

WELCOME



AVIATION LEARNING SERIES DOING WORK ON

*O*HARE 21

SESSION 4
AHCB JV CHANGE ORDER MANAGEMENT

AECOM HUNT CLAYCO **BOWA**

AGENDA

Introduction

What is a Change Order?

Subcontract Agreement

Change Process

Change Order Process – Owner Directed

Change Order Process – AHCB/Contractor Initiated

Change Directive (Time & Material)

Change Order Request Documentation

Questions/Open Discussions

Survey

Conclusion - Aviation Learning Series

AECOM HUNT CLAYCO BOWA

**SUBCONTRACTOR
CHANGE ORDER**
CMR O'Hare 21 Program - Work Order #X
Project #140000X

AECOM Hunt/Clayco, a Joint Venture
10510 W Zemke Rd Chicago, IL, 60666

Date: XXXX/XXXX
To Subcontractor: _____ Change Order Number: 001
Subcontractor Name: _____ SC Number: 1400000-00X
Subcontractor Address: _____ Phase Code(s): XX,XXXX,XX

This Change Order covers revisions to the work. Except as added or deleted by the below descriptions, all terms and conditions of your Subcontract Agreement remain unchanged. The total cost for this Change Order includes all fees, profits, bonds, insurance costs, taxes, and all other fees included in the Subcontract Agreement. Not valid until signed by the Contractor and Subcontractor.

PCI	Description	Description	Amount
PC6000X	PCI Description		\$ 00

This Change Order constitutes a final settlement relating to all claims arising from or related to the changes in the Work which are the subject of this Change Order, including, but not limited to, all direct and indirect costs associated with the change, and any claims for cumulative impact, acceleration, delay, and/or disruption. This Change Order supersedes all prior negotiations, reservation of rights, or exceptions except as expressly set forth herein.

The original Subcontract Price was _____ \$10,000.00
Sum of changes by prior Subcontract Change Orders _____ \$ 00
The Subcontract Price prior to this Subcontract Change Order _____ \$10,000.00
The Subcontract Price will be changed by this Subcontract Change Order in the amount of _____ \$500.00
The new Subcontract Price including this Subcontract Change Order will be _____ \$10,050.00
The Contract duration will be changed by _____ 0

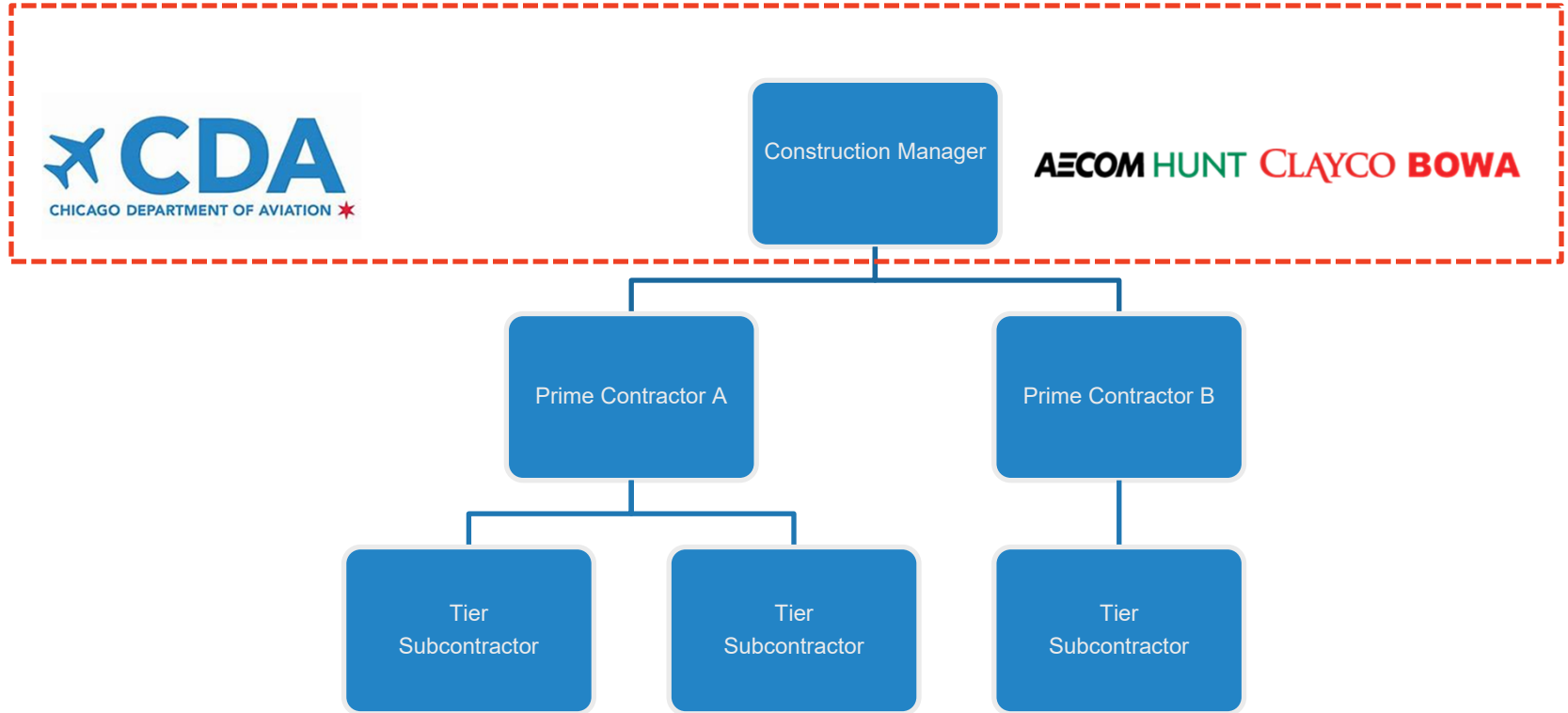
AECOM Hunt/Clayco, a Joint Venture _____ Subcontractor Name _____
CONTRACTOR _____ SUBCONTRACTOR/VENDOR _____

