

# AASHTOWare Project Construction and Materials™

## Quick Reference Guide for TDOT

### Managing Change Orders

**Role:** District Supervisor

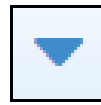
#### **Key to Actions Menus:**



Global **Actions** menu  
(At the top of the screen)



Component **Actions**  
menu (On the heading)



Row **Actions** menu  
(On the row)

#### **Background:**

- A change orders is a supplemental agreement to the original contract that may add/remove items of work to the contract, increase/decrease quantities of existing items, add/remove contract time, amend the contract book, and provide alterations to the plans, etc.
- For more information on change orders, refer to the Standard Specifications, Circular Letters and TDOT Policy 355-01.

#### **Adding a Change Order to a Contract:**

By default, every new change order has a status of *Draft*.

**Navigation:** **Construction** > [Contract Progress](#)

1. From the Contract Administration Summary, click the [Contract Progress](#) quick link.
2. Search and select the appropriate contract.
3. Click the **Change Orders** tab.
4. Click the **Add** button.
5. In the **Change Order Date** field, enter the date of the change order.
6. In the **Description** field, enter a description for the change order.
7. In the **Change Order Type** field, click the drop-down arrow and select the classification for the change order.
8. In the **Reason** field, click the drop-down arrow and select the value that indicates the general reason for the change order.

9. Click the **Save** button.

- **Note:** The **Total of Previously Approved Change Orders** field indicates the total amount of all other change orders for this contract that have reached approval status.

#### **Changing Existing Item Quantities with a Change Order:**

Contracts may need to increase or decrease the quantity of a work item that was approved in the executed contract. The **Increase/Decrease Items** tab contains a row for each item quantity being changed on this change order.

- **Note:** If a unit price change order is requested and the installed material shall remain in place, do not zero out the quantity for the existing line item. Be sure to record newly installed quantities, as applicable, under the new line item with the modified unit price.

**Navigation:** **Construction** > [Change Order](#) > (Select contract and change order) Contract Change Order Overview > Increase/Decrease Items tab

1. Click the **Increase/Decrease Items** tab.
2. In the **Increase/Decrease Items** section, click the **Select Items** button.
3. Search for and select the item(s) to change.
4. Click the **Add to Change Order** button.
5. Click the arrow to expand the row.
6. In the **Quantity** field, enter the change to the approved quantity for the contract project item.
7. Click the **Save** button.

#### **Adding New Items to a Contract with a Change Order:**

Contracts may require the addition of new work. This is where new reference items are added to the contract.

- **Note:** New items cannot be posted to a DWR until the change order is approved.

**Navigation:** **Construction** > [Change Order](#) > (Select contract and change order) Contract Change Order Summary > New Items tab

1. Click the **New Items** tab.
2. In the **New Items** section at the top, click the **Select New Item** button.
3. In the **Reference Item** field, search for and select the item to add to the change order by item number or item description.
4. Click the row for the project/category to which the item will be added.
5. Click the **Add to Change Order** button.
6. Click the expand arrow for the row.
7. In the **Quantity** field, enter the number of units of the item that are required.
8. In the **Unit Price** field, enter the unit price for the item at the contract project level.
9. After clicking the **Save** button, the **Extended Amount** field shows the extended amount for the new item on the change order.
10. In the **Supplemental Description** field, enter an additional description for the item, if appropriate. If required and not entered, the user will be prompted when the **Save** button is clicked.
11. Click the **Save** button.
12. After the last new item is added, refresh the page again. Once the page is refreshed, the system will auto populate the **Project Item Line Number** and the **Contract Item Line Number** fields.
  - **Note:** The **Project Item Line Number** field will automatically be numbered starting at 9000 item line number at the beginning of the contract.
  - **Note:** The **Contract Item Line Number** field will also be maintained by the system.

## **Adding Contract Items to Additional Projects/Categories on a Change Order:**

Existing contract items may need to be added to other projects on the same contract. This is where the current contract items are added to different projects and/or categories.

- **Note:** New items cannot be posted to a DWR until the change order is approved.

**Navigation:** **Construction** > [Change Order](#) > (Select contract and change order) Contract Change Order Summary > New Items tab

1. Click the **New Items** tab.
2. In the **Contract Items** section at the bottom, click the **Select Contract Item** button.

