

Life of a Contract

By Russell Kees and Chuck Harper

4 Standard Phases

- 1. Pre-Construction/Design Phase**
2. Procurement/Bidding
3. Construction Phase
4. Post-Construction/Closeout

Project Selection

Design Project Manager

- finalizes the design drawings, often referred to simply as the “contract plans”, assembles the unique instructions to the contractor for the project, known as special provisions or specifications, and produces an estimate detailing the cost of the work.
- . These materials form the Plans, Specifications and Estimate, or PS&E, package. The submittal of the PS&E package to the Division triggers the development of the proposa

Pre-Construction/Design Phase

- Contract is drafted, defining scope, cost (fixed, cost-plus, etc.), payment terms, timeline, and dispute resolution methods.

4 Standard Phases

1. Pre-Construction/Design Phase
2. **Procurement/Bidding**
3. Construction Phase
4. Post-Construction/Closeout

Procurement

- Proposal Development
- Advertisement
- Award

Proposal Development

- collection of documents assembled by the Division that describes the work to be performed and the requirements the qualified contractor must comply with for their bid to be considered.

Proposal

- Proposal Cover Sheet
- Index of Proposal Contents
- Proposal Acceptance Notice
- Proposal Work Category Checklist
- Schedule of Items
- Bidding Requirements
- FHWA 1273 Required Contract Provisions
- Special Provisions

Proposal (continued)

- Right-of-Way Statement
- Utility Status Report
- Bridge Engineer's Statement
- District Construction Statement
- Environmental Permits and Clearances
- Job Classifications and Wage Rates
- Contract Plans

Proposal (continued)

- PS&E Checklist
- Project Specific Special Provisions
- Right-of-Way Certificate
- Utility Status Report
- USACE Permit
- NPDES Permit
- Detail Cost Estimate

Proposal (continued)

- Working Time
- Environmental Documentation
- Bridge Engineer's Statement
- Construction Engineers Statement
- Design Exception
- Other Documents
- Proposal Work Category Checklist

Preparation of Contract Documents





- Proposal Book is created by CDS.
 1. Cover sheet
 2. Index sheet utilizing the word Template
 3. Proposal Acceptance Notice
 4. Proposal Work Category Checklist
 5. Proposal schedule of Items From AWP
 6. Bidding Requirements
 7. Contract Provisions Federal-Aid Construction(WV Jobs Act)
 8. Special Provision for DBE
 9. Special Provision for Federal EEO
 10. Special Provision Affirmative Action

Proposal Book (continued)

11. **Special Provision Subcontractors Request**
12. Supplemental Specification for Bidding Requirements and Conditions
13. Project Specific Special Provisions
14. Right of way Certifications
15. Utility Status Report
16. Letter of Non-Registration
17. Environmental Documentation
18. Bridge Engineer's Statement
19. District Construction Statement
20. Labor Wage Rates
21. Plans

Proposal (continued)

- Example of a PS&E package submitted to FC in PW:

	01_Coal Dale - Bramwell Rd, S328-52-0.00_pln.pdf
	02_Coal Dale - Bramwell Rd, S328-52-0.00_pse.pdf
	04_Coal Dale - Bramwell Rd, S328-52-0.00_row.pdf
	05_Coal Dale - Bramwell Rd, S328-52-0.00_utl.pdf
	07_Coal Dale - Bramwell Rd, S328-52-0.00_npd.pdf
	08_Coal Dale - Bramwell Rd, S328-52-0.00_est.pdf
	09_Coal Dale - Bramwell Rd, S328-52-0.00_pro.pdf
	10_Coal Dale - Bramwell Rd, S328-52-0.00_wkt.pdf
	11_Coal Dale - Bramwell Rd, S328-52-0.00_env.pdf
	12_Coal Dale - Bramwell Rd, S328-52-0.00_bes.pdf
	13_Coal Dale - Bramwell Rd, S328-52-0.00_acc.pdf
	15_Coal Dale - Bramwell Rd, S328-52-0.00_ces.pdf
	19_Coal Dale - Bramwell Rd, S328-52-0.00_msc.pdf
	21_Coal Dale - Bramwell Rd, S328-52-0.00_pwc.pdf

Proposal Review

- Internal Quality Review
- FHWA Approval (FHWA Full Oversight Projects according to the Stewardship and Oversight Agreement)
- Funding in Place

Funding Authorization

- PS&E Funding Request
 - Contract Development Specialist (CDS)
 - Ensure the detailed estimate matches the funding in the HUB.
 - If it does not CDS contact PM and Programming Division
 - If the Detailed estimate is correct CDS requests funding from programming
 - If funding is incorrect CDS requests a revised detailed estimate from the PM

PS&E Funding Approval

- CDS (Contract Development Specialist)
- Once funding is authorized by programming and/or FHWA
 - CDS can advertise the project.
 - CDS will save the funding approval email in PW

Project Advertisement

- Projects cannot be advertised before funding is authorized.
- Federal funded projects require
 - 30 days before the letting
- State funded projects require
 - 10 days before the letting

DBE Goal

- Any federal project over \$250,000 must be sent to the Civil Rights compliance division
- CDS will send the request with the following information
 - Detailed Estimate
 - DBE interest report (generated in Preconstruction)

Plans

- If plans are submitted full size they are a separate document and not included in the proposal

Exhibits

- NPDES Permit
- 404_401 Permit or Permit Application
- Design Exception
- Existing Plans (for informational purposes only)
- Inventory Report (for informational purposes only)
- Asbestos Inspection Report
- Smoothness Data
- Placed in Bidx

Project Advertisement

- Bidx is required for Bidding
- Newspaper Advertisement Requirements
 - Federal is 3 weeks in the newspaper
 - State is 2 weeks in a newspaper
 - Newspapers have a required processing time
 - Example Wood County is 3 full days to process

Shortened Advertising Period

- Project must meet a certain completion date
- Management deems it a priority
- Project that needs to start within a short time frame
- CDS will request an approval for the shortened ad period

Completion Date Determination

Completion Date as calculated below: 4/28/2023

Count Days Add Days Workdays **Add Workdays**

Start Date
Month: Day: Year: Date:
2 / 1 / 2023

Today

Add/Subtract: (+) Add * Days: 60
For multiple results separate by a space or comma (eg. 10, 20)

Days in Results:
Exclude Weekends and public holidays

Holidays for United States – West Virginia. [Change Country / Change State](#)

Repeat

Include the time

Calculate New Date

From Wednesday, February 1, 2023 + 60 days
Excluding Weekends and public holidays
in United States – West Virginia. [Change Country / Change State](#)

Result: Thursday, April 27, 2023

85 calendar days – 25 days skipped:
Excluded 12 Saturdays
Excluded 12 Sundays
Excluded 1 holiday:
• Presidents' Day (Monday, February 20, 2023)

Add or subtract months and years

Date 30 days past the letting date.

