**CONSTRUCTION CHANGE ORDER REASON CODE DESCRIPTIONS**

**February 1, 2022**

CHANGE ORDER REASON CODES (**\*** Included in OPI as Preventable Change Orders)

CODE# DESCRIPTIONS

01 NORMAL DIFFERENCE BETWEEN PLAN AND THE ACTUAL QUANTITIES.

The adjustment of the plan quantity either plus or minus with the following limits:

Up to $5,000.00 or 25% of the plan quantity, not to exceed $25,000.00.

EXAMPLES: Final field measurements and/or calculations. (Calculations based on average dimensions, or adjustments due to rounding of numbers.)

02 SIGNIFICANT DIFFERENCE BETWEEN PLAN AND ACTUAL QUANTITIES.

Anything that exceeds the limits set in Code 01 and all Extra-Work extensions to the plan.

A non-performance that would result in a changed condition and/or adjusted unit price.

**03\* CHANGES (PREVENTABLE) TO MEET FIELD CONDITIONS**.

Any quantity changes and/or Extra-Work items that had to be added or deleted for work that the designer could have foreseen in the design stage, either by site visits or reviewing old plans.

EXAMPLES: Missed pavement widths and/or lengths; The location and/or existence of drainage; Location or existence of removal items; and overhead including field office to perform any Extra-Work in this code.

04 CHANGES (NON-PREVENTABLE) TO MEET FIELD CONDITIONS.

Any quantity adjustments and/or Extra-Work items that had to be added or deleted for work that the designer could not have known or foreseen.

EXAMPLES: Existence of subsurface foundations not shown in old plans; quantity of deteriorated concrete on bridge decks or pavement; Changes made as a result of negotiations with the Public and/or abutting property owner; Additional costs for investigation of field conditions; and overhead including field office to perform any of the work in this code.

05 ALTER SPECIFICATIONS TO NEW OR SUPPLEMENTAL MATERIAL OR METHOD.

Change to new more acceptable specification not available at the time of plan preparation.

**06\* WORK IN PLAN, BUT NOT IN GENERAL SUMMARY / PROPOSAL**.

Self explanatory.

**07\* UNCLEAR / CONFLICTING PLAN NOTE.**

Notes written in such a way that it is difficult to determine plan intent and a change order is needed to Correct. Notes that conflict one with the other, or conflict with plan details. Special notes that pertain to a particular item and the “as per plan” is omitted from the item description in the proposal.

**08\* IMPROPER MATERIAL SPECIFIED.**

Materials that are no longer in use or commercially not available. To be used for “permissive” Change Orders to substitute one material for the one specified.

**09\* PLAN OMISSION.**

Item of work necessary to be performed, but no items shown on the plan to perform work.

EXAMPLES: Driveways to be graded, but no aggregate set up; Fence to be replaced, but no item for Fence; Signs to be removed, but no item; Electrical cable to be placed, but no trench item; etc...

10 NON-PERFORMED CONTINGENCY ITEM.

Items to be used “as directed by the engineer”, or items set up because designer had no idea what had to be done.

**11\* MAINTENANCE OF TRAFFIC REVISION - (PREVENTABLE).**

Cost or non-performance of items of work that are related to traffic control. The items of work maybe other than 614 items. The change would have been apparent in the design stage if a field review or review of old plan had been done.

EXAMPLES: A third road is entering the work site with no provisions to handle the traffic; Plan details traffic zones, but omits an existing ramp entrance or exit; Plan sets up traffic to use existing paved shoulder, but it must be reinforced in order to handle traffic, and no material is set up; Not enough material set up to perform plan intent for shoulder reinforcement; Use of temporary pavement to maintain traffic as set up on the plan, but no quantity or not enough; No L.E.O. set up, but there is a need; additional signs, drums, arrowboards needed for safety; Use T.C.B.M. in lieu of drums for safety.

12 MAINTENANCE OF TRAFFIC REVISION - (NON-PREVENTABLE)

An approved proposal by the contractor to alter plan traffic control. Road closed as per plan, however it is decided to keep it open and perform the work, all cost relating to change. Changes to work to be performed at night rather than day time, all cost related to this change due to traffic. Any change in paving sequence to accommodate traffic not set up on the plan. Any acceleration cost only to traffic control requirements. Any cost incurred due to change of hours by contractor due to traffic control requested by O.D.O.T.. Haul road repair as per Proposal note.

**13\* INCORRECT SOIL / SUBSURFACE DATA.**

Anything to do with underground obstructions. Plan indicates a type of soil and the actual conditions are different.

EXAMPLE: Borings in plan do not indicate any groundwater, but goundwater encountered during construction.

14 UTILITY RELOCATION DELAY.

If cost was incurred by the project because a utility was not relocated as stated on the 4a notes. The cost may be a Claim or it may be a quantity adjustment necessary to redesign a portion of the work.

15 IMPROPERLY LOCATED UTILITY.

Cost incurred by the project due to a utility being shown on the plan in one place and actually in a different place in the field. This may be either horizontally or vertically. This may be a Claim or quantity adjustments due to a redesign to avoid a conflict.

