Design and Construction Services

Policy & Procedure #9

DELEGATION OF AUTHORITY FOR SIGNING OF CHANGE ORDER AND UPDATE ATTACHMENTS

TITLE **CHANGE ORDER - MAJOR PROJECT**

OBJECTIVE AND PURPOSE To ensure additional construction Scope of Work has been approved by the University prior to beginning work

RESPONSIBILITY ACTION

G/C, C/M

- Submit request to the A/E of record for a Change Order (add or deduct) to contract

A/E

- Review, approve, and transmit four (4) originals Change Orders to FAU Design and Construction Services (DCS) Office (attention FAU Project Manager) with a Letter of Justification.

FM SENIOR SECRETARY

- Upon receipt time stamp and log Change Order in computer

SENIOR ACCOUNTANT

- Review computations, all backup and any change in substantial completion date.
- Verify funding and initial
- Update accounting database
- Forward to Project Manager

PROJECT MANAGER

- Verifies backup and computations.
- Update major-minor reports database
- Updates Project Manager's Change Order Log (***Attachment "B"***)
- Signs off and forwards to Director for approval using attached routing slip.

SENIOR ACCOUNTANT

- Reviews all four (4) originals from the Director
- Accountant types transmittal to the Controller's Office.
- Distribute to: FAU Office of the Controller, A/E of Record, G/C or C/M, and project BT- file.

NOTE: Change Orders will be processed and approved *or* returned within _15_ working days from date stamp

Issued By:	Date Issued: 4/01/01	Date Revised: 6/2011	Effective Date: 4/01/01
APPROVED:	Vice President	Associate V.P.	Director

REFERENCE

- FAU Professional Services Guide, dated 2003, Article 6 – 6.6 – Change Orders and Construction Change Directive
- FAU Project Manual, latest edition– Change Order Form

ATTACHMENT

- ***Interdepartmental Routing Slip - A/E, GC, and CM Change Orders- Attachment "A"***
- ***Project Manager's Change Order Log - Attachment "B"***

INTERDEPARTMENTAL ROUTING SLIP
GC & CM CHANGE ORDERS

PROJECT No.:	**DATE RECEIVED:**
PROJECT TITLE:	
PURCHASE ORDER No.:	**VENDOR:**
CHANGE ORDER No.:	

DATE SENT	TO:	NAME:	DATE RECEIVED	INITIAL
	FP Accountant			
	FP Senior Accountant			
	FP Project Manager			
	FP Director/Assoc. Director			
	FP Director			
	Controller - Constr. Coord.			

FOR FACILITIES PLANNING USE ONLY

CHECKLIST

REQUIRED	BY:	ITEM:	INITIAL
	FP Senior Accountant	Change Order entered into FP database	
	FP Project Manager	GC, CM backup consistent with Change Order	
	FP Project Manager	Change Order entered into FP Major Project Database	
	FP Director/Assoc. Director	A/E, GC, CM have signed/executed Change Order	

COMMENTS:

UPDATE ORIGINAL – THIS IS A CLIPPED FORM

ATTACHMENT "A"

Project Manager's Change Order Log

Project Manager's Change Order Log | Project: FAU Boulevard Expansion | BT: **653**

	Date	Total Change Order	Current Contract Amount	CO added General Conditions	Current General Conditions	CO Added Direct Supervision	Current Direct Supervision	CO Added FEE`	Current FEE (OH&P)	CO Added Incurance/Bonds	Insurance/Bonds	CO Added The WORK	Current Cost of the WORK	Comments	Check OnlyCurrent Contract Amount
Original GMP	5/29/2011		$ 22,000,000.00		$ 400,000.00		$ 1,200,000.00		$ 1,100,000.00		$ 250,000.00		$ 19,050,000.00		$ 22,000,000.00
Change Order #1	8/15/2011	$ 200,000.00	$ 22,200,000.00	$ 1,000.00	$ 401,000.00	$ 300.00	$ 1,200,300.00	$ 200.00	$ 1,100,200.00	$ 500.00	$ 250,500.00	$ 198,000.00	$ 19,248,000.00		$ 22,200,000.00
Change Order #2	9/15/2011	$ 100,000.00	$ 22,300,000.00	$ 500.00	$ 401,500.00	$ -	$ 1,200,300.00	$ -	$ 1,100,200.00	$ -	$ 250,500.00	$ 99,500.00	$ 19,347,500.00		$ 22,300,000.00
Change Order #3	10/15/2011	$ 200,000.00	$ 22,500,000.00	$ -	$ 401,500.00	$ -	$ 1,200,300.00	$ 10,000.00	$ 1,110,200.00	$ 1,000.00	$ 251,500.00	$ 189,000.00	$ 19,536,500.00		$ 22,500,000.00
Change Order #4			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00
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			$ 22,500,000.00		$ 401,500.00		$ 1,200,300.00		$ 1,110,200.00		$ 251,500.00		$ 19,536,500.00		$ 22,500,000.00

Note: Project Manager shall keep this log in the budget folder of the respective project file.

ATTACHMENT "B"