Number of Days on the .wkt file.

Result, excluding weekends and holidays

Special Lettings

- Project Manager can request for certain types of projects
 - Short completion date
 - Emergency Projects
 - Recall Striping for all 10 districts Let back to back

Amendments

- After the project is advertised amendments are sometime necessary
- Quantity Listed incorrectly
- Exhibits are left out
- Completion date is incorrect
- Bidx Questions.

Procurement/Bidding

- WV law requires lowest qualified bidder, with procedures for bid opening

Defer/Pull Letting

- Once advertised a project can be pulled or moved to another letting
- Resubmitted the project will have an R1, R2, etc. after the cid
- Terminated projects must have a new CID before being advertised

4 Standard Phases

1. Pre-Construction/Design Phase
2. Procurement/Bidding
- 3. Construction Phase**
4. Post-Construction/Closeout

Construction Phase:

Post-Construction/Closeout

4 Standard Phases

1. Pre-Construction/Design Phase
2. Procurement/Bidding
3. Construction Phase
4. **Post-Construction/Closeout**

Essential Contract Elements

- **Scope of Work:** Detailed description of the project.
- **Payment Terms:** How and when the contractor gets paid.
- **Project Schedule:** Start, completion dates, and milestones.
- **Dispute Resolution:** How conflicts are handled (mediation, arbitration).
- **Lien Protection:** Clauses to protect against mechanic's liens

Start of contract after award:

- Executed agreement

Start of contract after award:

- Notice to proceed

Start of contract after award:

- Starting Notice

Start of contract after award:

- Subcontractor Request

Start of contract after award:

- Insurance Requirements

Start of contract after award:

- Prompt Payment

Start of contract after award:

- Certified Payrolls

Items of work and documentation:

- 207 – Excavation

Items of work and documentation:

- 307 – Crushed aggregate

Items of work and documentation:

- 400 – Various asphalt items

Items of work and documentation:

- d. 500 – Concrete pavement

Items of work and documentation:

- e. 601 – Structural concrete

Items of work and documentation:

- f. 602 – Reinforcing steel

- g. 604 – Pipe culverts

- h. 652 – Seeding and mulching

3. Change Orders

Add or subtract
money from the
contract

Once the change
order is approved it
will be sent to oasis

Oasis will have an
approval level before
the money is added
to the contract.

Reasons for a Change Order

01 - Added Work

02 - Change in Field Conditions

03 - Construction Delay - Unsecured ROW

04 - Construction Delay - Utility Conflict

05 - Environmental Requirements

06 - Negotiated Settlement and Claims

07 - Non-Specification Material

08 - Omission of Item or Error in Contract

09 - Overrun / Underrun

10 - Practical Design

11 - Purchase of Unused Material

12 - Request for Additional Compensation

13 - Schedule Acceleration

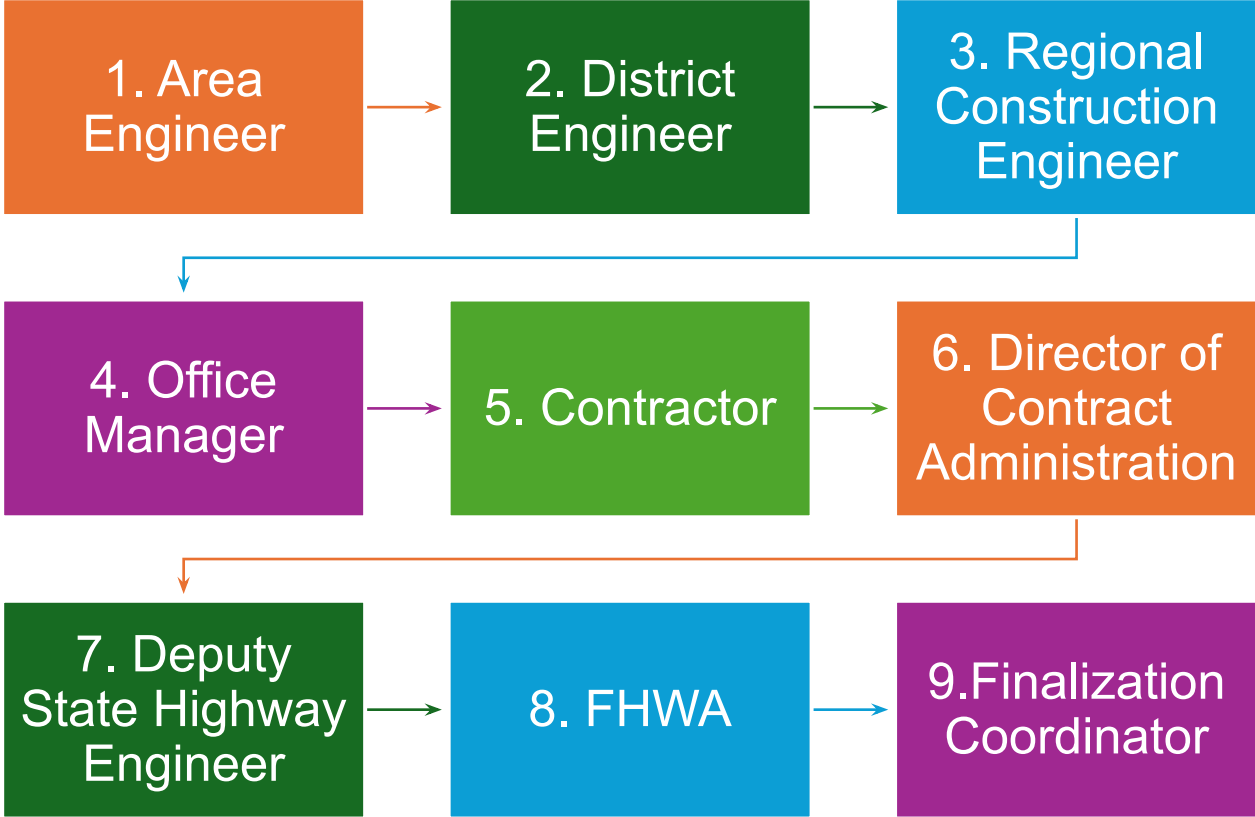
14 - Specification Change

15 - Termination of Project

16 - Time Extension

17 - Unknown Site Conditions

18 - Value Engineering



Letter from the contractor

Approval email from District Engineer

If over \$100,000 email approval from Commissioner of Transportation

Approval for money from the Scope Cost Change Requests Spreadsheet

4. Estimates

Daily Work Reports (DWR's) are entered into AWP.

