

<b>The University of British Columbia Land and Building Services</b>		<b>Change Orders &amp; Amendments</b>	
<b>Work Procedure</b>		<b>I-D-28</b>	
<b>Prepared by:</b> Frank Geyer	<b>Approved by:</b> David Barnes	<b>Issue Date:</b> 25 October 2002	
		<b>Replaces:</b> 27 May 2001	

## **1. Application**

This procedure is to be used for the processing of change orders on all UBC Land & Building Services managed projects.

## **2. References**

I-D-05	External Consultants & General Contractors Contracts
I-D-15	Project Estimates (Work Requests Greater Than \$1,000)
I-D-18	Minor Capital & Capital Maintenance Projects
I-D-20	Submissions for Contracting Out
I-D-23	Departmental Funded Projects

## **3. Definitions**

Refer to document I-D-04, Projects – Definitions.

## **4. Procedures**

### **A. CONSTRUCTION CHANGE ORDERS**

#### **I. Changes To The Work Within The Project Scope**

1. Change Orders should be kept to an absolute minimum on projects. However, site conditions unforeseen at the time of design may from time to time necessitate revisions to construction documents by the design professionals or building inspectors, resulting in additional costs or time. Such cases will require issuance of a “Change Order” by the Design Leader to the Project Coordinator or Contractor, which must approved by the Project Manager and paid for out of the project contingency funds allowed for in the Project Budget.
2. The Design Manager shall ensure that the Design Leader, if a consultant, has copies of the necessary change order forms both in a hard copy reproducible paper format and a soft copy computer program format before construction starts.
3. If, during the construction phase, a change to the original construction documents is deemed necessary by any member of the Design Team, the Design Leader, with necessary input from the other design professionals, shall prepare and issue a Contemplated Change Order (CCO) using the upper section of the Record of Change (ROC) form (*Record of Change - <rev. date>.xls* - attached as [Schedule A](#)), describing the change needed and reason for the change, and requesting a response with the estimated cost and time adjustment needed to complete the change. Back-up information such as sketches, special instructions, etc. must be attached to each copy. The CCO must be signed-off by the Design Leader and issued as follows:

- a) On **in-house** construction projects, only one original of the ROC need be prepared and issued to the Project Coordinator, with the Design Leader keeping a copy;
  - b) On **outsourced** construction projects, three originals of the ROC need be prepared and issued to the Contractor, with the Design Leader keeping a copy.
4. If the Project Coordinator or Contractor is made aware of the possible need for a Change Order due to discovered site conditions by the site staff, a Request for Change Order (**RFC**) form shall be prepared (*Request for Change Order - <rev. date>.xls* - attached as [Schedule C](#)):
- a) On **in-house** construction projects, the Project Coordinator shall, with the assistance of the Site Supervisor (if assigned), trades, contractors and Scheduler, estimate the cost (using the *Cost Breakdown - <rev. date>.xls* form attached as [Schedule B](#)), and schedule impacts of the possible change, complete and sign-off the RFC, attach the completed and signed-off Cost Breakdown form, and submit the package to the Design Leader for consideration and issuance of a CCO.
  - b) On **outsourced** construction projects, the Contractor shall, with the assistance of sub-contractors, estimate the cost and schedule impacts of the possible change, complete and sign-off the RFC form, attach a cost breakdown on the Contractor's letterhead, and submit the package to the Design Leader for consideration and issuance of a CCO.

If, after site review, the Design Leader deems the request legitimate, a CCO shall be prepared. If rejected, a site meeting involving the Project Coordinator or Contractor and the Design Leader must take place to resolve the issue.

5. Upon receipt of the CCO and within five (5) working days of its issuance:
- a) On **in-house** construction projects, the Project Coordinator shall, with the assistance of the Site Supervisor (if assigned), Estimators, Trade Heads, sub-contractors and Scheduler as necessary, review the CCO, estimate the cost (using the *Cost Breakdown - <rev. date>.xls* form attached as [Schedule B](#)), and schedule impacts of the proposed change, complete the "Impact on Construction" section of the ROC, attach the Cost Breakdown form, sign-off both the ROC and Cost Breakdown forms and return the package to the Design Leader.
  - b) On **outsourced** construction projects, the Contractor shall, with the assistance of sub-contractors as necessary, review the CCO, estimate the cost and schedule impacts of the proposed change, complete the "Impact on Construction" section of the ROC, attach a cost breakdown on the Contractor's letterhead, sign-off all three copies of the ROC and return the package to the Design Leader.
6. The Design Leader shall review the cost and time adjustment given by the Project Coordinator or Contractor vis-à-vis appropriateness with the work requested and the remaining project contingency available, and shall either accept or reject the cost and time adjustment. If rejected, a discussion between the Design Leader and Project Coordinator or Contractor shall take place immediately, resulting in either a revised estimate based on negotiation, the design of the CCO revised and re-costed, or the CCO abandoned, with the results confirmed in writing. Under no circumstances shall the resolution take longer than three (3) working days of receipt of the completed CCO from the Project Coordinator or Contractor.
7. If the CCO cost and time adjustment is accepted, the Design Leader shall prepare a Change Order using the lower section of the ROC, incorporating the same information as the CCO. The Change Order package (including the Change Order, CCO and Cost Breakdown) must be signed-off by both

the Design Leader and Design Manager, and recommended to the Project Manager for review and approval within three (3) working days of receipt of the completed CCO from the Project Coordinator or Contractor.