SIGNATURE _____ SIGNATURE _____

DATE _____ DATE _____

Initials _____ Page 1 of 1
Subcontractor Name: _____
Change Order: 001
HCB_06/08/09_01

INTRODUCTION



WHAT IS A CHANGE ORDER?

A change order is a document used to record any change in scope, schedule, cost and/or quality that differs from the original contract scope of work, terms and conditions.

TYPES	COMPENSATION	M/WBE PARTICIPATION
<ul style="list-style-type: none">- Contractor initiated example: unforeseen site conditions, obsolete manufacturer model- Owner directed example: material quality, additional or new work	<ul style="list-style-type: none">- Lump Sum- Time and Material	<p>The MBE and WBE Contract Specific Goals established at the time of Contract bid also apply to any modifications to the Contract after award.</p>

SUBCONTRACT AGREEMENT

H) Payment Conditions & Changes in the Work

COMPENSATION

Compensation for labor for extra work shall be in strict accordance with the documented union wage for each classification of each craft.

Contractor shall submit and receive approval a wage rate breakdown for all labor for any trade classification Contractor may employ, including fringes, insurances and taxes (applicable mark-ups will be applied to the sum of all base costs) prior to any extra work tickets being signed by AHCB's supervision.

MARKUP

For all approved changes to the Agreement, Contractor shall be entitled to the following markups: 10% Overhead and 5% Profit on equipment and material. Labor markups shall be included in the applicable Unit Rates.

Second tier trade contractors may also mark up their work, however, the total markup on any change event may not exceed 22%.

SUBCONTRACT AGREEMENT

H) Payment Conditions & Changes in the Work

RATES

Additionally, all major equipment rental rates, reviewed per Equipment Watch or similar, shall be approved prior to AHCB authorizing Contractor to perform extra work utilizing rental equipment. These rates shall be approved prior to AHCB authorizing any Time and Materials work.

Time and Material Tickets are to be signed by a designated AHCB representative on a daily basis with no exceptions. Failure to have tickets signed on a daily basis will be just cause for non-payment by AHCB. No claim whatsoever for additional compensation shall be considered without the proper Authorized Signatures.

AUTHORIZATION

Contractor shall not proceed with any work considered as additional or extra work without written authorization to do so by AHCB.