- This includes information for
 - work performed on the project
 - Pay amount for each item of work

DWR's are project checked by the project supervisor

- Project supervisor authorizes each DWR

Pay estimates are generated according to the Pay Estimate Calendar by the project supervisor.

- Project Engineer generates the estimate once all DQR's have been reviewed and approved
- Once the estimate has been generated the project supervisor checks and fixes the following:
 - Materials discrepancies
 - Makes sure the funds available is a positive amount

Progress Estimate Approval Levels

1. Project Supervisor



2. District Construction Engineer



3. Office Manager



After the estimate is Approved

- Office Manager does the following
 1. Sends the estimate to Oasis for payment
 2. Sends the contractor the estimate
 3. Places the estimate in Project wise
 4. Verify the estimate has been loaded into oasis the next day



5. Finalization

a. Final CO

b. MC-8 (Materials Cert.)

c. Final estimate

WVDOH AWP Change Orders

AWP Change Order Creation

Home Previous My Pages

On this page: Construction Sample Record Overview

PROJECT Project Engineer - Supervisor User (Construction)

Construction

Change Order

Contract Administration

Contract Claims

Contract Progress

Contract Specific Authorities

Click the Component Action Down Arrow

Change Order Overview

Change Order Overview Save ?


2019001357rk Advanced Showing 11 of 11


Actions
Select Contract to Add Change Order...


0 marked for deletion | 0 changed

You need to click on the Contract you want, and the green arrow will appear, then you will click "Create Change Order on Contract."

Select Contract to Add Change Order

Q 2019001357r  Advanced Showing 1 of 1 1 selected

Contract ID	Description	Highway/Route
 2019001357RK	MAIN STREET	




The Add Change Order Summary page will populate on the screen.

Add Change Order Summary

Contract: 2019001357RK - MAIN STREET Save ?

General

Change Order Date 10/13/2021  <small>mm/dd/yyyy</small>	Explanations 0
Description * <input type="text"/>	Change Order Revision Number
Change Order Type * <input type="text"/>	Approval Date
Author * <input type="text" value="A052915"/> Harper Chuck	Entered By
Reason * <input type="text"/>	Entered Date
	Current Approval Round 1
	Current Approval Group

The Add Change Order Summary page will populate on the screen.

Add Change Order Summary

Contract: 2019001357RK - MAIN STREET Save ?

General

Change Order Date: 10/13/2021

Change Order Description *

Change Order Type *

Author *

Reason *

Explanations: 0

Change Order Revision Number

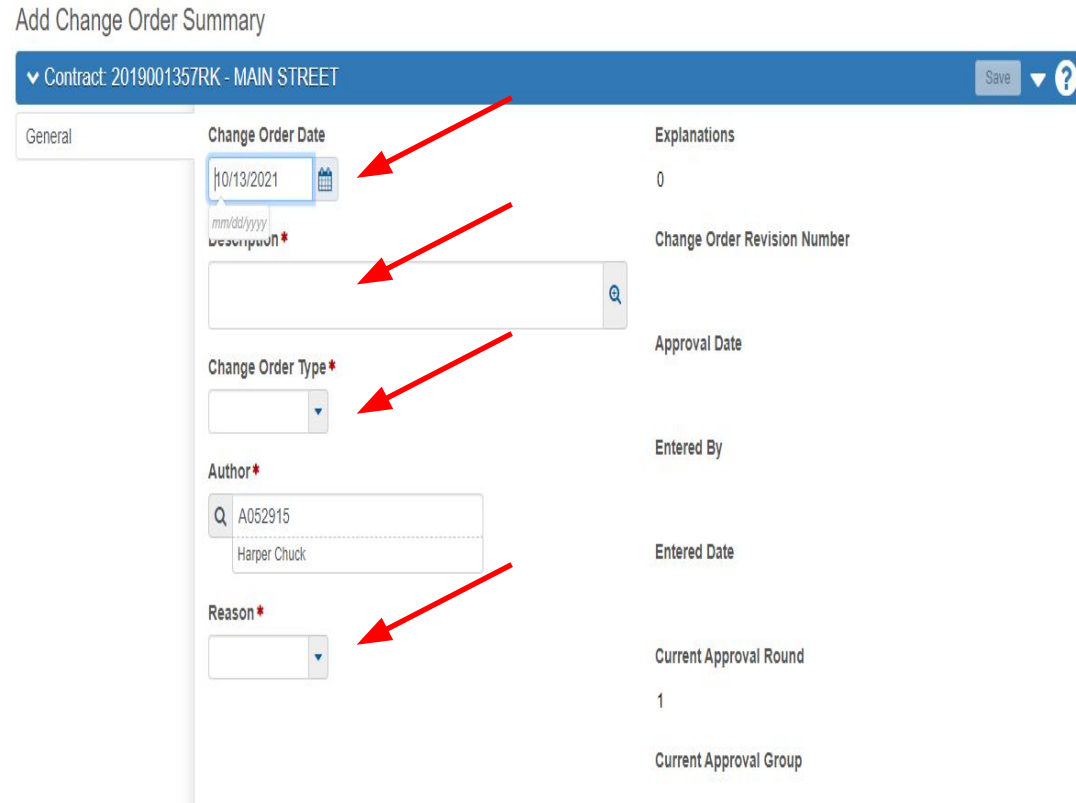
Approval Date

Entered By

Entered Date

Current Approval Round: 1

Current Approval Group



- **Date** – The change order date should be today's date
- **Description** – This will always be a general description of the work as more than one item may be involved with the change order.
- **CO TYPE** – This will always be Supplemental Agreement or Force Account. – Select the correct one from the pull down menu.
- **Reason** – Select the appropriate Reason from the pull down menu options that applies closest to your change order. Below is a list of all of the options to choose from – you must choose one (1).

