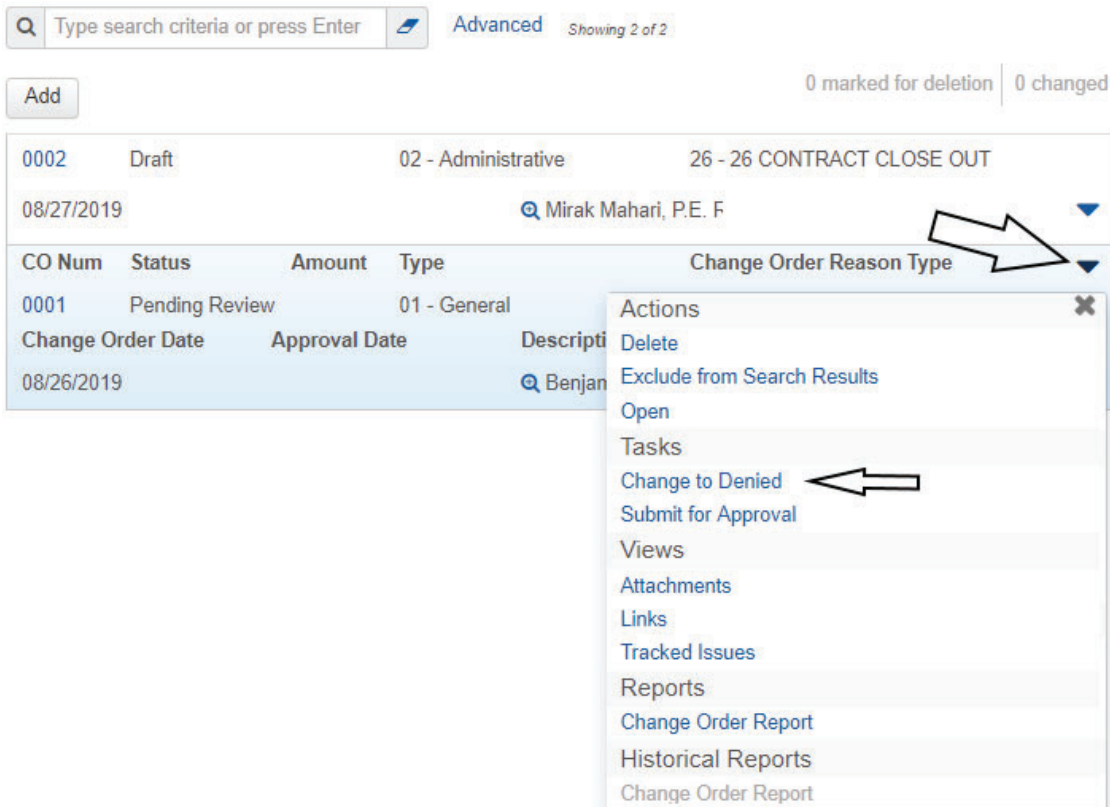
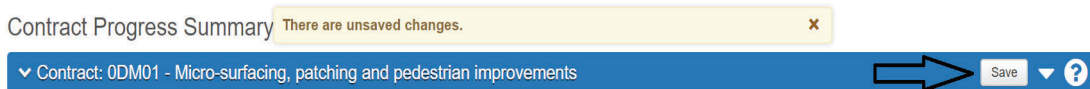


Figure 8-63. Change Order Row Actions Menu

3. Click the Save button. (Figure 8-67)



General

Figure 8-64. Contract Progress Summary Save Button

