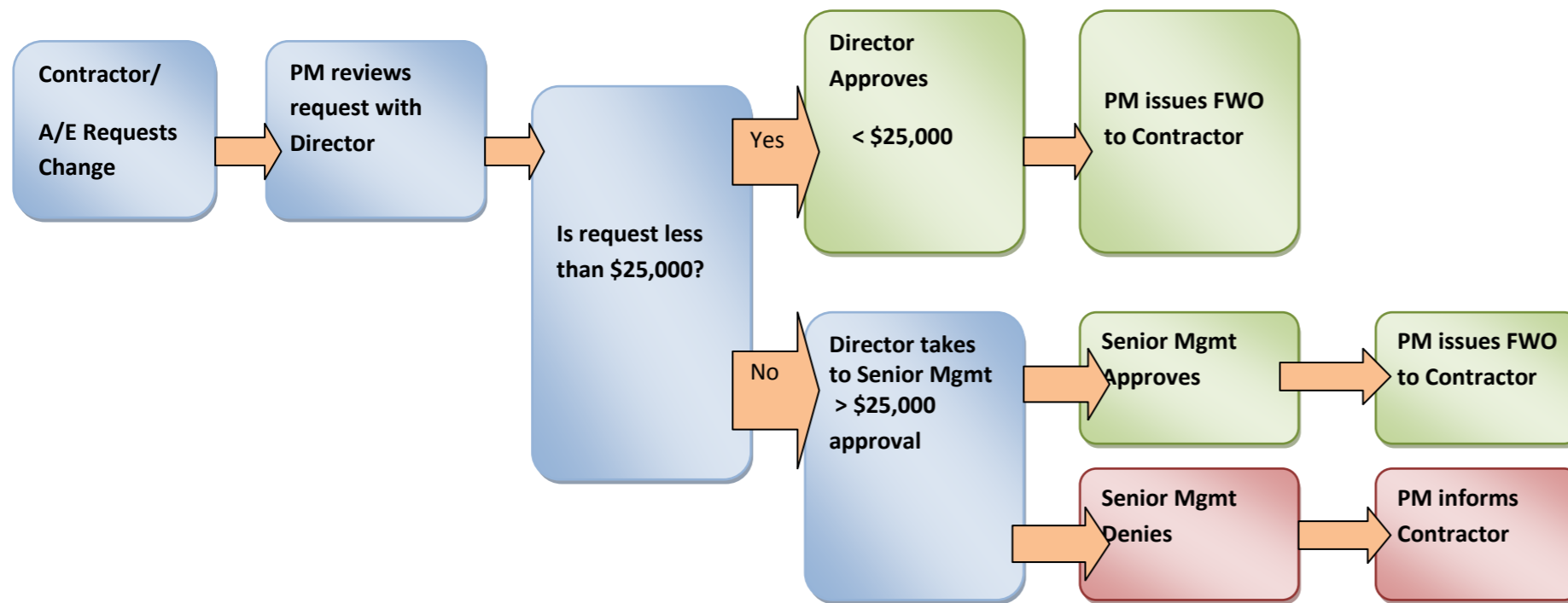


FACILITIES MANAGEMENT DEPARTMENT

PLANNING AND CAPITAL PROJECTS

APPROVAL PROCESS FOR USE OF PROJECT CONTINGENCY



What is a Contingency Change:

- Errors & Omissions by A/E
- Building Official requested/code required change
- Field Condition
- Latent Condition
- Deviation from university standards
- Value Engineering

What is NOT a Contingency Change:

- Improvements or changes
- Design changes recommended by department
- Department scope changes

Cost Management of Contingency Change:

A. Issuance of Field Work Order (FWO) identifying scope and cost method

- Lump Sum agreement
- Contract - established Unit Price
- Time & Material (T&M) Not to Exceed Cost Basis
(In absence of time to obtain a lump sum agreement)

Note:

- 1) No work should proceed without an agreed upon cost method
- 2) PM's should review and initial T&M tickets at a minimum weekly basis.

B. Issuance of formal project Change Order to contractor and A/E