Reasons for a Change Order

01 - Added Work	10 - Practical Design
02 - Change in Field Conditions	11 - Purchase of Unused Material
03 - Construction Delay - Unsecured ROW	12 - Request for Additional Compensation
04 - Construction Delay - Utility Conflict	13 - Schedule Acceleration
05 - Environmental Requirements	14 - Specification Change
06 - Negotiated Settlement and Claims	15 - Termination of Project
07 - Non-Specification Material	16 - Time Extension
08 - Omission of Item or Error in Contract	17 - Unknown Site Conditions
09 - Overrun / Underrun	18 - Value Engineering

Click "Save" to proceed

Contract Change Order Summary

Contract: TEST3210 - Test Project

Change Order: 0003 - test Amount: Status: Draft

General	Change Order Date	Explanations
Increase/Decrease Items	09/07/2022	0

Save

Change Order Summary Screen

The screenshot shows the 'Contract Change Order Summary' screen. At the top, there are navigation tabs: Home, Previous, and My Pages. Below that is a breadcrumb trail: Contracts > Change Orders > Contract Administration > Contract Documentation > Contract Progress > Estimates > Items > Payment Estimate > Projects > Subcontracts. The main header displays 'Contract Change Order Summary' and a green 'Save Complete' notification box with a close button. Below the header, a blue bar shows 'Contract: 2019001357RK - MAIN STREET'. The summary information includes 'Change Order: 0012 - Progress overrun', 'Amount: 58,133.50', and 'Status: Draft'. On the left, a sidebar menu is highlighted with a red box, containing options: Increase/Decrease Items, New Items, Time Adjustments, Review Tracking, Approval Tracking, Change Order Item, and Explanations. The main form area contains several fields: 'Change Order Date' (10/14/2021), 'Explanations' (2), 'Description*' (Progress overrun), 'Change Order Revision Number', 'Change Order Type*' (02 - Supp. Agreement), 'Approval Date', 'Author*' (A052915 - Harper Chuck), 'Entered By' (A052915 - A052915@wv.gov), 'Entered Date' (10/14/2021 8:46:21 AM), 'Reason*' (09 - Overrun / Underrun), and 'Current Approval Round' (1). Red arrows point from the 'Save Complete' box to the 'Review Tracking' menu item and from the 'Review Tracking' menu item to the 'Description*' field.

- Once you have the items filled out you must hit the save button to continue. You should receive the following notification to show that it has been saved.
- *If it is red or orange then an error has occurred, and it needs to be fixed before you continue
- After the change order has been saved, tabs will appear on the left which will help guide you through the rest of the change order.

Personnel Contacted

Contract: 2019001357RK - MAIN STREET
Change Order: 0012 - Progress overrun Amount: 15,123.50 Status: Draft

General
Increase/Decrease Items
New Items
Time Adjustments
Contract Claims
Review Tracking
Approval Tracking
Force Accounts
Plan Discrepancies
Change Order Item Explanations

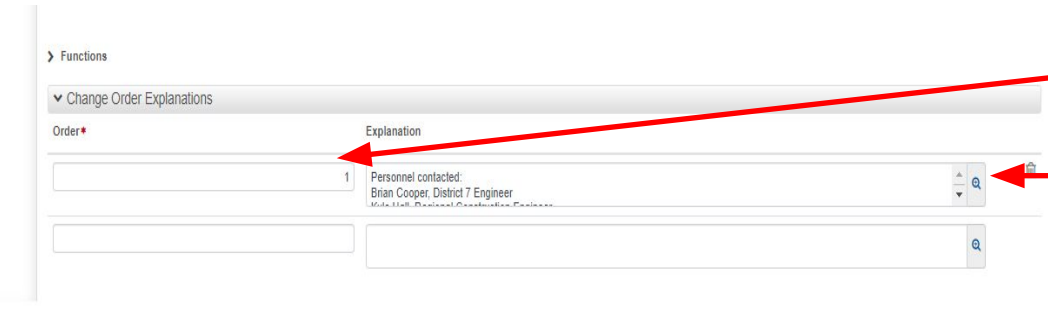
Change Order Date: 10/14/2021
Description: Progress overrun
Change Order Type: 02 - Supp. Agreement
Author: A052915 - Harper Chuck
Reason: 09 - Overrun / Underrun

Explanations: 1
Change Order Revision Number
Approval Date
Entered By: A052915 - A052915@wv.gov
Entered Date: 10/14/2021 8:46:21 AM
Current Approval Round: 1
Current Approval Group: -
Override Approval Rules: No
Total of Previously Approved Change Orders

Functions
Change Order Explanations
Order: 1
Explanation: Personnel contacted: Brian Cooper, District 7 Engineer

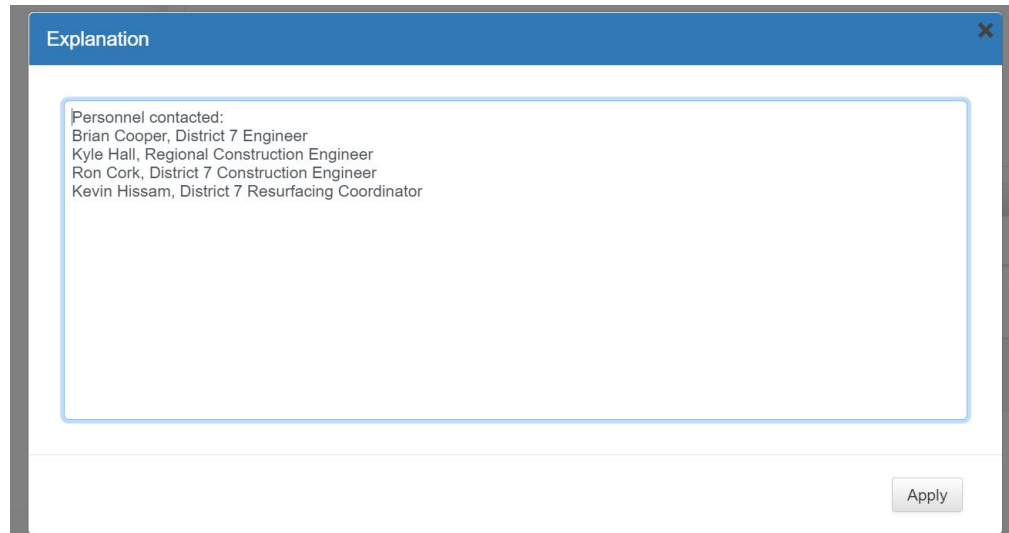
- Place a 01 in the first box
- Personnel contacted:
 - Brian Cooper, District 7 Engineer
 - Kyle Hall, Regional Construction Engineer
 - Miroslav Stanoev, District 7 Construction Engineer
 - Ron Cork, District 7 Area Engineer
 - Kevin Hissam, District 7 Resurfacing Coordinator
- Don't forget to "save" before you move to the next section of the change order.

