

# Electronic Approval of Change Orders - Reference Guide

## Attachments to Change Orders

Attachments are necessary when the description of work involved in the change order needs support to ensure that someone reviewing the change order can understand why and how the terms of the change order were developed and to fully develop the change in the terms of the contract. A document type in OnBase called “NDOR CNST Change Order Attachments” has been created for the necessary attachments, such as new contract provisions, plan details, etc. This document type is specifically for the attachments that are necessary to be included with the change order document itself, and is different from the “NDOR DIST Change Order – Supporting Docs” document type that is intended for additional information used in developing the change order but not necessary to be made a part of the contract document, such as computations, environmental reviews, etc. The following process will be used to create change orders requiring attachments:

1. Consultant or PM creates the change order in SiteManager
  - a. Select the “Attachment” standard explanation to be incorporated into the body of the change order – this will ensure that a link to the attachment is included in the notifications that get sent to all individuals that are selected as approval authorities
2. Consultant or Project Manager (PM) creates the attachment as a PDF.
  - a. If consultant - send the attachment to the State Representative (SR)
  - b. Include Contract ID and Change Order number in the attachment identifying information
3. PM or SR uploads the attachment to OnBase “NDOR CNST Change Order Attachments”. The upload occurs after the change order is in DRAFT so that when uploading the attachment to OnBase, the keywords (project name, number, etc.) will be automatically populated based on the contract ID and change order number. (The consultant will eventually be able to upload attachments themselves, but they currently do not have access to OnBase.)
4. Cindy Wimmer will merge the attachment with the Change Order as a PDF prior to sending the Change Order to the Contractor for approval.
5. When the Change Order has been fully executed, Cindy will upload the final change order, with attachment, to OnBase and delete the original attachment under the document type “NDOR CNST Change Order Attachments”

## Selection of Approval Authorities

When creating a change order, refer to the “CO SA REQ Signatures” document which identifies the signature authority required by type of change order. The “CO SA REQ Signatures” document was recently revised on 9/13/17, so please use the most current document. (Signatures required have been changed to ensure that Construction Division has the opportunity to perform quality assurance (QA) reviews on the change orders.)

- District Engineer (or Designee): The District Construction Engineers are included in this group as designees of the DE and may be selected as directed by the DE
- Construction Engineer (or Designee): Select Lorraine Legg. Cindy Wimmer will move this assignment to Jim Knott or another Assistant Construction Engineer when necessary.
- Deputy Director – Operations: Select Moe Jamshidi. If Moe is unavailable, Cindy Wimmer will move the assignment to the appropriate designee.
- FHWA: Select the applicable Transportation Engineer for the project. (FHWA is also reviewing and approving change orders electronically.)
- Contractor: Select Cindy Wimmer. Cindy will send the change order to the Contractor for approval. (We are working to provide contractors with a remote desktop service that will allow them to access SiteManager through a website to electronically approve Change Orders. We are anticipating that we could have this operational by March 2018. Once the service is available for contractors to begin approval of change orders electronically, their designated representatives will be chosen instead of Cindy Wimmer.)

### Notifications

As the change order is approved at each approval level, a notification will be sent to the person identified at the subsequent approval level. The notification will provide a link to the change order and to an attachment (if identified on the change order and available in OnBase) to allow review of the change order. Each approval authority will logon to SiteManager to approve the change order.

Once the change orders pass the District Engineer approval level, the notifications will be sent to a general Change Order mailbox in addition to the person identified at the approval level. This will allow Construction Division to monitor the progress of the change order.

### Change Order Approval

Logon to SiteManager – Select Main Panel icon – Select Change Orders icon – Select Change Order Maintenance icon – Select Change Order Review/Approve icon – Select Contract ID – Select applicable change order number – Check Approve or Deny – Select SAVE icon