

SECTION AE – 005002 DESIGN PHASE CHANGE ORDERS

PART 1: GENERAL

1.1 Scope of Standard

- A. Over the course of Design, changes may be required that impact the project and thus the terms of 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.

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
- B. 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 (A/E)
 3. Procurement, Contracting and Payment Services (PC&PS)

PART 2: EXECUTION

- A. 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.
- B. 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 PC&PS.

C. All Design Phase Change Orders must also be approved by WVU administration using the attached Capital Project Approval Form.

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

**EXHIBIT 5.7
DESIGN PHASE CHANGE ORDER**



PROJECT (Name & Location):

DESIGN PHASE CHANGE ORDER NUMBER:

INITIATION DATE:

- FOR DESIGN PHASE:
- Program
 - Schematic Design
 - Design Development
 - Construction Documents
 - Project Budget

OWNER'S PROJECT NUMBER:

ARCHITECT/ENGINEER'S PROJECT NUMBER:

PROGRAM MANAGER'S PROJECT NUMBER:

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 Phase Change Order is not valid until signed by the Owner, the Architect/Engineer and the Program Manager.

DESIGN BUDGET

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

TIME

The Design Contract Time will be (increased) (decreased) (unchanged) by () Days
 The Construction Contract Time will be (increased) (decreased) (unchanged) by () Days

Recommended for Approval:

Recommended for Approval:

ARCHITECT/ENGINEER

PROGRAM MANAGER

ADDRESS

ADDRESS

BY _____ DATE _____

BY _____ DATE _____

Agreed To:

Distribution:

OWNER

OWNER

ADDRESS

ARCHITECT/ENGINEER

BY _____ DATE _____

PROGRAM MANAGER

OTHER



Capital Projects Project Level Budget and Change Order Approval Form

Date: _____

Budget Change Requested

Other Change Requested

New Project Budget Change Order

Scope Change

Task Transfer within Project

Contingency Use

Description: Project Name TMA # MAP # _____

| | A | B | C | D | E | F |
|--|---------------------------|-----------------------------------|---------------------------|---------------------------------------|--------------------------|--|
| Task | 01/00/00 MAP Budget | 01/00/00 Unobligated Budget | Proposed Budget Change | Proposed Revised Budget (A + C) | 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 | | | | | | |

Authorization Signature (Signature can authorize movement within the provided criteria)

Director Design and Construction Date

AVP Facilities Management Date

Vice President Administration and Finance Date

University Planning Committee Chair Date

Request approval of CO# Contractor/AE/Firm Name.
PO#

1 Approval from the Director of Design and Construction and AVP of Facilities Management is required for any budget modification request or change orders up to \$100,000.

2 Approval from the AVP of Facilities Management and VP of Administration and Finance is required for any budget modification request or change orders up to \$250,000.

3 Approval from the University Planning Committee Chair and the VP of Administration and Finance is required for any budget modification request or change orders greater than \$250,000.

4 Tasks 1 - 5 can be negative provided that total project budget is positive