Magnification of a Text box



The screenshot shows a software interface with a table. The table has two columns: 'Order' and 'Explanation'. The first row has '1' in the 'Order' column and 'Personnel contacted: Brian Cooper, District 7 Engineer' in the 'Explanation' column. A red arrow points to the '1' in the 'Order' column. Another red arrow points to a magnification icon (a magnifying glass) located to the right of the first row's 'Explanation' cell.

- Place a 1 in the Text Box
- On any explanation field, click the magnification button to expand the entire text box.
- Magnified Text Box



The screenshot shows a magnified text box window titled 'Explanation'. The text inside the box reads: 'Personnel contacted: Brian Cooper, District 7 Engineer, Kyle Hall, Regional Construction Engineer, Ron Cork, District 7 Construction Engineer, Kevin Hissam, District 7 Resurfacing Coordinator'. An 'Apply' button is visible at the bottom right of the window.

AWP VS Site Manager

- AWP, work top to bottom to complete the change order

- SM will be from left to right to complete the change order

Home Previous My Pages Actions

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary Save Complete

Contract: 2019001357RK - MAIN STREET

Change Order: 0012 - Progress overrun Amount: 58,133.50 Status: Draft

General Change Order Date Explanations

Increase/Decrease Items 10/14/2021 2

New Items Description * Change Order Revision Number

Time Adjustments Progress overrun

Review Tracking Change Order Type * Approval Date

Approval Tracking 02 - Supp. Agreement

Change Order Item Author * Entered By

Explanations A052915 Harper Chuck A052915 - A052915@wv.gov

Reason * Entered Date

09 - Overrun / Underrun 10/14/2021 8:46:21 AM

Current Approval Round

Change Order Header

Header Items Time Adjustments Explanations

Tentative Verbal Approval Dates:

Federal: 00/00/00 Local: 00/00/00

CO Created by: On: 00/00/00

Status: Draft Approval Level:

Description:

Reason Code:

CO Type:

Override Approval Rules Emergency Work

Increase/Decrease Item

Contract Change Order Summary

▼ Contract: 2019001357RK - MAIN STREET

Change Order: 0012 - Progress overrun Amount: Status: Draft

General ▼ Increase/Decrease Items

Increase/Decrease Items 🔍 Type search criteria or press Enter Advanced

New Items Select Items... 0 marked for dele

Time Adjustments

Contract Claims No rows found matching criteria.

- Select Increase/Decrease Item

- Select Items

Select Items

🔍 Type search criteria or press Enter Advanced

Select: All | None 0 selected

Projects: No Filter Categories: No Filter

Enter search criteria above to see results or Show first 10

Add to Change Order

- 2 ways to add an item to the CO

1. Enter the item # in search bar
2. Click Show first 10

Selecting Multiple Items

- Click each item

- A green checkmark will appear

- Click add to CO

Cont Item Ln Num	Proj Ln Num	Proj - Cat	Item - Descr	Suppl Descr	Unit	Item Src
0020	0020	2019001357RK/0001	408002-001, ASPHALT MATERIAL		GA - GALLON	Original
✓ 0025	0025	2019001357RK/0001	415005-001, STANDARD MILLING		SY - SQUARE YAR	Original
0030	0030	2019001357RK/0001	605012-001, ADJUST INLET TYPE, A & B		EA - EACH	Original
0035	0035	2019001357RK/0001	608001-001, CONCRETE SIDEWALK		SY - SQUARE YAR	Original
✓ 0040	0040	2019001357RK/0001	609002-001, BED COURSE MATERIAL		CY - CUBIC YARD	Original
0045	0045	2019001357RK/0001	609005-001, CURB RAMP		EA - EACH	Original
✓ 0050	0050	2019001357RK/0001	609006-001, DETECTABLE WARNING :		EA - EACH	Original
0055	0055	2019001357RK/0001	610001-001, PLAIN CONCRETE CURB		LF - LINEAR FEE1	Original
✓ 0060	0060	2019001357RK/0001	636006-001, PILOT TRUCK AND DRIVE		DA - DAY	Original
0065	0065	2019001357RK/0001	636008-002, TEMPORARY PAVEMENT		LF - LINEAR FEE1	Original
✓ 0090	0090	2019001357RK/0001	639001-001, CONSTRUCTION LAYOUT		LS - LUMP SUM	Original
0095	0095	2019001357RK/0001	663001-026, EDGE LINE, TYPE II - 6 IN WHITE		LF - LINEAR FEE1	Original
✓ 0100	0100	2019001357RK/0001	663001-026, EDGE LINE, TYPE II - 6 IN YELLOW		LF - LINEAR FEE1	Original
0105	0105	2019001357RK/0001	663002-040, CENTERLINE, TYPE II - 6 YELLOW		LF - LINEAR FEE1	Original
✓ 0110	0110	2019001357RK/0001	663005-010, STOP LINE, TYPE V - 12 II		LF - LINEAR FEE1	Original
0120	0120	2019001357RK/0001	675018-001, ADJUSTING MANHOLE		EA - EACH	Original
0125	0125	2019001357RK/0001	307005-001, AGGREGATE BASE COUF 10		TN - TON	Original
0135	0135	2019001357RK/0001	402001-020, MARSHAL I ASPHALT SKI		TN - TON	Original

Add to Change Order

Items Added

- *The Yellow warning has appeared and will be corrected once you have completed entering the required information for each item.

