

Connecticut DOT

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CONSTRUCTION DIRECTIVE

Construction A	Administrator

Revised Construction Order Processing and Documentation Requirements for FTA-funded Projects

The Construction Manual addresses extra work and Construction Order (Change Order) processing requirements in Volume 1, Chapters 6 and 8. The following additional requirements shall henceforth apply for FTA-funded projects:

- When it is necessary to add a new work item into the Contract, and the Contractor has been requested to propose an agreed price, an independent cost estimate is to be prepared by the Project staff prior to receiving the Contractor's proposed price. Said cost estimate is to be signed and dated, and will be the starting point for future negotiations with the Contractor. It is to be placed in the Project records with the pertinent Construction Order.
- Contractor payments are not to be made until the Construction Order has been approved in the project management reporting system (SiteManager).
- The current requirement that Construction Orders be sent to the Contractor within 60 days of initiation is reduced to 30 days.
- The use of cost-plus to pay for extra work on FTA-funded projects is discouraged, but if a price cannot be agreed upon for necessary extra work, all of the following documentation shall be placed in the Project records:
 - determination that work must proceed prior to agreement on price in order to avoid delay,
 - o determination that the extra work price negotiations are at an impasse, and
 - o a copy of the Notice to Proceed to the Contractor for the extra work that includes the ceiling price that the Contractor is not to exceed except at its own risk.

These revisions are the direct result of an audit of DOT Construction operating procedures relative to Construction Orders on FTA-funded projects.

These revisions will appear in the next Construction Manual Update. Project personnel shall immediately implement these changes on all FTA-funded projects.