

**Purpose**

To communicate changes made to the Construction Manual (CM) that provides guidance for processing change orders, including the use of new forms to capture Condition of Award (COA) changes.

**Background**

Change order guidance previously existed in several documents that were stored in multiple locations. With these changes, guidance from all the documents was consolidated to one location and included in the Construction Manual as Appendix 1-A. In an effort to keep all the change order information in one location, the following resources were also included with the appendix:

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Additionally, the following documents previously housed on the Construction SharePoint site have been retired:

- WSDOT Construction Change Order Process Guide
- State Construction Office Change Order Review Criteria

**Guidance**

With the addition of Appendix 1-A to the CM, the content in "SS 1-04.4 Changes" was deleted and the section is revised to read as follows:

**SS 1-04.4 Changes**

Refer to *Construction Manual* [Appendix 1-A](#) for guidance on change orders and minor changes.

When processing change orders, follow the guidance in Appendix 1-A. Notable changes include:

The Change Order Checklists (DOT Forms 422-003 and 422-005) have been updated and no longer documents approvals. Approval signatures have been removed from the form, and updated guidance requires approvals to be summarized in the Change Record, DOT Form 422-002 (Appendix 4-8).



Change Record (DOT Form 422-002) was updated to include additional sections to align with the guidance in Appendix 1-A (Appendix 4.13.1).

CCIS is no longer used to track Condition of Award (COA) commitment amounts. With this, COA changes will not be recorded in CCIS and will no longer be a reliable source of current COA commitments (Appendix 4.5.1.1).

Two new forms were created to record COA commitment amount changes - DBE COA Change and PWSVB COA Change (DOT Forms 271-025 and 271-026, respectively). If either form is used, it must be included as supplemental pages to the CO (Appendix 4.5.3.6).

## **Resources**

Construction Manual:

Appendix 1-A

Forms:

DOT Form 422-003 – Change Order Checklist

DOT Form 422-005 – Design-Build Change Order Checklist

DOT Form 422-002 – Change Order Record

DOT Form 271-025 – DBE COA Change

DOT Form 271-026 – PWSVB COA Change

## **Implementation Plan**

The guidance provided in Appendix 1-A should be used immediately on all design-bid-build projects. For design-build projects, change orders should be processed following the guidance in the version of the CM that was referenced in the Request for Proposal (RFP).

## **Additional Information**

Appendix 1-A, Table of Contents (Attached)

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