Contract Change Order Summary

Contract: 2019001357RK - MAIN STREET

Change Order: 0012 - Progress overrun

Proj Ln Num	Proj - CO	Item - Descr	Pending CO Qty	Qty Posted to Dt
0020	2019001357RK - 0001	415005-001 - STANDARD MILLING	3.000	
0020	2019001357RK - 0001	Qty Posted to Dt Appr. DWRs		15,878.620
0040	2019001357RK - 0001	609002-001 - BED COURSE MATERIAL	1.000	
0040	2019001357RK - 0001		0.000	
0050	2019001357RK - 0001	609006-001 - DETECTABLE WARNING S	2.000	
0050	2019001357RK - 0001		9.000	
0060	2019001357RK - 0001	636006-001 - PILOT TRUCK AND DRIVE	0.000	
0060	2019001357RK - 0001		11.000	
0090	2019001357RK - 0001	639001-001 - CONSTRUCTION LAYOUT	0.000	
0090	2019001357RK - 0001		1.000	
0100	2019001357RK - 0001	663001-026 - EDGE LINE, TYPE II - 6 IN	0.000	
0100	2019001357RK - 0001		0.000	

- To enter the information for each item the Expand/Collapse arrow

Add Quantity

▼ Increase/Decrease Items

🔍 Type search criteria or press Enter [Advanced](#)

Select Items...

Proj Ln Num	Proj - Cat	Item - Descr	Pending CO Qty
0025	2019001357RK - 0001	415005-001 - STANDARD MILLING	3.000
▼ Curr Qty	Curr Ext Amt	Qty Posted to Dt Appr DWRs	Qty Posted to Dt
15,513.000	44,987.70	15,878.620	15,878.620

Quantity* ▼ Amount

Unit Price
2.900

Explanations

- Click Change Order Item Explanations Tab

- Click New

Contract Change Order Summary

Contract: 2019001357RK - MAIN STREET

Change Order: 0012 - Progress overrun Amount: 58,133.50 Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Change Order Item Explanations

Search: type search criteria or press Enter Advanced

New

0 added | 0 marked for dele

No rows found matching criteria.

Explanations

Contract: 2019001357RK - MAIN STREET

Change Order: 0012 - Progress overrun Amount: 58,139.98 Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Change Order Item Explanations

Type search criteria or press Enter Advanced

New 1 added 0 marked for deletion 0 changed

Order 1

Order * 1

Explanation * Justification: no change to the unit bid price.

Change Order Items

ContractItem Line Number	ProjectItem Line Number	Category Name	Description	Change Order Item Type
--------------------------	-------------------------	---------------	-------------	------------------------

- Place a 1 for the first explanation
- Place a 2 for the second etc.

Explanation

Reason: After a field review of the item it was discovered to need additional milling was required to complete the project as necessary, see attached for calculations.

Justification: no change to the unit bid price.

Apply

- Explanations require
 1. Reason
 2. Justification
- Click Apply

Associate Change Order Items

The screenshot shows a software interface for a change order. At the top, it displays 'Contract: 2019001357RK - MAIN STREET' and 'Change Order: 0012 - Progress overrun' with an amount of 58,139.98 and a status of 'Draft'. A sidebar on the left contains navigation options like 'General', 'Increase/Decrease Items', and 'New Items'. The main area shows a table with one row for 'Order 1' with the explanation 'Reason: After a field review of the item it was discovered'. An 'Actions' dropdown menu is open over this row, listing options such as 'Associate Change Order Items...', 'Delete', 'Duplicate Row', and 'Exclude from Search Results'. A red arrow points to the dropdown arrow, and another red arrow points to the 'Associate Change Order Items...' option.

- Every item needs Associated

- Click dropdown arrow

- Select Associate Change Order Items

- Multiple items can be selected

The screenshot shows a 'Select Items' dialog box with a table of items. The table has columns for 'ContractItem Line Number', 'ProjectItem Line Number', 'Category Name', 'Description', and 'Change Order Item Type'. Five items are listed, each with a green checkmark in the first column, indicating they are selected. A red arrow points from the 'Associate Change Order Items...' option in the previous screenshot to the first item in this table. At the bottom right of the dialog, there is a button labeled 'Add to Change Order Item Explanation'. Another red arrow points from this button to the corresponding list item in the adjacent text block.

ContractItem Line Number	ProjectItem Line Number	Category Name	Description	Change Order Item Type
0020	0020	0001	ASPHALT MATERIAL	Inc/Dec Item
0025	0025	0001	STANDARD MILLING	Inc/Dec Item
0030	0030	0001	ADJUST INLET TYPE,	Inc/Dec Item
0035	0035	0001	CONCRETE SIDEWALK	Inc/Dec Item
0105	0105	0001	CENTERLINE, TYPE II - 6 IN	Inc/Dec Item

- Add to CO Item Explanation

Un-Associate Items

Contract: 2019001357RK - MAIN STREET

Change Order: 0012 - Progress overrun Amount: 58,139.98 Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Change Order Item Explanations

Type search criteria or press Enter Advanced Showing 1 of 1

New 0 added 0 marked for deletion 0 changed

Order 1 Explanation Reason: After a field review of the item it was discovered

Order 1

Explanation Reason: After a field review of the item it was discovered to need additional milling was required to complete the project as

Change Order Items

ContractItem Line Number	ProjectItem Line Number	Category Name	Description	Change Order Item Type
0020	0020	0001	ASPHALT MATERIAL	Inc/Dec Item
0025	0025	0001	STANDARD MILLING	Inc/Dec Item
0030	0030	0001	ADJUST INLET TYPE,	Inc/Dec Item

- If an explanation is associated to the item by accidently it can be deleted by clicking the trashcan.

- Don't forget to save.