3. In the **Contract Item** field, search for and select the contract item to be added by item number or item description.
4. Click the row for the project/category to which the item will be added.
5. Click the **Add to Change Order** button.
6. Click the expand arrow for the row.
7. In the **Contract item Line Number** field, the system will display the original **Contract Item Line Number**.
8. In the **Quantity** field, enter the number of units of the item that are required.
  - **Note:** If the total contract quantity is not being changed and is to be split between project(s), the user must change the item quantity of the original contract item using the Increase/Decrease tab (but not reducing below what has been paid).
9. In the **Unit Price** field, the unit price for the original contract item is displayed.
10. The **Extended Amount** field shows the extended amount for the new item on the change order.
11. In the **Supplemental Description** field, the additional description for the original item is displayed, if there is one.
12. Click the **Save** button.
  - **Note:** The **Project Item Line Number** field will automatically be numbered starting at 9000 item line number at the beginning of the contract.

## **Adjusting a Contract Time with a Change Order:**

A common reason for creating a change order is to adjust the completion date for a contract because work has fallen behind. The **Time Adjustments** tab contains an accordion list of all the time adjustments that have been recorded in the change order.

If the **Time Type** for the adjustment is Available Time or Calendar Time, you can change the value in the **Adjustment Time Units** field. When you save the change, the system automatically recalculates the value in the **Adjustment Completion Date** field.

If the **Time Type** for the adjustment is Completion Date (most common), you can change the value in either the **Adjustment Time Units** field or the **Adjustment Completion Date** field. Depending on the field used, the corresponding field will automatically calculate (after clicking save).

**Navigation:** **Construction** > [Change Order](#) > (Select contract and change order) Contract Change Order Summary > Time Adjustments tab

1. Click the **Time Adjustments** tab.
2. Click the **Select Contract Time** button.
3. Search for and select the contract time records to adjust.

4. Click the **Add Time Adjustments to Change Order** button.
5. In the **Adjustment Time Units** field, enter the number of time units to add or remove from the associated contract time on this change order.
6. Click the **Save** button. Then the corresponding field will calculate automatically.

## Change Order Explanations:

In AWP, the system will automatically build the Change Order Report based on the Change Order explanations entered. These explanations will appear in the Change Order Report in the order they are entered on the window.

**Navigation:** **Construction** > [Change Order](#) > (Select contract and change order) Contract Change Order Summary > Change Order Explanations section

1. In the **Change Order Explanations** section (located at the bottom of the window), in the **Order** field, type 1.
2. In the **Reference Explanation Name** field, select the appropriate explanation.
  - **Note:** The **Explanation Description** field will be auto populated by the system once you click **Save**.
3. In the next row, in the **Order** field, type 2. Choose either a **Reference Explanation Name** or enter text in the **Supp Explanation** field.
  - **Note:** The **Supp Explanation** field is limited to 30,000 characters. If needed, add an additional change order explanations to continue the text.
4. Continue to add **Change Order Explanations** until all text needed on the Change Order Report is complete.
5. Click the **Save** button.

## Generating the Change Order Form:

The change order form will be used during the AdobeSign process to obtain signatures from all parties. This report is titled *TN\_ChangeOrderForm* under the Report section of AASHTOWare Project™.

**Navigation:** **Construction** > [Change Order](#) > (Select contract and change order) Contract Change Order Summary

1. Click the component **Actions** menu.
2. From the **Reports** section, select the **TN\_ChangeOrderForm**.
3. Leave the **Output Type** set to the default option.
4. Leave the **Report Layout Source** set to the default option.
5. Click the **Execute** button.

## Submitting a Change Order for Approval:

When the change order is deemed ready, it must be submitted for approval to begin the approval processes.

**Navigation:** **Construction** > [Change Order](#) > (Select contract and change order) Contract Change Order Summary

1. On the Contract Change Order Summary for the appropriate change order, click the component **Actions** menu and select the **Submit for Approval** task.
2. Click the **Save** button.

## Denying a Change Order:

Denying a change order will not be used often, however may be necessary to close out a contract. This will be used when a change order will never be approved.

**Navigation:** **Construction** > [Change Order](#) > (Select contract and change order) Contract Change Order Summary

1. On the Contract Change Order Summary for the appropriate change order, click the component **Actions** menu and select the **Change to Denied** task.
2. Click the **Save** button.

## Next Steps:

After managing change orders, the next step is to Manage Contract Change Notifications. Refer to TDOT Quick Reference Guides and CBTs for more information.