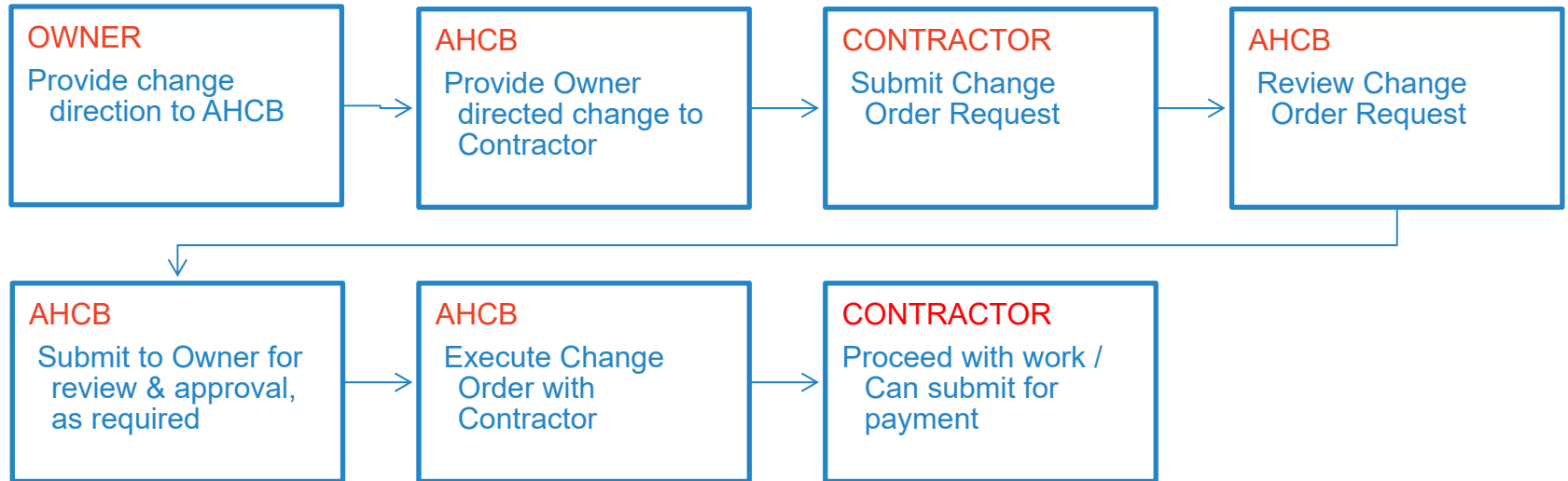
CHANGE PROCESS

Change Order Process – Owner Directed

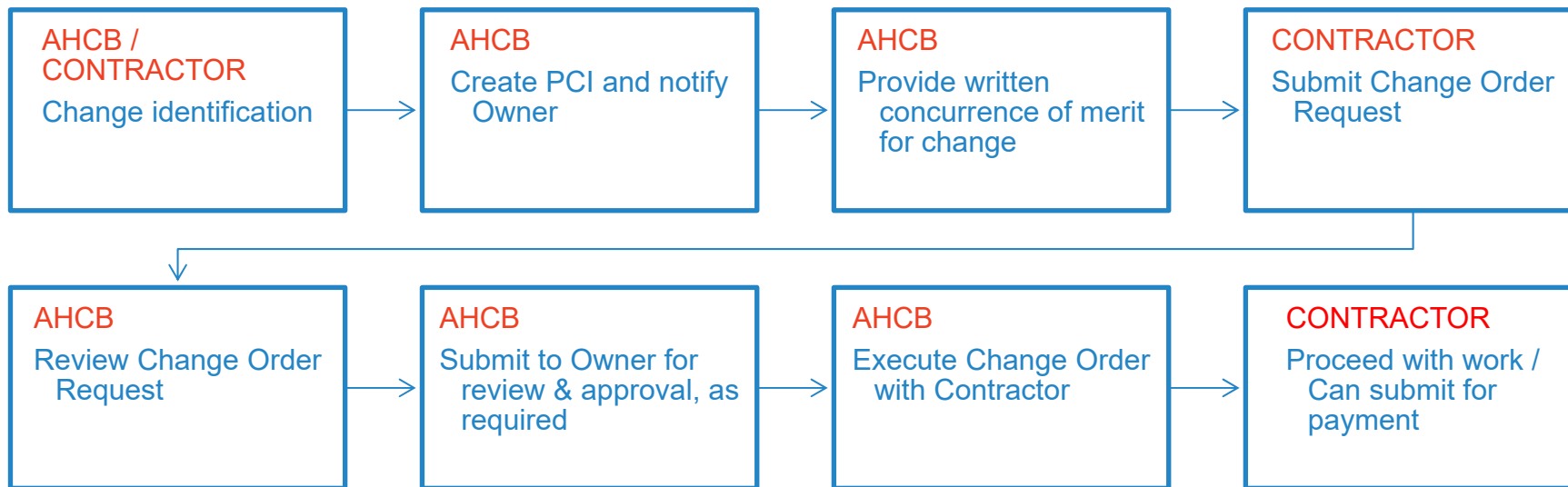
Change Order Process – AHCB / Contractor Initiated

