

**Connecticut Department of Administrative Services
Office of School Facilities (OSF)**

Bulletin

Change Order (CO) submittals on Form ED042CO – Notice of Change Order

The purpose of this bulletin is to prevent the most common misconceptions and problems occurring with change order submissions.

State form ED042CO is only for changes to publicly bid construction trade contracts. No alteration shall be made to Form ED042CO or the information contained therein. CM costs and fees (including CM at risk) are to be reported on form ED046 – Request for Payment under the heading "professional services" (same category as Program Management and design professional costs), not on the ED042CO.

For projects using the CM delivery system, a "Summary of Contracts" needs to be provided with the submittal that lists the numbered bid packages with corresponding names of the trade contractors and the amounts awarded. CM costs and fees, CM allowances, and GMP should be listed, but for reference only.

The total of the awarded publicly bid trade contracts shall be listed on the state form as the "Original Construction Contract Sum". If change orders for more than one trade contractor are submitted, a CO summary has to be provided in spreadsheet format, listing each trade contractor, with columns for Trade CO#, Description (brief), In Scope and Out of Scope amounts, Back charges, Eligible and Ineligible amounts and OSF Comments. The sum of all trade CO amounts shall be listed on the state form under the heading "Cost of this Change Order". (A template change order summary spreadsheet to the ED042CO can be found on the DAS Office of School Facilities website under School Construction – Technical /Plan Review, Supplement to the Guidelines, "[State Change Order Summary](#).")

The reason for change should explain why the work is being done as an extra to the base contract. Requests for Information (RFI) or Request For Proposal (RFP) with pertinent sketches and correspondence should be included with the submission. The location of the work performed (Room #) in the existing building, new addition, or on site should be given and/or documented on sketches or site plan.

Allowances should only be used for work pertinent to the project scope (such as roof deck replacement, temporary partitions etc.) and listed on the "List of Allowances" attached to the estimate submitted for plan approval to the OSF at PCT meeting.

The actual costs must be for the specific allowance purpose, tracked under only one PCO and documented on signed T&M tickets with summaries. The actual costs shall be reconciled with the original allowance amount by a change order resulting in a credit or add. Overhead & Profit can be charged only on the amount that exceeds the original allowance.

6 Month Provision, CGS 10-286 (d): All change orders issued on or after July 1, 2008 must be submitted to the OSF within 6 months of the date of issuance of such change order. The date of issuance of a change order shall be the date of the general contractor's or construction manager's signature authorizing the additional work to be performed or the date the trade contractor agrees to perform the work, whichever is later, provided that the dates of the two signatures are within six months of each other.

The ED042CO is a notice to the OSF of a change order. The notice of change order must also include original signatures of all parties that signed the original contract, but the date with which the signature is acquired on the ED042CO is not relevant to the 6 month provision.

Overtime Premiums for contract work will be considered on a case by case basis and may be eligible for reimbursement, but only with documented reasons for the overtime. Overtime should not be used to supplement an insufficient workforce by the contractors or inadequate or changed schedules. Because the work is for the base contract work, O&P is not reimbursable.

Design errors and omissions, and corrective work may not be reimbursable and will only be considered on case by case basis. The additional cost of correcting or changing an item already installed or purchased is considered rework and is not eligible for reimbursement. Costs of material and labor must be "reasonable" and adequate for the work performed, including credits. Installation of new work can only be paid for once.

Great care should be taken when coordinating architectural plans with plans for other professions who prepare their proposals based on contract documents specific to their trade. Standard details should be customized for needs of the project (e.g. detail showing schematic blocking at roof edge should have note "blocking as required to accommodate tapered insulation at roof edge") to avoid potential for expensive claims.

Contractor proposals need to show itemized breakdowns of materials with quantities and unit prices, labor hours and hourly rates for each trade. O&P on lump sum proposals may not be reimbursable.

Payment and Performance Bond costs for change orders are reimbursable at closing with an invoice from the bonding company. The invoice should be submitted when the work of the particular trade is complete and all the trade CO's are approved by OSF. As the O&P was already paid for the work performed there is no markup on the bonding invoice. The amount needs to be prorated for the ineligible cost of the CO's as identified during OSF reviews.

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