8. The Project Manager shall review the proposed Change Order vis-à-vis appropriateness with the work requested and the remaining project contingency available, and shall either approve or reject it. If rejected, a discussion between the Project Manager, Design Leader and Project Coordinator or Contractor must take place, resulting in either a revised estimate based on negotiation, the design of the Change Order revised and re-costed, or the Change Order abandoned, with the results confirmed in writing.
9. If the Change Order is approved, the Project Manager shall sign-off the Record of Change form(s) and forward the package(s) to the Projects Office Clerk to:
  - a) In the “C4000 Contingencies” Work Request screen (must be in “Edit” mode):
    - i) In the “Distribution” screen, insert a new distribution “Amount” by deducting the value of the Change Order (including taxes) from the old distribution amount, and carry over all other fields information from the old distribution (except for “Start Date” which is auto-set and “Expire Date” which is left blank);
    - ii) Still in the “Distribution” screen, expire the old distribution by setting the “Expire Date” to the current date;
    - iii) Reduce the “Budget” to match the new distribution amount (accessed via “More” button in upper section); and
    - iv) Indicate the Change Order in the “Expectations” window by typing “< date >: Drawdown of Contingency for CO #< >, <Contractor’s Name> by \$< amount >”;
  - b) If the change order affects a Project Contract, access the Project Contract screen for the contract in question and make a note of the remaining “Balance” of the contract, as well as the “Cnt Line” of where the Change Order is to be made.
  - c) In either the “C2000 External Construction” or “C2150 PlantOps Construction” Work Request screen (must be in “Edit” mode):
    - i) In the “Distribution” screen:
      - a] if “Actual” has already been selected and the “Percent” set to “100%”, insert a new distribution as in [Clause A.I.9. a\) i\)](#) above, only with the “Amount” set to the balance of the contract (from the Project Contract screen above), and expire the old distribution as in [Clause A.I.9. a\) ii\)](#) above; or
      - b] if “Actual” and the “Percent” = 100% has not already been selected, do not expire the old distribution; and
      - c] insert a new distribution for the Change Order (including taxes) value as in [Clause A.I.9. a\) i\)](#) above.
    - ii) Increase the “Budget” (accessed via “More” button in upper section) by the amount of the Change Order (including taxes); and
    - iii) Indicate the Change Order in the “Expectations” window by typing “< date >: CO #< >, \$< amount >” and adding particulars;
  - d) On **in-house** construction projects:

- i) Forward one copy of the executed ROC package each to the Project Coordinator and Design Leader, and one copy to the Service Centre Coordinator who shall:
    - a) update the “C2150 PlantOps Construction” Work Request trade hours, material, equipment and contract costs (accessed via “More” button in lower section) based on the Cost Breakdown Scheduling Data Sheet ([Schedule B](#));
    - b) forward a copy of the package to the Scheduler for necessary adjustment to the construction resource schedule, taking into account the additional trade hours and schedule extension; and
    - c) advise the Project Coordinator when process complete.
  - ii) Return the original ROC to the Project Manager for filing in the Project Binder.
  - e) On **outsourced** construction projects:
    - i) Access Project Contract Change Order screen and enter the Change Order No., Description and Change Order Total Amt. for the Contract No. (accessed via zoom function) and set the Status Code to “05-OPEN”;
    - ii) Advise the Project Manager to change the Status Code to “30-APPROVED” (on change orders exceeding \$10,000 in value, Associate Director-Project Services to change Status Code); and
    - iii) Mail one original ROC to each of the Contractor and Design Leader, send one copy to the LBS Purchasing Clerk for filing, and return the third original ROC to the Project Manager for filing in the Project Binder.
10. Upon receipt of the approved Change Order:
- a) On **in-house** construction projects, the Project Coordinator shall:
    - i) forward copies of the approved ROC (including Cost Breakdown and Scheduling Data Sheet) to the Site Supervisor (if assigned) and affected Trade Heads, update construction cost data and file the Record of Change documentation in the Project Binder; and
    - ii) arrange for the execution of the change in the Work.
  - b) On **outsourced** construction projects, the Contractor shall advise the site staff and sub-contractors of the change (forwarding copies of the approved ROC as deemed necessary), and arrange for the execution of the change in the Work.
11. **Under no circumstances shall any change in the work proceed without an approved Change Order issued by the Project Manager.**

## **II. Changes To The Work Outside The Project Scope**

1. If a change is initiated by the Customer and mutually deemed an increase in Project scope by the Project Manager and Customer, the Project Manager shall forewarn the Customer of the possible impact on the Project Budget. If acceptable to the Customer in writing, the Project Manager shall instruct the Design Leader to prepare necessary Contemplated Change Order documentation.
2. The Design Leader, with necessary input from the other design professionals, shall prepare and issue to the Project Coordinator or Contractor a Contemplated Change Order (CCO) using the upper section of the *Record of Change - <rev. date>.xls* form (attached as [Schedule A](#)), describing the

change needed and reason for the change, and requesting a response with the estimated cost and time adjustment needed to complete the change. The CCO must be signed-off by the Design Leader.

3. Refer to Steps A.I.5. through A.I.7. above.
4. The Project Manager shall review the proposed Change Order vis-à-vis appropriateness with the work requested and shall either recommend it for acceptance by the Customer or reject it. If rejected by the Project Manager, a discussion between the Project Manager, Design Leader and Project Coordinator or Contractor must take place, resulting in either a revised estimate based on negotiation, the design of the Change Order revised and re-costed, or the Change Order abandoned, with the results confirmed in writing.

