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