

UCF'S MEMORANDUM UCF-15.01-04/05

TO: Members, Council of Presidents

SUBJECT: Construction Change Orders and Construction Change Directives

AUTHORITY: Section 240.209(3)(p), F. S. Rule 6C-14.020, F.A.C.

POLICY/PURPOSE: To establish guidelines for change order and construction change directive approval for construction projects

Approvals. All change orders and construction change directives (CCDs), as defined in the Project Manual, must be approved by the president, or designee.

Time Extensions. All change orders shall address required time extensions. If no increase in time is necessitated by the change, the change order must contain a statement to that effect. UCF's Memorandum UCF-11, Establishment of Construction Contract Time and Liquidated Damages, discusses the identification of time extensions on change orders.

Funding of Change Orders. No change order shall be approved which is funded from funds other than those in the approved Capital Outlay Implementation Plan (COIP). If a change order is requested which requires the use of non-project funds, those funds must be added to the COIP and released prior to the execution of the change order. CM-D-38, Capital Outlay Implementation Plans, Budget Releases, and Encumbrance Authorizations, addresses procedures for COIP revisions and contingency requirements.

Facilities Program Compliance. The work required by the change order or CCD must be within the scope of the approved facilities program. If not, the university must revise the program and submit the program amendment for approval as provided in UCF-04.

Construction Change Directives. Only changes for which the contractor is in absolute agreement with the terms on the face of the change order, and for which the backup to the change order contains no qualifying language from the contractor, may be issued as change orders. Changes for which the terms are unresolved must be issued as construction change directives. Prior to execution of a CCD, the university must encumber adequate budget to cover the entire contractor's request. CCDs are not numbered separately from change orders, since a signed CCD becomes a change order and numbers would then be duplicated.

Change Order and Construction Change Directive Distribution. All change orders and construction change directives shall be distributed immediately upon execution, as follows: State Comptroller's Office, contractor, university facilities planning office, university accounting office, and project architect/engineer.

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