Change Directive – Time & Material

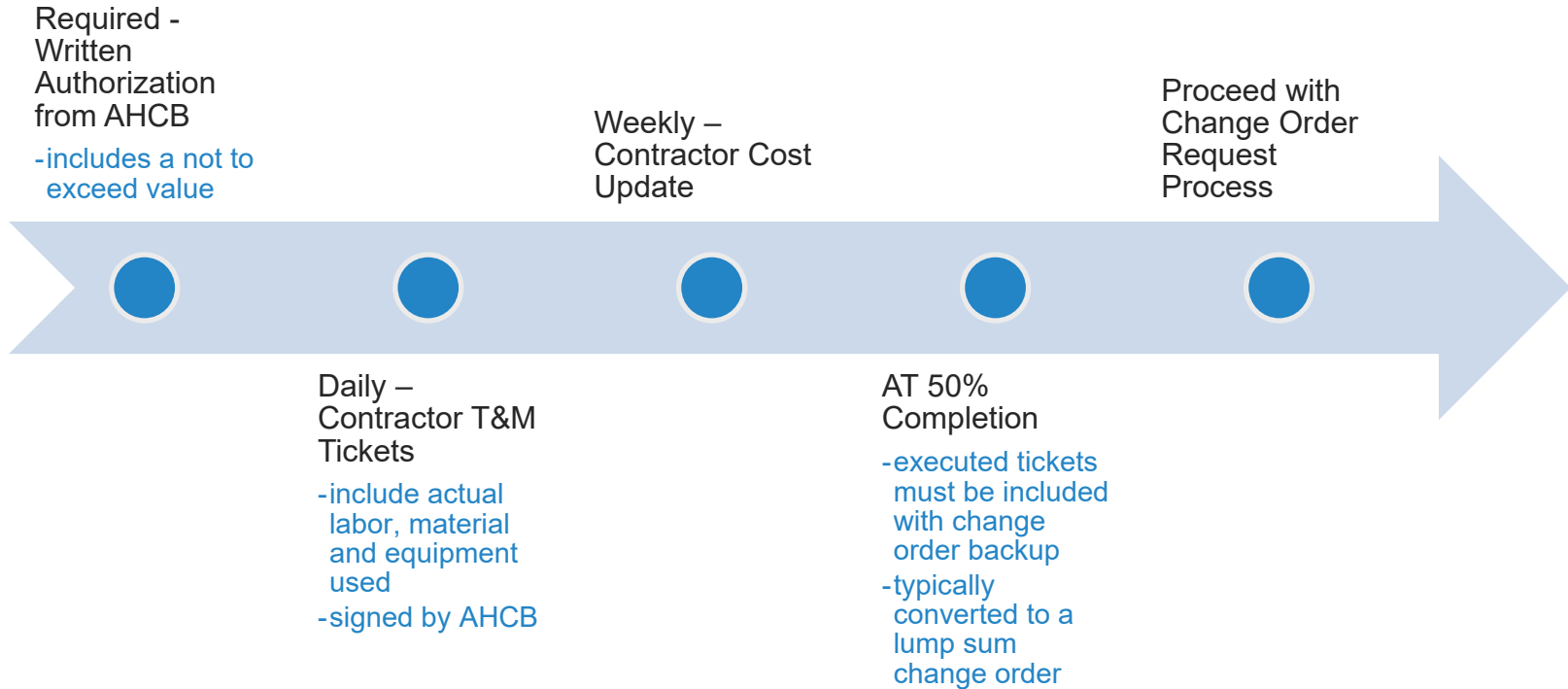
CHANGE ORDER PROCESS – OWNER DIRECTED



CHANGE ORDER PROCESS – AHCB / CONTRACTOR INITIATED



CHANGE DIRECTIVE (TIME & MATERIAL)



CHANGE ORDER REQUEST DOCUMENTATION



Detailed Cost Proposal

Labor (direct and indirect)
by classification
Tools / Materials
Equipment
Markups



