

New Jersey Department of Transportation
CONSTRUCTION ADVISORY

NUMBER: 9	Change Orders	03/28/2012
CATEGORY: OFFICE/EEO		

Because audit reviews of change orders have indicated a lack of compliance to the requirements of detailing time extensions, this Construction Advisory is issued to remind REs that every Change Order must clearly indicate the effect of the Change Order on Contract Time.

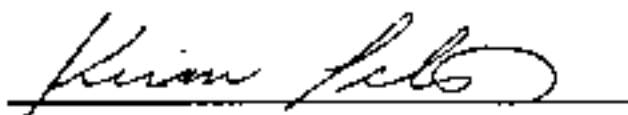
It is not acceptable to issue a Change Order, which defers the evaluation of the time impact to a future Change Order. The requirement for detailing the time impact is provided in Construction Procedure Handbook Section IV Subsection B and in the 2010 Change Order Guide.

Change Orders on federally funded projects which do not provide an evaluation of the time impact are considered as federally participating for the work but if future Change Order is written for a time extension for the work, the time extension will be federally non-participating.

Deviation from these requirements must be discussed with and receive approval from the FHWA (for both Alternate Procedures and Full Oversight Contracts) prior to issuance of any Change Order.

Additionally, REs are encouraged to contact the FHWA if the RE has a question regarding Federal participation for a time extension or a change to the work. This applies to both Alternate Procedures and Full Oversight Contracts.

REs are also reminded that all Change Orders with accompanying backup documentation are required to be kept in the project records.



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