At this time, the Project Manager shall also:

- a) Consider any request for fee amendment by the Design Leader (refer to [Division C](#));
  - b) Decide whether an amendment to the project budget is needed, or whether the cost of Change Order can be accommodated within remaining contingency; and
  - c) If the construction was agreed to be outsourced via the University's Contracting Out Committee, prepare and submit a Contracting Out Request Form for the added scope of work and obtain necessary approval.
5. Once the Change Order is accepted by the Project Manager by way of sign-off, the Record of Change form shall be submitted to the Projects Data Clerk for logging in and obtaining review and sign-off by the Associate Director-Project Services.

If an amendment to the project budget is required, the Project Manager shall also complete and arrange for sign-off a Project Budget Amendment form (*Project Budget Amendment - <rev. date>.xls* - attached as [Schedule D](#)) incorporating impacts to the construction, design and other budgeted costs. The complete package shall contain the Project Budget Amendment, Record of Change, Design Leader's fee amendment request and any other support documentation.

6. If the Change Order (and Project Budget Amendment, if necessary) is recommended by the Project Manager, it shall be presented to and approved by the Customer in person.
7. Once approved, the process described in Steps A.I.9. through A.I.11. above shall be followed. The Projects Office Clerk shall also update the Project Definitions Budget field based on the Project Budget Amendment.

## **B. MINOR WORKS CHANGE ORDERS**

1. Extra work should be kept to an absolute minimum on minor work jobs. However, site conditions unforeseen at the time of initial site meeting and scope definition, or additional work requested by the Customer may from time to time necessitate revisions to the Minor Works Estimate. Such cases will require preparation and issuance of an "Extra Work Order" (*Extra Work Order - <rev. date>.xls* form attached as [Schedule E](#)) by the Minor Works Supervisor, which must be:
  - reviewed and sign-off by the Manager, Project Trades;
  - presented in person by the Minor Works Supervisor to the Customer; and
  - approved and signed off by the Customerprior to any extra work taking place.

2. Once approved, the Extra Work Order is to be sent to the Project Trades Clerk who shall forward one copy of the EWO package to the Minor Works Supervisor, file the original, and forward one copy to the Service Centre Coordinator who shall:
  - a) update the Work Request Data, including adjustment of Phase appropriations and trade hours based on the Cost Breakdown Scheduling Data Sheet, and updating notes;
  - b) print out amended Work Request Phases to the trade shops on the shop printers; and
  - c) advise the Project Trades Clerk when process complete.

### **C. ARCHITECTURAL & ENGINEERING FEE AMENDMENTS**

1. If a change is initiated by the Customer and mutually deemed an increase in Project scope by the Project Manager and Customer, requiring additional design and/or field services from the Design Leader and/or any member of the Design Team, an amendment to the original fee proposal may be requested by the Project Architect or Consultant to the Project Manager. Requests for additional fee without corresponding evidence of change to the original scope of architectural/engineering services may be rejected by the Project Manager.
2. For in-house or in-house-managed outsourced designs, any design budget amendments deemed necessary and defensible by the Consultant and/or Project Architect must be made in writing to the Design Manager, accompanied by a "Fee Amendment" form (*Fee Amendment - <rev. date>.doc* - attached as [Schedule F](#)) and complete with back-up documentation. The Project Architect and Design Manager shall review and sign-off on the amendment, and submit to the Project Manager for approval prior to taking on any amended design work.
3. For fully outsourced designs, any design budget amendments deemed necessary and defensible by the Consultant must be made in writing on the Consultant's letterhead, complete with back-up documentation, to the Project Manager for review and issuance of a Fee Amendment if approved, prior to taking on any amended design work.
4. The Project Manager shall review the proposed amendment and either:
  - a) Approve the request if it is deemed legitimate and contingency funds will be used to cover the additional costs;
  - b) Recommend approval of the request and attach the form to the Project Budget Amendment form for presentation/approval to the Associate Director-Project Services and the Customer in additional budget is required; or
  - c) Reject the request, prompting a discussion between the Project Manager, Design Leader (Consultant and/or Project Architect) and the Design Manager, resulting in either a revised fee amendment based on negotiation, the withdrawal of the fee amendment request, or the reduction or abandonment of the proposed scope, with the results confirmed in writing.
5. If the Project Manager approves the request for fee amendment for payment out of contingency funds, the Project Manager shall sign-off the bottom of the Fee Amendment form and forward the package to the Design Office Clerk.

If the request for fee amendment is recommended by the Project Manager as part of a scope change or budget increase package, it must be presented to and approved by the Customer, the Projects Data Clerk advised of the new design budget (to update the Projects Office Assignment/Status Report), and the signed-off package forwarded to the Design Office Clerk.



6. The Design Office Clerk shall:
    - a) In the “C4000 Contingencies” Work Request screen (must be in “Edit” mode):
      - i) In the “Distribution” screen, insert a new distribution “Amount” by deducting the value of the Fee Amendment (including taxes) from the old distribution amount, and carry over all other fields information from the old distribution (except for “Start Date” which is auto-set and “Expire Date” which is left blank);
      - ii) Still in the “Distribution” screen, expire the old distribution by setting the “Expire Date” to the current date;
      - iii) Reduce the “Budget” to match the new distribution amount (accessed via “More” button in upper section); and
      - iv) Indicate the Amendment in the “Expectations” window by typing “< date >: *Drawdown of Contingency for Fee Amdt #< >, < Consultant’s Name > by \$< amount >*”;
    - b) If the change order affects a Project Contract (consultant agreement), access the Project Contract screen for the agreement in question and make a note of the remaining “Balance” of the contract, as well as the “Cnt Line” of where the Change Order is to be made.
    - c) In the “C1000 Consultants” Work Request screen (must be in “Edit” mode):
      - i) In the “Distribution” screen:
        - a) if “Actual” has already been selected and the “Percent” set to “100%”, insert a new distribution as in [Clause D.6. a\) i](#)) above, only with the “Amount” set to the balance of the agreement (from the Project Contract screen above), and expire the old distribution as in [Clause D.6. a\) ii](#)) above; or
        - b) if “Actual” and the “Percent” = 100% has not already been selected, do not expire the old distribution; and
        - c) insert a new distribution for the Fee Amendment (including taxes) value as in [Clause D.6. a\) i](#)) above.
      - ii) Increase the “Budget” (accessed via “More” button in upper section) by the amount of the Fee Amendment (including taxes);
      - iii) If all or part of the Fee Amendment is for Design Office and/or Technical Services costs, amend the hours and/or other estimated costs in the Phase 07 and/or 04 (accessed via “More” button in lower section) accordingly; and
      - iv) Indicate the Amendment in the “Expectations” window by typing “< date >: *Design Fee Amdt #< >, \$< amount >*” and adding particulars;
    - d) Distribute a copy of the package to the Project Manager (for filing in the Project Binder), to the LBS Purchasing Clerk for filing, and to the Project Architect (if in-house managed outsourced design), with the original Fee Amendment sent to the Consultant or Project Architect.

The Project Architect in turn shall forward copies of the approved Fee Amendment as necessary to the Consultant (if in-house managed outsourced design) and Design Team.
7. The Consultant or Project Architect and the Design Team shall commence the additional design work as approved.

## **5. Schedules**

1. [Record of Change Forms](#)
2. [Cost Breakdown Forms](#)
3. [Request for Change Order Form](#)
4. [Project Budget Amendment](#)
5. [Extra Work Order Form](#)
6. [Fee Amendment Forms](#)



# SCHEDULE A



**UBC Plant Operations**  
**LBS Projects Services**  
 2329 West Mall  
 Vancouver, BC Canada V6T 1Z4  
 Tel: (604) 822-2172 Fax: (604) 822-6969

## RECORD OF CHANGE

(In-house Construction)

Project: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Project Coordinator: \_\_\_\_\_  
 Design Leader: \_\_\_\_\_

Change Order No.: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Project No.: \_\_\_\_\_  
 Construction W/R No.: **(incl. phase #)** \_\_\_\_\_  
 Contingency W/R No.: **(incl. phase #)** \_\_\_\_\_

### CONTEMPLATED CHANGE ORDER

The following describes proposed changes to the construction documents for this project. Unless noted below, work is not to proceed until authorization by way of a Change Order is received. All material and workmanship are to be as described in the construction documents unless otherwise stated. The Project Coordinator is to return a signed copy of this form to the Design Leader within five (5) working days with the impacts to the construction price and completion filled out below and a Cost Breakdown form attached thereto.

**Description of Change:** (refer also to attachments for details)

**Reason for Change:**

Initiated By:  Design Leader  Consultant  Project Coordinator  Project Manager  Client  Other:

<b>Prepared By:</b> (Design Leader/Consultant)	Signature	Name	Position	Date
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**Impact on Construction:** (to be completed by Project Coordinator - refer to attached Cost Breakdown)

The Construction Price will have to be  increased by:  reduced by: \$ \_\_\_\_\_  
 Construction completion will have to be  extended by:  shortened by: \_\_\_\_\_ working days

<b>Estimated By:</b>	Signature	Name	Position Project Coordinator	Date
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### CHANGE ORDER

The following authorizes changes to the construction documents for this project as described above.

The Construction Price is hereby  increased by:  reduced by: \$ \_\_\_\_\_

Comments \_\_\_\_\_

Original Contingency:	\$ _____	<b>Original Construction Price:</b>	\$ _____
Less: Contingency Used To Date:	- \$ _____	<b>Changes to Date:</b>	\$ _____
Less: This Charge:	- \$ _____	<b>This Change:</b>	\$ _____
Remaining Contingency:	\$ _____	<b>Revised Construction Price:</b>	\$ _____

<b>Recommended By:</b> (Design Leader/Consultant)	Signature	Name	Position	Date
<b>Reviewed By:</b>	Signature	Name	Position Design Manager	Date
<b>Reviewed/Approved By:</b>	Signature	Name	Position Project Manager	Date
<b>Associate Director Approval</b> (Scope Change*)	Signature	Name	Position A/D Project Services	Date
<b>Client/Project Leader</b> <b>Approval</b> (Scope Change*)	Signature	Name	Position	Date

\* - Budget Amendment form also to be filled out, attached for Client/Project Leader approval

Copies to:

- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> Project Manager<br>Fax: 822-0857 | <input type="checkbox"/> Design Leader/Consultant<br>Fax: _____ | <input type="checkbox"/> Project Coordinator<br>Fax: 822-0857 | <input type="checkbox"/> Cable Facilities<br>Fax: 822-2108 | <input type="checkbox"/> Client/Project Leader<br>Fax: _____ |
| <input type="checkbox"/> Projects Data Clerk              | <input type="checkbox"/> _____<br>Fax: _____                    | <input type="checkbox"/> _____<br>Fax: _____                  | <input type="checkbox"/> _____<br>Fax: _____               | <input type="checkbox"/> Work Control<br>Fax: 822-6969       |



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**LBS Projects Services**  
 2329 West Mall  
 Vancouver, BC Canada V6T 1Z4  
 Tel: (604) 822-2172 Fax: (604) 822-6969

**RECORD OF CHANGE**

(Contractor)

Project: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Design Leader: \_\_\_\_\_

Change Order No.: \_\_\_\_\_  
 Contract No.: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Project No.: \_\_\_\_\_  
 Construction W/R No.: **(incl. phase #)**  
 Contingency W/R No.: **(incl. phase #)**

**CONTEMPLATED CHANGE ORDER**

The following describes proposed changes to the construction documents for this project. Unless noted below, work is not to proceed until authorization by way of a Change Order is received. All material and workmanship are to be as described in the construction documents unless otherwise stated. The Contractor is to return a signed copy of this form to the Design Leader within five (5) working days with the impacts to the construction price and completion filled out below and a cost breakdown on Contractor's letterhead attached thereto.

**Description of Change:** (refer also to attachments for details)

**Reason for Change:**

Initiated By:  Design Leader  Consultant  Contractor  Project Manager  Client  Other:

<b>Prepared By:</b> (Design Leader/Consultant)	Signature	Name	Position	Date
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**Impact on Construction:** (to be completed by Contractor - refer to attached cost breakdown)

The Construction Price will have to be  increased by:  reduced by: \$ \_\_\_\_\_  
 Construction completion will have to be  extended by:  shortened by: \_\_\_\_\_ working days

<b>Estimated By:</b> (Contractor)	Signature	Name	Position	Date
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**CHANGE ORDER**

The following authorizes changes to the construction documents for this project as described above.

The Construction Price is hereby  increased by:  reduced by: \$ \_\_\_\_\_

Comments \_\_\_\_\_

Original Contingency:	\$ _____	<b>Original Contract Price:</b>	\$ _____
Less: Contingency Used To Date:	- \$ _____	<b>Changes to Date:</b>	\$ _____
Less: This Charge:	- \$ _____	<b>This Change:</b>	\$ _____
Remaining Contingency:	\$ _____	<b>Revised Contract Price:</b>	\$ _____

<b>Recommended By:</b> (Design Leader/Consultant)	Signature	Name	Position	Date
<b>Reviewed By:</b>	Signature	Name	Position Design Manager	Date
<b>Reviewed/Approved By:</b>	Signature	Name	Position Project Manager	Date
<b>Associate Director Approval</b> (Scope Change*)	Signature	Name	Position A/D Project Services	Date
<b>Client/Project Leader Approval</b> (Scope Change*)	Signature	Name	Position	Date

\* - Budget Amendment form also to be filled out, attached for Client/Project Leader approval

**Copies to:**

- Project Manager Fax: 822-0657
- Design Leader/Consultant Fax: \_\_\_\_\_
- Contractor Fax: \_\_\_\_\_
- Cable Facilities Fax: 822-2108
- Client/Project Leader Fax: \_\_\_\_\_
- Projects Data Clerk Fax: \_\_\_\_\_
- Work Control Fax: 822-6969





# SCHEDULE C



**UBC Plant Operations**  
**LBS Projects Services**  
 2329 West Mall  
 Vancouver, BC Canada V6T 1Z4  
 Tel: (604) 822-2172 Fax: (604) 822-6969

## REQUEST FOR CHANGE ORDER

Project: _____	Request for C.O. No.: _____
Location: _____	Date: _____
To: _____	Project No.: _____
Department/Firm: _____	Work Request No.: _____

**Detailed Description of Extra Work Required:**

Design Required

**Reason for Extra Work:**

**Impact on Construction:**

The Construction Price\* will have to be  increased by:  reduced by: \$ \_\_\_\_\_  
 Construction completion will have to be  extended by:  shortened by: \_\_\_\_\_ working days

\* - Cost Breakdown form to be filled out, attached

**Urgency:**

**Reason:**

- Emergency, require immediate decision/Change Order
- Urgent, require Change Order within 24 hours
- Not Urgent, require Change Order within \_\_\_\_\_ working days

<b>Prepared By:</b> (Project Coordinator)	Signature	Name	Position	Date
<b>Recommended By:</b> (External PM Project)	Signature	Name	Position Management Supervisor	Date
<b>Reviewed By:</b> (External PM Project)	Signature	Name	Position Associate Director	Date

**Copies to:**

- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> Project Manager<br>Fax: 822-0857 | <input type="checkbox"/> Design Leader/Consultant<br>Fax: _____ | <input type="checkbox"/> Project Coordinator<br>Fax: 822-0857 | <input type="checkbox"/> Cable Facilities<br>Fax: 822-2108 | <input type="checkbox"/> Client/Project Leader<br>Fax: _____ |
| <input type="checkbox"/> Projects Data Clerk              | <input type="checkbox"/> Fax: _____                             | <input type="checkbox"/> Fax: _____                           | <input type="checkbox"/> Fax: _____                        | <input type="checkbox"/> Work Control<br>Fax: 822-6969       |

**SCHEDULE D**



**UBC Plant Operations**  
**LBS Projects Services**  
 2329 West Mall  
 Vancouver, BC Canada V6T 1Z4  
 Tel: (604) 822-2172 Fax: (604) 822-6969

**PROJECT BUDGET AMENDMENT**

**To:** < client name > Fax: \_\_\_\_\_ Tel: \_\_\_\_\_  
**From:** < project manager name > Fax: \_\_\_\_\_ Tel: \_\_\_\_\_  
**Delivered By:**  Fax  Hand  Inter-office Mail Date: \_\_\_\_\_

**Project Information:**

**Building Name:** \_\_\_\_\_ **Work Request No.:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_ **UBC Project No.:** \_\_\_\_\_  
 \_\_\_\_\_ **Work Order No.:** \_\_\_\_\_

	<u>Existing Budget</u>	<u>Amendment</u>	<u>Amended Budget</u>
<b>1.0 Design &amp; Technical Fees</b>	\$ _____	\$ _____	\$ _____
a) Architectural/Structural	\$ _____	\$ _____	\$ _____
b) Mechanical	\$ _____	\$ _____	\$ _____
c) Electrical	\$ _____	\$ _____	\$ _____
d) Landscaping	\$ _____	\$ _____	\$ _____
e) Other _____	\$ _____	\$ _____	\$ _____
f) Disbursements	\$ _____	\$ _____	\$ _____
<b>2.0 Construction Costs</b>	\$ _____	\$ _____	\$ _____
a) Building Costs	\$ _____	\$ _____	\$ _____
b) Site Costs	\$ _____	\$ _____	\$ _____
c) Other _____	\$ _____	\$ _____	\$ _____
<b>3.0 Miscellaneous Costs</b>	\$ _____	\$ _____	\$ _____
a) Network/Communication Costs	\$ _____	\$ _____	\$ _____
b) Furniture/Equipment Costs	\$ _____	\$ _____	\$ _____
c) Relocation Costs	\$ _____	\$ _____	\$ _____
d) Permits/Misc. Fees	\$ _____	\$ _____	\$ _____
e) Asbestos Abatement	\$ _____	\$ _____	\$ _____
f) Other _____	\$ _____	\$ _____	\$ _____
g) Other _____	\$ _____	\$ _____	\$ _____
<b>4.0 Project Contingency @ 20% :</b>	\$ _____	10% : \$ _____	\$ _____
<b>5.0 Project Management @ 8.5% :</b>	\$ _____	8.5% : \$ _____	\$ _____
<b>6.0 TOTAL PROJECT ESTIMATE:</b>	\$ _____	\$ _____	\$ _____

**Reason for Amendment:**

<b>Prepared By:</b>	<b>Reviewed By:</b>	<b>Reviewed By:</b>
Signature _____	Signature _____	Signature _____
Name < project manager name >	Name _____	Name <b>Frank Geyer</b>
Position <b>Project Manager</b>	Position _____	Position <b>Associate Director</b>
Date _____	Date _____	Date _____

**Client Authorization To Proceed:**

Signature _____	Date _____
Name _____	Position _____
Account No. _____	Funding Source _____

Copies to:  
 Project Manager  Design Manager  Project Coordinator  Design Leader  Facility Manager  Data Clerk  Work Control

**SCHEDULE E**



**UBC Plant Operations**  
**LBS Projects Services - Minor Works Unit**  
 2329 West Mall  
 Vancouver, BC Canada V6T 1Z4  
 Tel: (604) 822-3425 Fax: (604) 822-1842

**EXTRA WORK ORDER**

Job Name: \_\_\_\_\_  
 Location: \_\_\_\_\_

E.W.O. No.: \_\_\_\_\_  
 Customer Request No.: \_\_\_\_\_  
 Date: \_\_\_\_\_

The following describes proposed changes to the original work request. Unless noted below, work is not to proceed until authorization from the Client is received.

**Description of Change:** *(refer also to attachments for details)* **Cost Impact**

--	--

*Total Cost Impact: \$*

**Reason for Change:**

Initiated By:     Client     Minor Works Supervisor     Other:

<b>Original Estimate:</b>	\$ _____
<b>Changes to Date:</b>	\$ _____
<b>This Change:</b>	\$ _____
<b>Revised Estimate:</b>	\$ _____

<b>Prepared By:</b>	Signature	Name	Position	Date
			Minor Works Supervisor	
<b>Reviewed By:</b>	Signature	Name	Position	Date
			Project Trades Manager	
<b>Approved By Client:</b>	Signature	Name	Position	Date

Copies to:

- |  |   |  |   |   |
|--|---|--|---|---|
| <input type="checkbox"/> Minor Works Unit<br>Fax: 822-1842 | <input type="checkbox"/> Client<br>Fax: | <input type="checkbox"/> Work Control<br>Fax: 822-3493 | <input type="checkbox"/> Facility Manager<br>Fax: | <input type="checkbox"/> Other:<br>Fax: |
|--|---|--|---|---|



# SCHEDULE F



**UBC Plant Operations**  
**LBS Projects Services**  
 2329 West Mall  
 Vancouver, BC Canada V6T 1Z4  
 Tel: (604) 822-2172 Fax: (604) 822-6969

## FEE AMENDMENT

(Design Office)

Project: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Project Architect: \_\_\_\_\_

Amendment No.: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Project No.: \_\_\_\_\_  
 Consultant W/R No.: \_\_\_\_\_ **(incl. phase #)**  
 Contingency W/R No.: \_\_\_\_\_ **(incl. phase #)**

### REQUEST FOR FEE AMENDMENT

The following describes proposed changes to the professional services fee for this project. Unless noted below, work is not to proceed until authorization by the Project Manager is received.

**Description of Fee Amendment:** *(refer also to attachments for details)* **Cost**

**Total Additional Fee Requested: \$** \_\_\_\_\_

**Reason for Fee Amendment:**

Phasing     Site Conditions     Code Requirements     Client Requested Scope Change     Other: \_\_\_\_\_

<b>Prepared By:</b> <small>(Design Leader/Consultant)</small>	Signature	Name	Position	Date
<b>Reviewed/Submitted By:</b>	Signature	Name	Position Design Manager	Date

**Comments:**

### AMENDMENT

The following authorizes changes to the design fee for this project as described above.

Original Contingency:	\$	_____	<b>Original Fee Budget:</b>	\$	_____
Less: Contingency Used To Date:	- \$	_____	<b>Amendments to Date:</b>	\$	_____
Less: This Charge:	- \$	_____	<b>This Amendment:</b>	\$	_____
Remaining Contingency:	\$	_____	<b>Revised Fee Budget:</b>	\$	_____

<b>Reviewed/Approved By:</b>	Signature	Name	Position Project Manager	Date
<b>Associate Director Approval</b> (Scope Change*)	Signature	Name	Position A/D Project Services	Date
<b>Client/Project Leader Approval</b> (Scope Change*)	Signature	Name	Position	Date

\* - Budget Amendment form also to be filled out, attached for Client/Project Leader approval

**Copies to:**

- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> Project Manager<br>Fax: 822-0857 | <input type="checkbox"/> Design Leader/Consultant<br>Fax: _____ | <input type="checkbox"/> Project Coordinator<br>Fax: 822-0857 | <input type="checkbox"/> Cable Facilities<br>Fax: 822-2108 | <input type="checkbox"/> Client/Project Leader<br>Fax: _____ |
| <input type="checkbox"/> Projects Data Clerk              | <input type="checkbox"/> _____<br>Fax: _____                    | <input type="checkbox"/> _____<br>Fax: _____                  | <input type="checkbox"/> _____<br>Fax: _____               | <input type="checkbox"/> Work Control<br>Fax: 822-6969       |



**UBC Plant Operations**  
**LBS Projects Services**  
 2329 West Mall  
 Vancouver, BC Canada V6T 1Z4  
 Tel: (604) 822-2172 Fax: (604) 822-6969

**FEE AMENDMENT**

(Consultant)

Project: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Project Architect: \_\_\_\_\_  
 Consultant: \_\_\_\_\_

Amendment No.: \_\_\_\_\_  
 Contract No.: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Project No.: \_\_\_\_\_  
 Consultant W/R No.: **(incl. phase #)**  
 Contingency W/R No.: **(incl. phase #)**

**REQUEST FOR FEE AMENDMENT**

The following describes proposed changes to the professional services fee for this project. Unless noted below, work is not to proceed until authorization by the Project Manager is received.

**Description of Fee Amendment:** *(refer also to attachments for details)* **Cost**

\_\_\_\_\_

**Total Additional Fee Requested: \$** \_\_\_\_\_

**Reason for Fee Amendment:**

Phasing     Site Conditions     Code Requirements     Client Requested Scope Change     Other: \_\_\_\_\_

<b>Prepared By:</b> (Consultant)	Signature	Name	Position	Date
<b>Reviewed/Submitted By:</b>	Signature	Name	Position Design Manager	Date

**Comments:**  
 \_\_\_\_\_

**AMENDMENT**

The following authorizes changes to the design fee for this project as described above.

<i>Original Contingency:</i>	\$ _____	<b>Original Fee Budget:</b>	\$ _____
<i>Less: Contingency Used To Date:</i>	- \$ _____	<b>Amendments to Date:</b>	\$ _____
<i>Less: This Charge:</i>	- \$ _____	<b>This Amendment:</b>	\$ _____
<i>Remaining Contingency:</i>	\$ _____	<b>Revised Fee Budget:</b>	\$ _____

<b>Reviewed/Approved By:</b>	Signature	Name	Position Project Manager	Date
<b>Associate Director Approval</b> (Scope Change*)	Signature	Name	Position A/D Project Services	Date
<b>Client/Project Leader Approval</b> (Scope Change*)	Signature	Name	Position	Date

\* - Budget Amendment form also to be filled out, attached for Client/Project Leader approval

**Copies to:**

<input type="checkbox"/> Project Manager Fax: 822-0857	<input type="checkbox"/> Consultant Fax:	<input type="checkbox"/> Project Coordinator Fax: 822-0857	<input type="checkbox"/> Cable Facilities Fax: 822-2108	<input type="checkbox"/> Client/Project Leader Fax:
<input type="checkbox"/> Projects Data Clerk	<input type="checkbox"/> Design Manager Fax:	<input type="checkbox"/> _____ Fax:	<input type="checkbox"/> _____ Fax:	<input type="checkbox"/> Work Control Fax: 822-6969



# UBC Plant Operations

## LBS Projects Services

2329 West Mall

Vancouver, B.C. Canada V6T 1Z4

Tel: (604) 822-2172 Fax: (604) 822-6119

# OPERATING MANUAL ADDENDUM

Work Procedure: <b>I-D-28 Change Orders &amp; Amendments</b>	Revision Date: 25 Oct 02	Addendum No.: <b>1</b>
FME Standard Operating Procedure: Project Contract Change Orders	Revision Date: 23 Oct 02	Issued By: <b>Frank Geyer</b>
FME Standard Operating Procedure: Change Orders & Fee Amendments – Plant Operations Forces	Revision Date: 23 Oct 02	Date of Issue: <b>16 December 2002</b>

### Work Procedure I-D-28

7. Page 3, Clause A. I. 9 – replace opening sentence with:
  9. If the Change Order is approved, the Project Manager shall **review the C4000 Contingencies Work Request and complete the “contingency” portion of the Change Order section (except on the Contractor’s copy – to be left blank)**, sign-off the Record of Change form(s) and forward the package(s) to the Projects Office Clerk to:
  
8. Page 3, Clause A. I. 9. b) – delete in its entirety and replace with:
  - b) If the change order affects a Project Contract, access the Project Contract screen for the contract in question and **write down for future use** the remaining “Balance” of the contract, as well as the “Cnt Line” of where the Change Order is to be made.
  