Add New Items

Home Previous My Pages

Contracts Change Orders Contract Administration Contract Documentation Contract Progress

Contract Change Order Summary

Contract: 2019001357RK - MAIN STREET

Change Order: 0012 - Progress overrun Amount: 58,133.50

General

Increase/Decrease Items

New Items

Time Adjustments

Contract Claims

Review Tracking

Approval Tracking

Force Accounts

Plan Discrepancies

Change Order Item Explanations

Change Order Date
10/14/2021

Description *
Progress overrun

Change Order Type *
02 - Supp. Agreement

Author *
A052915
Harper Chuck

Reason *
09 - Overrun / Underrun

• Click New Items

New Items

Select New Item

Reference Item *

Q [Begin typing to search or press Enter]

Item Description

Unit of Measure

Q Type search criteria or press Enter [Advanced] Showing 1 of 1

Select: All | None

Project	Project Description	Category
2019001357RK	MAIN STREET	0001

- Type the Item # or Name of the Item

Select New Item

Reference Item *

Q 20

Item Description

UNCLASSIFIED EXCAVATION

Unit of Measure

CY - CUBIC YARD

Q 201008-001

Item Description	Category	Category Description
UNCLASSIFIED EXCAVATION	0001	ROADWAY

Showing 10 of 299

Add to Change Order

- Select the Item

Category

Select New Item

Reference Item *
109001-001
SUPPLEMENTAL FUNDING LS - LUMP SUM

Item Description
SUPPLEMENTAL FUNDING

Unit of Measure
LS - LUMP SUM

Type search criteria or press Enter
Advanced Showing 1 of 1
Select: All None

Projects: No Filter Categories: No Filter

Project	Project Description	Category	Category Description
2019001357RK	MAIN STREET	0001	ROADWAY

Add to Change Order

Select New Item

Reference Item *
207001-001
UNCLASSIFIED EXCAVATION CY - CUBIC YARD

Item Description
UNCLASSIFIED EXCAVATION

Unit of Measure
CY - CUBIC YARD

Type search criteria or press Enter
Advanced Showing 1 of 1
Select: All None

Projects: No Filter Categories: No Filter

Project	Project Description	Category	Category Description
<input checked="" type="checkbox"/> 2019001357RK	MAIN STREET	0001	ROADWAY

1 selected

Add to Change Order

- The Category Must be selected for each New Item
- Select the Project
- Green check will appear
- Click Add to CO

New Item Line Numbers

- 9000 for Participating
- 8000 for Non-Participating
- Sequence the item by 5
- 8000,8005, 8010 ect.

▼ New Items

Q Type search criteria or press Enter Advanced

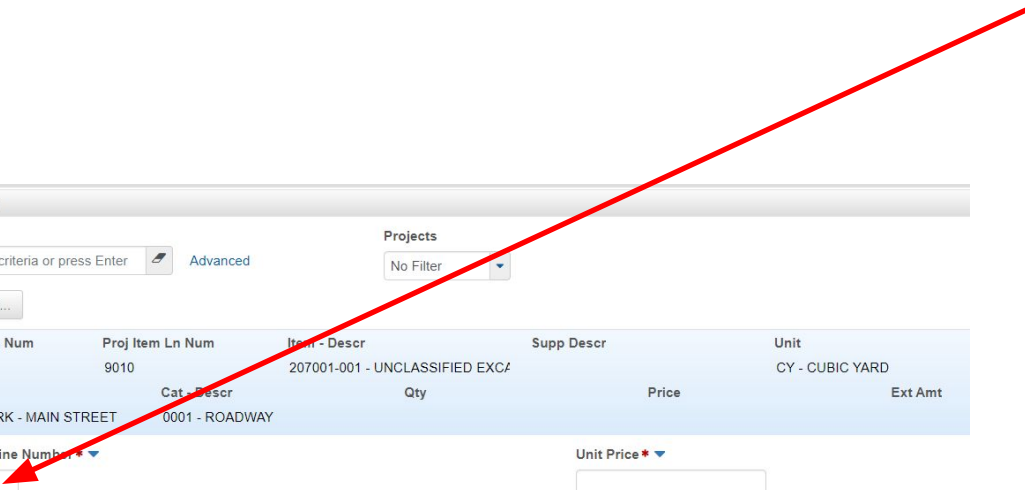
Select New Item...

Cont Item Ln Num	Proj Item Ln Num	Item - Descr	Supp Descr	Unit
9010	9010	207001-001 - UNCLASSIFIED EXC/		CY - CUBIC YARD
Proj - Descr	Cat - Descr	Qty	Price	Ext Amt
2019001357RK - MAIN STREET	0001 - ROADWAY			

