Intended Use

The Order for Extra Work (OEW) process is used to formally authorize and approve contract changes to cost or time components, including site occupancy, lane closure, interim completion date(s), or completion date. OEWs shall be initiated by the Consultant from a completed CCN or a CVR.

OEWs do not directly increase the total approved funding of a Contract. If an OEW will result in project expenditures which exceed the total approved funding of the Contract, a Change Request is required to be approved by the Department, with the support of the Consultant as required. OEW and Change Request approvals shall be in accordance with the Department's expenditure authority limits.

Instructions for Use

A process workflow map is provided to illustrate the typical sequence of steps in the OEW process, including identification the party responsible for each step, and should be referenced as necessary throughout the process. Additional information and guidance on the OEW process is detailed in Subsection 2.4.1 of the Engineering Consultant Guidelines Volume 2 and Subsection 1.2.33.2 of the General Specifications and Specification Amendments for Highway and Bridge Construction.

The OEW form shall be completed comprehensively to support the timely and accurate communication and approvals of the extra work. Once approved, an OEW becomes part of the Contract and as such contractual language and terminology shall be used. Care and attention shall be given to ensure there are sufficient measurement and payment clauses to cover all aspects of the additional work, including time component impacts. Contract document references, photographs, sketches, technical data sheets, inspection reports, and other supporting information shall be included as applicable. If additional space for responses or supporting information is required than can be accommodated by the form, they can be included as attachments.

If revisions are required during completion of the OEW process, a new version of the form should be issued along with sequential revision numbering to track its development.

Signature fields not required are to be crossed out or marked N/A.

Expenditure authority limits for Department Expenditure Officers are cumulative per contract. Accurate tracking of OEW spending is required such that authohority limits are not exceeded and that potential over runs can be anticipated, communicated, evaluated and approved in a timely and process compliant manner. OEWs are not exclusive to contract scope addition, OEWs can be used to formally communicate scope reduction and result in payment reduction. OEW approval limits are based on the Department's Expenditure Officer Contract Overrun Approval Authority Matrix:

Construction/Minor Maintenance Contracts Over $100,000		
Expenditure Officer Role	**Typical EO Level**	**Construction Contracts Over $100,000 – Cumulative Overrun Approval Limit**
Project Administrator	Level 6	Total Cumulative amounts up to $50,000 with no change to site occupancy days or contract completion date
Regional Sponsor/Manager	Level 5	Total Cumulative amounts up to the greater of $75,000 or 5% of the Modified Tender Amount
Regional Director	Level 4	Total Cumulative amounts of up to the greater of $100,000 or 10% if the Modified Tender Amount

Cost Overruns/Extra Work that exceed $100,000 or 10% of the Modified Tender Amount require gazetting and must be reported to the CRC committee.

Consultant authorities are established by the Department's project sponsor as specified in Subsection 2.5.2 of the Engineering Consultant Guidelines Volume 2 (ECG Vol.2) and shall be discussed at the pre-commencement meeting in accordance with Subsection 2.2.1 of the ECG Vol.2. For more information on the Modified Tender Amount, see Subsection 2.3.9 of the ECG Vol.2.

Process Timelines

OEW process timelines should generally attempt to align with the Contractor's work schedule to minimize impacts to the project. In cases where alignment is not feasible, the Consultant, Department and Contractor shall work collaboratively to prioritize the execution of the OEW within a reasonable timeframe.

Note that since the majority of discussions and reviews take place during prior contract variance request (CVR) or contemplated change notice (CCN) processes, the OEW process typically proceeds rapidly. Exceptions to this are if higher levels of review and approval are required as part of the Department's expenditure authority requirements.

Lines of communication and expectations for the submission, review and processing of Construction Change Management forms should be discussed during the preconstruction meeting. If items are identified during the project which require expedited resolution to avoid safety, cost, schedule, or other time sensitive impacts, they shall be brought to the attention of all parties as soon as possible. The project team shall then work collaboratively to determine a path forward, establishing expedited timelines to minimize the associated impact(s).

Result of Use

The use of the OEW process will result in one of the following outcomes:

- The OEW is approved by the Department and becomes part of the Contract.
- The OEW is not approved by the Department, and the associated work is not completed.