Schedule Impact

Schedule analysis
Fragnet to the resource
loaded schedule



Compliance

Schedule C's, as required
Schedule D's, as required



Supporting Documentation

Sketches
Material cut sheets

CHANGE ORDER REQUEST DOCUMENTATION

Change Order Request - Detailed Cost Proposal

LABOR

- Classification
- Hours (ST, OT, DT)
- Rates (ST, OT, DT)
- Allowable Markup

EQUIPMENT

- Type
- Quantity
- Unit
- Unit Cost
- Allowable Markup

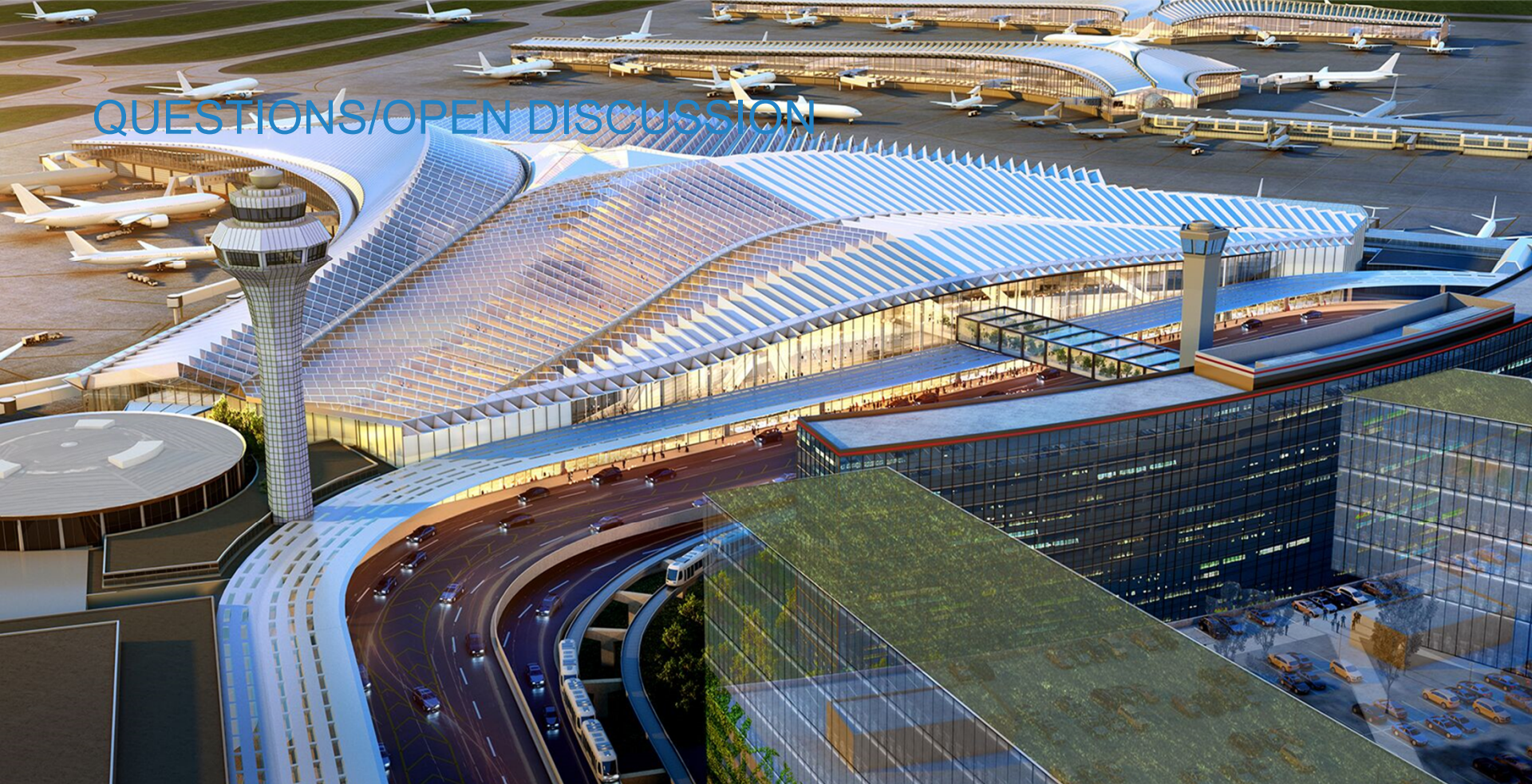
MATERIAL

- Type
- Quantity
- Unit
- Unit Cost
- Allowable Markup

SUBCONTRACTOR

- Classification
- Hours (ST, OT, DT)
- Rates (ST, OT, DT)
- Allowable Markup
- M/WBE Participation

QUESTIONS/OPEN DISCUSSION



SURVEY



Please complete the Aviation Learning Series survey contained in the Teams chat.

Indicate additional topics of interest within the survey.

CONCLUSION - AVIATION LEARNING SERIES

Completed Aviation Learning Series Session presentations will be available on the AHCB JV website.

Session 1: Understanding the AHCB JV Contract

Session 2: How to Bid an AHCB JV Project

Session 3: AHCB JV First Time Prime Contractors - Tier Contractor Management

Session 4: AHCB JV Change Order Management

Additional Aviation Learning Series topics coming soon

THANK YOU FOR YOUR TIME AND PARTICIPATION!