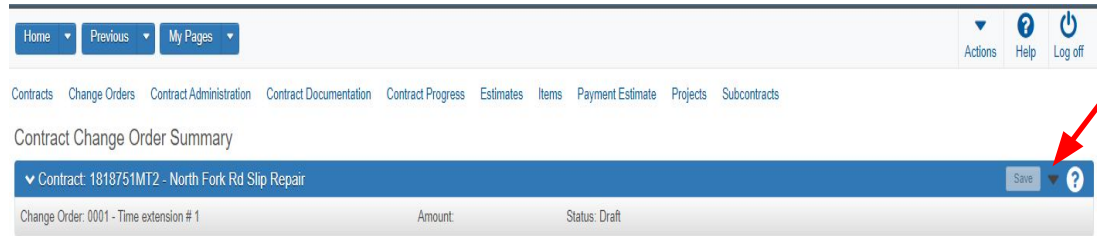
Contract Item Line Number Unit Price

Project Item Line Number Extended Amount

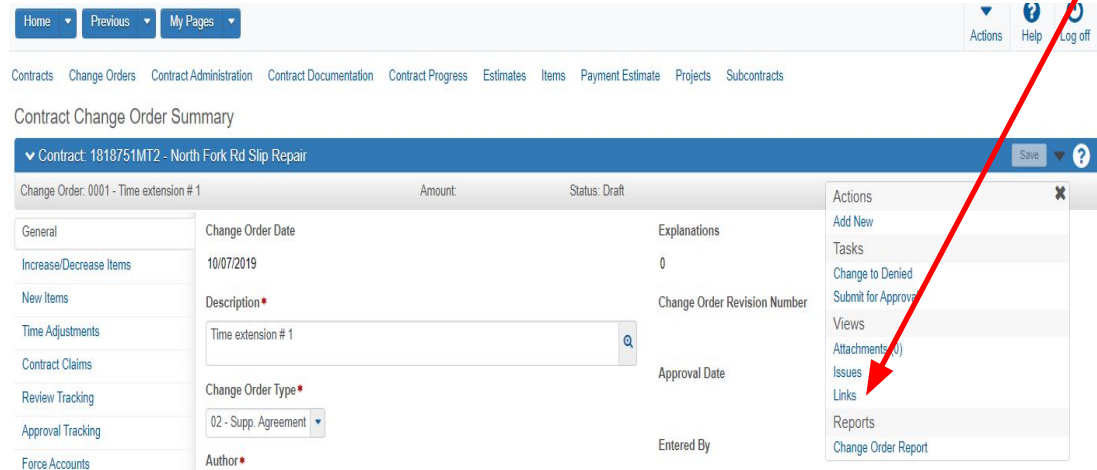
Quantity Supplemental Description



How to Attach Links



- From the CO summary page
- Click the Component Action Menu



- Select the Links

Links

Home Previous My Pages Actions

Links Overview

Links For Change Order

Type search criteria or press Enter Advanced

New 1 added 0 marked for deletion

Link Additional Roles Count URL

0

Link Name Description

Home Previous My Pages

Links Overview There are unsaved changes.

Links For Change Order

Type search criteria or press Enter Advanced

New

Link Additional Roles Count

0

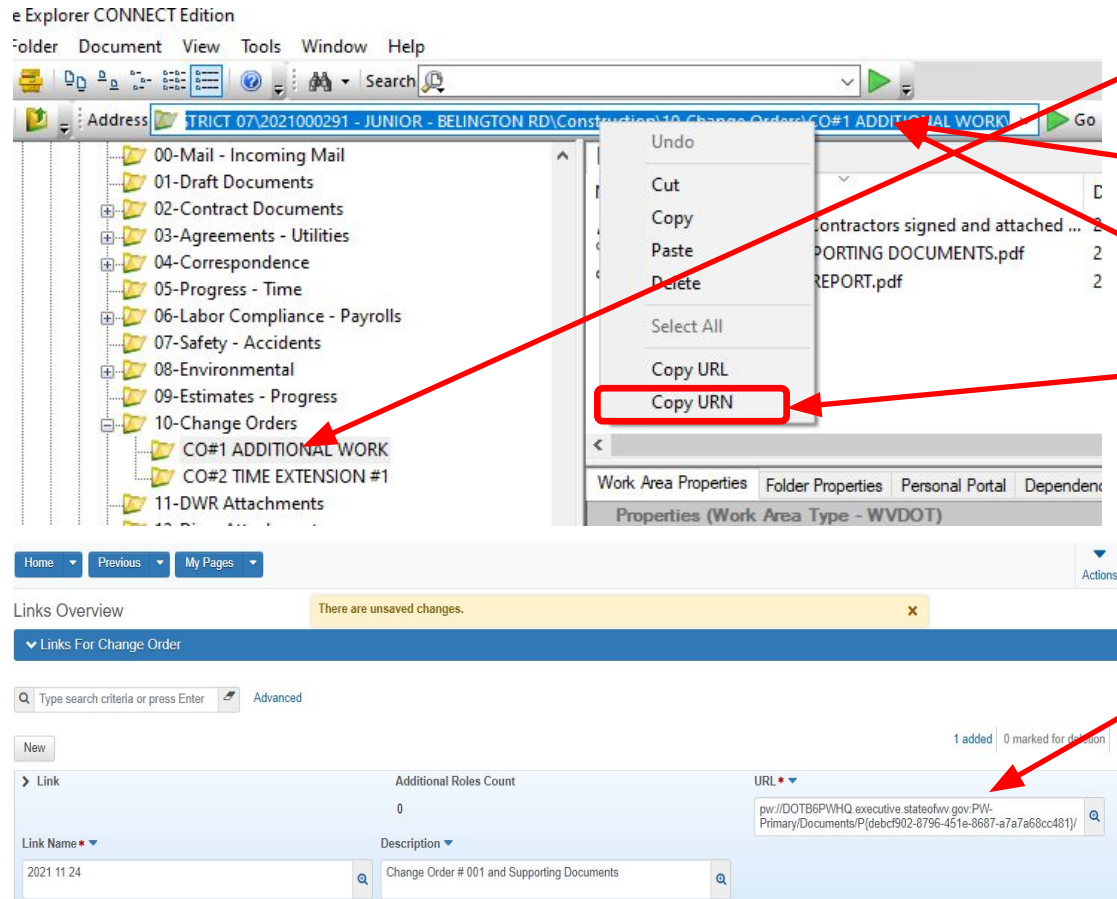
Link Name Description

2021 11 24 Change Order # 001 and Supporting Documents

Up to 256 characters

- Link Name
 - Today's Date
- Description
 - Change Order #001 and supporting documents

PW Links



- Click the folder.
- Select the link in address bar.
- Right Click
- Copy URN

- Paste the copied URN

Links

Home Previous My Pages Actions Help

Links Overview Save Complete x

Links For Change Order Save

Type search criteria or press Enter Advanced Showing 1 of 1

New 0 added 0 marked for deletion 0 changed

Link	Additional Roles Count	URL
2021 11 24	0	pw://DOTB6PWHQ.executive.stateofwv.gov/PW-Primary/Documents/P(debc902-8796-451e-8687-a7a7a68cc481)

Link Name Description

2021 11 24 Change Order #001 and Supporting Documents

- Click Save

- Save Complete Notification

- Link to PW

- Click the link to make sure it works

Change Order Review Tracking

Contract Change Order Summary

Contract: TEST3210 - Test Project

Change Order: 0002 - Final Overrun/Underun and Final Adjustment Change Order Amount: 55.00 Status: Draft

General	Change Order Date	10/03/2022	Explanations	0
Increase/Decrease Items	Description *	Final Overrun/Underun and Final Adjustment Change Order	Change Order Revision Number	1
New Items	Change Order Type *	2 - Supp. Agreement	Approval Date	
Time Adjustments	Author *	A052915 Harper Chuck	Entered By	A052915 - WWDOTAD/A052915
Review Tracking	Reason *	no - Current / 1 Underun	Entered Date	04/07/2022 10:19:33 AM
Approval Tracking			Current Approval Round	
Change Order Item Explanations				

Actions

- Add New
- Tasks
- Submit for Approval
- Views
- Attachments (0)
- Issues
- Links
- Reports
- Change Order Report

- The project supervisor will submit for approval.