9. Page 4, Clause A. I. 9. d) i) – delete opening sentence in its entirety and replace with:
  - i) Forward one copy of the executed ROC package each to the Project Coordinator and Design Leader, **one copy to the Projects Data Clerk for updating the Projects Office Assignment/Status Report** and one copy to the Service Centre Coordinator who shall:
  
10. Page 4, Clause A. I. 9. e) iii) – delete in its entirety and replace with:
  - iii) Mail one original ROC to each of the Contractor and Design Leader, send one copy **each to the Projects Data Clerk for updating the Projects Office Assignment/Status Report** and the LBS Purchasing Clerk for filing, and return the third original ROC to the Project Manager for filing in the Project Binder.
  
11. Page 5, Clause A. II. 7. – delete in its entirety and replace with:
  7. Once approved, the process described in Steps A.I.9. through A.I.11. above shall be followed. The Projects **Data** Clerk shall update the Project Definitions Budget field based on the Project Budget Amendment, **as well as the Budget and Estimate fields in the Consultant, Project Management and Completion Costs Work Requests and the Projects Office Assignment/Status Report.**
  
12. Page 7, Clause C. 6. b) – delete in its entirety and replace with:
  - b) If the change order affects a Project Contract, access the Project Contract screen for the contract in question and **write down for future use** the remaining “Balance” of the contract, as well as the “Cnt Line” of where the Change Order is to be made.

13. Page 8, Clause C. 6. d) – delete in its entirety and replace with:

- d) Distribute a copy of the package to the Project Manager (for filing in the Project Binder), **to the Projects Data Clerk for updating the Projects Office Assignment/Status Report**, to the LBS Purchasing Clerk for filing, and to the Project Architect (if in-house managed outsourced design), with the original Fee Amendment sent to the Consultant or Project Architect.

The Project Architect in turn shall forward copies of the approved Fee Amendment as necessary to the Consultant (if in-house managed outsourced design) and Design Team.

### **Standard Operating Procedure (Project Contract Change Orders)**

1. Page 2, Step A.5 Comments - delete in its entirety and replace with:

If the project budget was amended, the Projects **Data** Clerk shall also update the Project Definitions Budget field based on the Project Budget Amendment form attached to the Record of Change, **as well as the Budget and Estimate fields in the Consultant, Project Management and Completion Costs Work Requests and the Projects Office Assignment/Status Report.**

2. Page 3, Step A.5 – delete 2) in its entirety and replace with:

- 2) Accesses the Project Contract screen for the contract in question and **writes down for future use** the remaining Balance of the contract, as well as the Cnt Line of where the Change Order is to be made.

3. Page 3, Step A.5 – delete 6) in its entirety and replace with:

- 6) Mails one original Record of Change to each of the Contractor and Design Leader, **sends one copy each to the Projects Data Clerk for updating the Projects Office Assignment/Status Report and the LBS Purchasing Clerk for filing**, and returns the third original Record of Change to the Project Manager for filing in the Project Binder.

4. Page 4, Step B.3 Comments – delete in its entirety and replace with:

If the project budget was amended, the Projects **Data** Clerk shall also update the Project Definitions Budget field based on the Project Budget Amendment form attached to the **Fee Amendment, as well as the Budget and Estimate fields in the Construction, Project Management and Completion Costs Work Requests and the Projects Office Assignment/Status Report.**

5. Page 4, Step B.3 – delete 2) in its entirety and replace with:

- 2) Accesses the Project Contract screen for the contract in question and **writes down for future use** the remaining Balance of the contract, as well as the Cnt Line of where the Fee Amendment is to be made.

6. Page 5, Step B.3 – delete 6) in its entirety and replace with:

- 6) Distributes a copy of the package to the Project Manager (for filing in the Project Binder), **to the Projects Data Clerk for updating the Projects Office Assignment/Status Report, to the LBS Purchasing Clerk for filing, and to the Project Architect (if in-house managed outsourced design)**, with the original Fee Amendment sent to the Consultant or Project Architect.

### **Standard Operating Procedure (Change Orders & Fee Amendments – Plant Operations Forces)**

1. Page 3, Step 5 – delete Clause 2) in its entirety and replace with:

- 2) In the “C2150 PlantOps Construction” Work Request screen (must be in “Edit” mode):
  - In the Distribution screen, inserts a new distribution for the Change Order (including taxes) value as in 1) above.

- Increases the Budget (accessed via More button in upper section) by the amount of the Change Order (including taxes); and
- Indicates the Change Order in the Expectations window by typing "< date >: CO #< >, \$< amount >" and adding particulars;
- Forwards one copy of the executed Record of Change package each to the Project Coordinator and Design Leader, **one copy to the Projects Data Clerk for updating the Projects Office Assignment/Status Report** and one copy to the Service Centre Coordinator; and
- Returns the original Record of Change to the Project Manager for filing in the Project Binder.