Contact

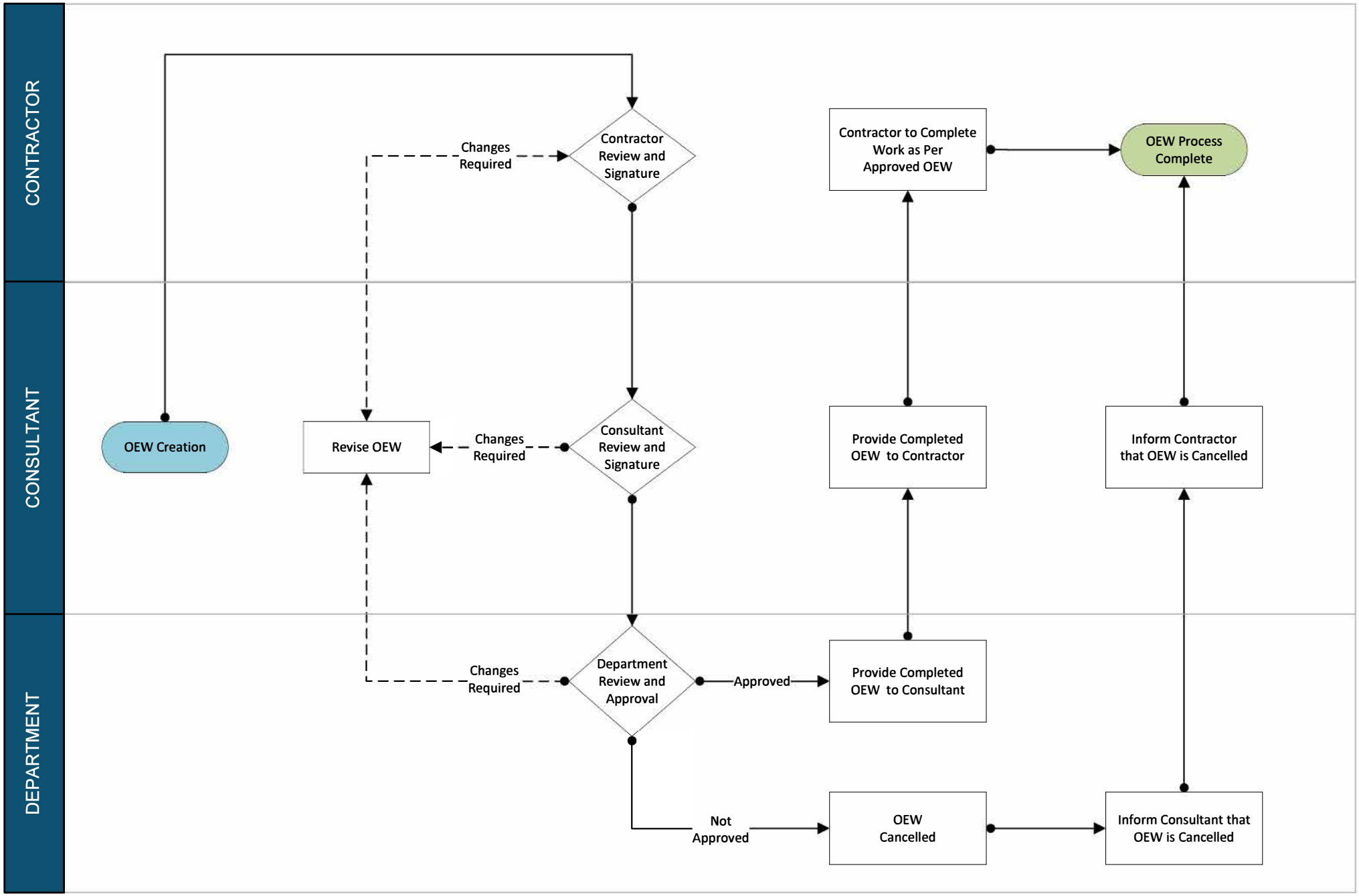
For more information or feedback on bridge construction administration change management processes please contact the project management office at:

tec.cm-pmo@gov.ab.ca

The change management process reference material provided above is not required to be included with the following process form as part of project transmittals/submissions.

Order for Extra Work (OEW) Process Workflow

Alberta Transportation & Economic Corridors – Bridge Construction Administration Change Management



Order for Extra Work (OEW)

Alberta Transportation & Economic Corridors Bridge Construction Administration Change Management

Project Details

Contract Number	Bridge File	Bridge Name/Project Description
CON0000000	BF00000-0	Highway ## over ABCDE River, ## km NW of Town FGH

Contractor

Consultant

OEW Information

Subject

OEW Number	Revision Number	Creation Date	Initiating Document	WAC No
OEW000	0	YYYY-MM-DD	CCN/CVR #	WAC0000000

Contract Reference Documents (if required)

Standard Specification Section Number(s)

Drawing Number(s)

Special Provision Section Number(s)

Description of Work, Location, Terms of Measurement and Payment, and Cost of Work

Attached Document(s):
(Document Name - Description)

Payment Terms

☐ LUMP SUM ☐ ESTIMATED COST

Cost

+/- $

Anticipated Impacts (provide additional details above or as an attachment)

Additional Site Occupancy Days? ☐YES ☐ NO — # of Days +/- # Days

Additional Lane Closure Days? ☐YES ☐ NO — # of Days +/- # Days

Bid Item Quantity Adjustment? ☐YES ☐ NO — Bid Item #

Adjustment to Completion Date? ☐YES ☐ NO — # of Days +/- # Days

Adjustment to Interim Completion Date? ☐YES ☐ NO — # of Days +/- # Days

Other Impacts?
Describe and/or attach supporting documents

Declaration of Completeness

This Order for Extra Work includes all costs, of whatever nature associated with the work described, and no additional claims for this work shall be made.

Contractor's Authorized Signing Officer (Print Name) | Signature & Date

Authorization

It is the responsibility of the Department's Project Administrator and Project Sponsor to verify that the amounts authorized by this OEW do not exceed the Contract Upset Limit, and that Expenditure Officers of sufficient level to authorize the requested OEW have approved and signed this document to proceed. Cross out or write 'N/A' for all signature fields that are not required. Do not leave blank signature fields.

Consultant Representative (Print Name) | Signature & Date

Project Administrator - EO LEVEL 6 (Print Name) | Signature & Date

Project Sponsor - EO LEVEL 5 (Print Name) | Signature & Date

Regional Director - EO LEVEL 4 (Print Name) | Signature & Date

ADM/DM/CRC Approver (Print Name) | Signature & Date