

WVU DESIGN GUIDELINES & CONSTRUCTION STANDARDS

DIVISION 00 – PROFESSIONAL SERVICES

SECTION 005002 – DESIGN CHANGE ORDERS

PART 1 - GENERAL

1.1 SCOPE OF STANDARD

- A. Over the course of a project, changes may be required to the agreement between the Owner and the AE. It is best to document these changes using a Design Change Order, so both parties understand and agree on the full impact of the change.
- B. Significant changes in the scope of design services should be formalized with a Design Change Order (see Exhibit 5.7). A change is significant if any of the following items are impacted.
 - 1. Program of Requirements
 - 2. Project Scope
 - 3. Scope of Design Services or subcontracted services
 - 4. Deliverables
 - 5. Established Budget for Cost of Work
 - 6. Design Phase Schedule
 - 7. Construction Phase Schedule/Duration
- C. The Project Manager should provide a written statement justifying the Change Order request.

1.2 RESPONSIBILITY

- A. The following people are responsible for this standard:
 - 1. Project Managers
 - 2. Architect/Engineers (AE)
 - 3. Procurement, Contracting and Payment Services (PCPS)

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PART 2 - PRODUCTS

2.1 N/A

PART 3 - EXECUTION

3.1 The 2007 AIA B101 Owner/Architect Agreement and WV Supplemental Conditions describe what constitutes changes in AE services. The terms of original agreement should be the basis for assessing the change to the contract.

3.2 If the change merits an increase or decrease in the contracted amount for Design Services, the A/E will need to submit a proposal detailing this change and note all impacts. This change will require a formal change to the AE's Purchase Order through WVU PCPS.

3.3 All Design Change Orders must also be approved by WVU Project Managers and signed by PC&PS using the attached Capital Project Approval Form.

A. NOTE: Exhibit 5.7 is the WVU recommended format to be used for Design Change Order.

END OF SECTION 005002

DESIGN CHANGE ORDER

Exhibit 5.7

Project Name: _____
Project Location: _____
WVU Project Number: _____

Initiation Date: _____
Design Change Order Number: _____
Architect/Engineer Project Number: _____

- For Design:**
- Program
 - Schematic Design
 - Design Development
 - Construction Documents
 - Project Budget

- Distribution:**
- Owner
 - Architect/Engineer
 - Other

The Architect/Engineer is directed to make the following Design changes (along with a detailed description of the changes, indicate the source of the design request, the purpose of the changes, and list and attach related documents, as applicable):

This Design Change Order is not valid until signed by the Owner and the Architect/Engineer.

BUDGET for Cost of Work (Construction Budget)

The original budget for Cost of Work was	\$	-
Net change by previously authorized Design Change Orders	\$	-
The budget for Cost of Work prior to this Design Change Order was	\$	-
The budget for cost of work will be (increased) (decreased) (unchanged) by this Design Change Order	\$	-
The new budget for Cost of Work including this Design Phase Change Order will be	\$	-

DESIGN FEE

The original Design Fee was	\$	-
Net change by previously authorized Design Change Orders	\$	-
The Design Fee prior to this Design Change Order was	\$	-
The Design Fee will be (increased) (decreased) (unchanged) by this Design Change Order	\$	-
The new Design Fee including this Design Phase Change Order will be	\$	-

TIME

<p>The Design contract time will be...</p> <p style="padding-left: 20px;">Increased</p> <p style="padding-left: 20px;">Decreased</p> <p style="padding-left: 20px;">Unchanged</p> <p>by the following number of calendar days listed.</p>	<p>The Construction contract time will be...</p> <p style="padding-left: 20px;">Increased</p> <p style="padding-left: 20px;">Decreased</p> <p style="padding-left: 20px;">Unchanged</p> <p>by the following number of calendar days listed.</p>
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SIGNATURES

Recommended for Approval:

 ARCHITECT/ENGINEER

 PRINTED NAME DATE

 TITLE

 ADDRESS

Agreed To:

 WVU PCPS

 PRINTED NAME DATE

 TITLE

 ADDRESS



CAPITAL PROJECTS, PROJECT LEVEL BUDGET AND CHANGE ORDER APPROVAL FORM

Project Name: _____
Project Manager: _____

Date: _____

Company/Contractor _____
 PO# _____
 CO# _____
 TMA# _____
 MAP# _____

- Change Request**
- New Project Budget
 - Scope Change
 - Task Transfer within Project
 - Contingency Use
 - Change Order

FINANCIAL SPREADSHEET

	A	B	C	D	E	F
	MAP Budget	Unobligated Budget	Proposed Budget Changed	Proposed Revised Budget (A+B)	Proposed Change Order	Revised Unobligated Budget (B+C-E)
TASK #1 Construction						
TASK #2 Furniture, Fixture & Equipment						
TASK #3 Permits/Fees						
TASK #4 Soft Costs						
TASK #5 Physical Plant						
SUBTOTAL						
TASK #6 Contingency						
PROJECT TOTALS						

AUTHORIZED SIGNATURES

DATE

AVP Facilities Management

DATE

Vice President Administration and Finance

DATE