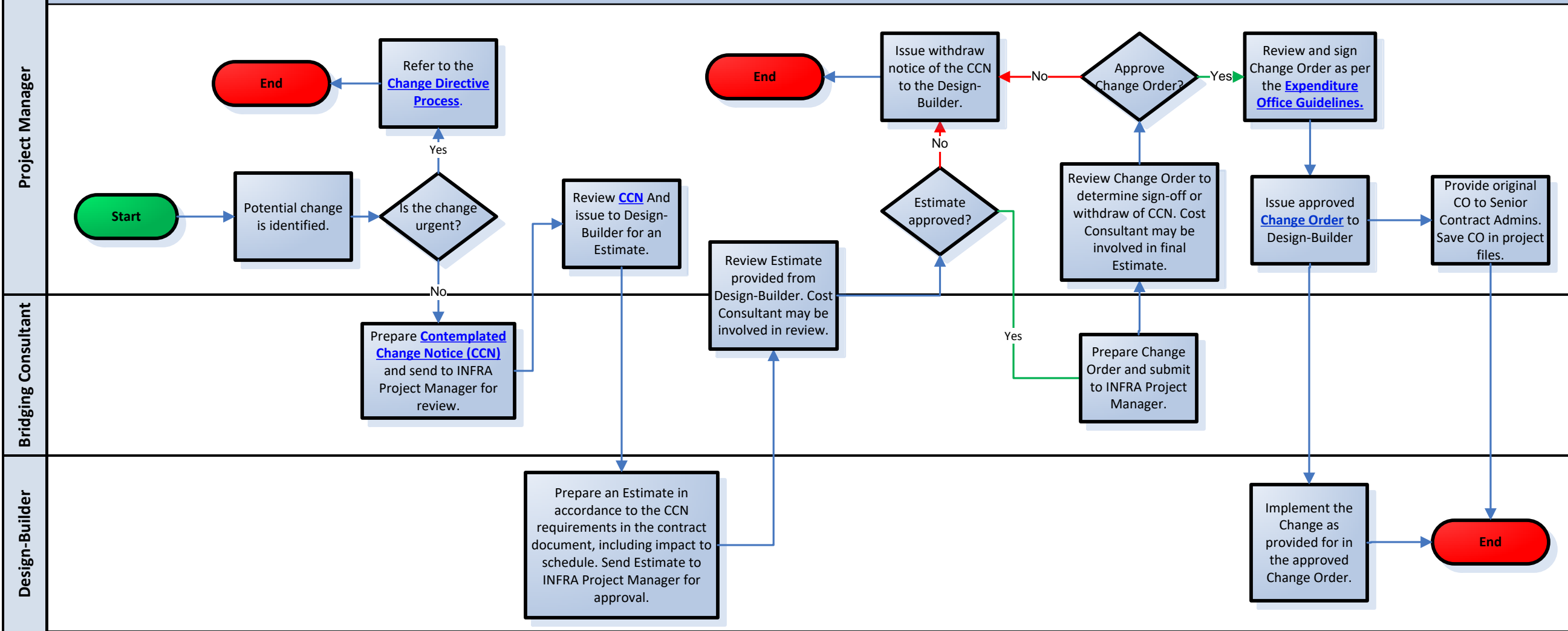


Change Process for Design-Build Contracts

Construction, Monitor and Control



General Information

Contemplated Change Notice (CCN)

A Contemplated Change Notice is a written instruction to the Design Builder to obtain pricing for work associated with a Change Order. When acceptable, a Change Order will be issued.

Change Order (CO)

A change order is a written order to the Design Builder, agreed to and signed by the Owner and Consultant, which authorizes a change in the work which may or may not affect the contract amount and/or the contract time. The contract amount and the contract completion date may be changed ONLY by the issuance of a Change Order.

General Information Continued . . .

Signing Authority – Change Orders that change project costs must be approved in accordance with the [Expenditure Officer Signing Authority Guidelines](#).

A Change Order may trigger the **Approval of Cumulative Construction Contract Cost Increase** process.

Change Directive Process for Design-Build Contracts

Construction, Monitor and Control

