



CD-2017-6  
Project Modifications and Contingency Management

- If a Project Modification is required after the initial project budgets have been established just after Contract award, the contingency shall be recalculated and entered on a Project Reconciliation Sheet as described above. The calculations supporting the revised contingency amount shall be attached to the Project Reconciliation Sheet submitted to the Capital Projects Unit and retained in the project records. Unless requested by the Capital Projects Unit, Project Modifications are not required for the sole purpose of adjusting the contingency amount.
  
- The Project Reconciliation sheet has been updated to clarify the project end date. The previously labeled “*Estimated Completion Date*” has been replaced by the newly added fields “*Original Contract End Date*” and “*Revised Completion Date*”.
  - The Original Contract End Date is the anticipated contract completion date established in the Notice to Proceed letter. The contract completion date is based upon either the original contract duration or, in the case of a fixed end date contract, the date established by the Contract.
  - The Revised Completion Date is determined by adding approved time extensions to the Original Contract End Date.
  - Project staff should note any pending or potential changes to the contract completion date in the justification section of the Project Reconciliation Sheet.

The revised Construction Reconciliation Form is available in the ProjectWise 04.1-Construction Libraries > 4.200-Approved Forms and Inspection Checklists folder as a Microsoft Excel fillable workbook with a file name of, 20170214 Reconciliation Sheet.