Change Orders and Charge Orders Process

Possible need for change is reviewed by INFRA.

Consultant prepares and signs the Change Order Worksheet (COW) with Estimate after consultation with Project Manager and Client.

Project Manager signs Change Order Worksheet (COW).

Project Manager or GOA designate signs Change/Charge orders as outlined in the Expenditure Officer Signing Authority Guidelines.

Consultants review price with INFRA, then prepare, (CO) or (CA) for INFRA approval.

Contractor submits price proposal to consultants for review. A copy is provided to INFRA for information. Attach Forms: Contractor Proposal and Detailed Breakdown of Material and Labour Costs.

Contractor receives change/charge order and proceeds with work.

Project Manager signs Change Order Worksheet (COW).

Project Manager records and issues change/charge orders.

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Consultants prepare and issues PCO or PCA (requests for proposal) as appropriate to Contractor.

Attach Forms: Contractor Proposal and Detailed Breakdown of Material and Labour Costs.

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