16 UNKNOWN UTILITY.

Cost incurred by the project due to a utility not being shown on the plans at all. This may be a Claim or quantity adjustments due to a redesign to avoid a conflict.

17 DELAY CAUSED FOR REASONS OTHER THAN UTILITIES.

Cost incurred by the project due to delays by other than utilities, such as R/W, availability of work sites, political delays: Do not start until after school is out of session; County fairs; Businesses must be open; Roads open for holidays not specified in contract.

18 COST TO ACCELERATE WORK.

Self-explanatory.

19 ASPHALT LOT ADJUSTMENT.

Decrease in 448 and 446 lot pay factors.

20 Reason Code Retired. Use Reason Code 38

~~NON - SPECIFICATION MATERIAL.~~

~~All SOP - 305's [512-005(P) 8/31/98] and other deductions made for use of material left in place, even though it was rejected. This is not to be used for deduction to allow use of material that was substituted for another material.~~

21 BITUMINOUS PRICE ADJUSTMENT.

Self explanatory.

22 OWNER REQUESTED CHANGE

Changes requested by owner that are now in the plans, but will enhance the usability of the public

23 ACCEPTED VALUE ENGINEERING CHANGE

Recommended changes by the contractor and accepted by the Department as a value engineering change. May include a cost savings.

24 CLAIMS RESOLUTION/AVOIDANCE AGREEMENT

Used when paying an arbitrated settlement with the contractor for a CLAIM he has submitted, or one that been approved by the Director’s Claim Board.

Reason Code Retired. Use Reason Code 47 OR 48

25 ~~SMOOTHNESS PRICE ADJUSTMENT~~

~~Used when paying the contractor for a smooth pavement award.~~

26 PARTNERING WORKSHOP

Used to establish the partnering workshops for a project that was omitted from the original proposal for the project.

27 446 DENSITY ADJUSTMENT

Density Adjustment for Asphalt Item 446.

28 STEEL PRICE ADJUSTMENT

Used to pay for PN 525 price adjustments.

29 QC/QA ADJUSTMENT FOR STRUCTURAL CONCRETE

Used to pay for SS 888 and SS 898 price adjustments.

30 FUEL PRICE ADJUSTMENT

Used to pay for fuel price adjustments as per the guidelines

31 104.02 PRICE ADJUSTMENT

Used to pay for price adjustments allowed under C&MS section 104.02.

32 REV TO INTERIM/COMP DATE-DUE TO EARLY COMPLETION SCHEDULE

Used to indicate a completion date revision due to an early completion schedule

33 REV TO INTERIM/COMP DATE-DUE TO EXCUSE/NON-COMPENSABLE DELAY

Used to indicate a completion date revision due to an excusable and non-compensable delay

34 REV TO INTERIM/COMP DATE-DUE TO WEATHER

Used to indicate a completion date revision due to weather

35 REV TO COMPLETION DATE-DUE TO EXCUSE/COMPENSABLE DELAY

Used to indicate a completion date revision due to an excusable and compensable delay

36 107.13 MOTORIST CLAIM

Used to deduct settlement amount determined by Court of Claims Coordinator for motorist claims

37 107.15 DAMAGE TO COMPLETED PERMANENT ITEMS OF WORK

Used to compensate the Contractor for repair of damage authorized by change order

38 106.07 NON-SPECIFICATION MATERIAL DEDUCTION

Used to allow unacceptable material to remain in place as determined by the DCA

39 CEMENT PRICE ADJUSTMENT

Used to pay for PN 540 price adjustments

40 MATERIAL COST REIMBURSEMENT

Used to compensate the Contractor for material cost of the item and take item into ODOT inventory by change order

41 PART CODE ADJUSTMENT

Used when assigning new part code(s) to a line item in SiteManager/AASHTOWare

42 EMBANKMENT CONSTRUCTION ADJUSTMENT

Used to pay incentive for SS879 embankment construction

43 447 JOINT DENSITY ADJUSTMENT

Joint Density Adjustment for Asphalt Item 447 (formerly 806).

44 RAILROAD DELAY

Delays caused by the action or inaction of a railroad company.

45 COVID-19 IMPACTS

Additional cost related to delays, disruptions or impacts due to the COVID-19 virus.

46 107.15 DAMAGE TO MAINTENANCE OF TRAFFIC ITEMS OF WORK

Used to compensate the Contractor for repair of damage authorized by change order

47 SMOOTHNESS PRICE ADJUSTMENT FOR PAVEMENT (PN 420)

Used when paying the contractor for smooth pavement in Proposal Note 420

48 SMOOTHNESS PRICE ADJUSTMENT FOR BRIDGES/APPROACHES (PN 555)

Used when paying the contractor for smooth pavement in Proposal Note 555

49 REDUCED COMPENSATION FOR FAILURE TO MEET DBE COMMITMENTS

Used to deduct monies from the contract for failure to meet DBD commitments in Proposal Note 013.