Procedure

All stakeholder and client comments and requests for changes to scope of the Project prior to bid shall be processed through the Project Manager.

All requests for changes to scope after bid, including change directives and change orders shall be processed through the Construction Coordinator and/or the Project Manager.

Requests made by Sub-consultants or Contractors to change the scope of the Project or to use change orders without the prior approval of the Construction Coordinator and/or Project Manager is not an acceptable practice.

Where appropriate, such as for large projects where change of scope tracking is imperative, or where a contemplated change of scope may incur additional fees/costs that consume a significant portion of the contingency allowances, Project Managers should consider using a formal request process as outlined in the following forms, and by re-authorizing the project at each of the two latter stages of the project before the work proceeds.

These forms are: