



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**

800 BAY ROAD  
P.O. Box 778  
DOVER, DELAWARE 19903

**MEMORANDUM**

CAROLANN WICKS, P.E.  
SECRETARY

**TO:** Chris Costello, Group Engineer, North II Construction  
Jon Ledger, Group Engineer, South I Construction  
Brad Saborio, Group Engineer, South II Construction  
Javier Torrijos, Group Engineer, North I Construction  
Kevin Canning, Public Works Engineer, Canal District  
Bill Thatcher, North District Maintenance Supervisor  
Rich Fain, Canal District Maintenance Engineer  
Maria Fantini, Central District Maintenance Engineer  
Alastair Probert, South District Maintenance Engineer

**FROM:** Natalie Barnhart, Chief Engineer *NB*

**DATE:** October 21, 2010

**SUBJECT:** Change Order Reason Codes---Revised

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Please find attached newly revised "Change Order Reason Codes" along with examples of types of changes that fall into each category. The number of codes was reduced so that change order reasons can be categorized more consistently.

The purpose of gathering this information is to identify trends in over- or under-runs that may require changes to the Standard Specifications, Standard Details, project details, Special Provisions, or estimating methods. The information will be gathered and quantified in the Quality Section and depending on the outcome, forwarded to other sections to make the needed changes. Results of the analysis will also be provided to designers and inspectors on a regular basis.

In order for this process to work, it is crucial that inspection personnel and Area Engineers/ Supervisors in both Transportation Solutions and Maintenance & Operations do the following:

1. Accurately code the items on all change orders using the codes and examples attached.

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2. Provide sufficient written documentation to explain the change. Justifications should be written as if the person reading it has no familiarity with the project. Identifying pay items that are consistently appearing with certain codes (i.e. SW---Stormwater Management group request) is the first step in identifying a trend. The second step is to review the justification for the change order to see if there is a trend in justification (i.e. the plans did not specify inlet protection for inlets on sides streets).
3. Area Engineers/ Area Supervisors should review change order documentation for accuracy and the sufficiency of the justifications provided. If there is information lacking it should be corrected prior to submitting the change order for payment.
4. Once the change order is approved and executed, a copy including all back-up information should be sent to George Nagase in the Quality Section electronically.

I appreciate your cooperation in this matter. Please discuss any questions you may have about this process with your supervisor.

NB  
Attachments

cc: Joe Wright, Director, Maintenance & Operations  
Tom Clements, Assistant Director, North Construction  
Joel Leidy, Assistant Director, South Construction  
Jim Pappas, Quality Engineer  
Andy Bowman, North District Engineer  
Mark Alexander, Canal District Engineer  
Tom Greve, Central District Engineer  
Jeff Reed, South District Engineer

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CHANGE ORDER REASON CODE LIST**

9/22/2010

Existing Change Order Reason	
A	REQUESTED BY SAFETY SECTION
B	REQUESTED BY STORMWATER SECTION
C	REQUESTED BY LEGISLATOR
D	REQUESTED BY EXTERNAL AFFAIRS
E	REQUESTED BY DITRICT MAINTENANCE
F	REQUESTED BY PROPERTY OWNER
G	ADDED NEW ITEM
H	ADDED QUANTITY TO EXISTING ITEM
I	ADDED QUANTITY DUE TO EROSION
J	REPLACED WITH NEW ITEM
K	REPLACED WITH ANOTHER EXISTING ITEM
L	ITEM ELIMINATED
M	CALCULATION ERROR BY DESIGNER
N	OVERESTIMATED QUANTITY
O	OVERESTIMATED QUANTITY ON PREVIOUS CHANGE ORDER
P	MISSING QUANTITY, ITEM SHOWN ON PLANS
Q	ADDITIONAL UTILITIES (PUBLIC)
R	NEEDED FOR UTILITIES (PUBLIC)
S	ADDITIONAL UTILITIES (PRIVATE)
T	NEEDED FOR UTILITIES (PRIVATE)
U	VALUED ENGINEERING PROPAOSAL
V	PRICE ADJUSTMENT
W	OTHER
X	ADDED LOCATION
Y	DELETED LOCATION

Proposed Change Order Reason		Replaces
CL	LOCATION/LIMITS OF CONSTRUCTION ADDED OR DELETED A FROM THE ORIGINAL CONTRACT	X, Y
CP	CONTRACTOR PROPOSED CHANGE OR VALUE ENGINEERING PROPOSAL	U
DM	DISTRICT MAINTENANCE REQUEST TO CHANGE QUANTITY OF EXISTING ITEM OR ADD NEW ITEM	E
FC	FIELD CONDITIONS DIFFER FROM PLANS AND/OR DESIGNER CALCULATIONS	M, N, P
NI	NEW ITEM ADDED DUE TO OMISSION OR CHANGE IN ORIGINAL SCOPE	G, J, K, L
NP	RENEGOTIATED PRICE OF EXISTING ITEM OR DUPLICATE ITEM WITH A NEW PRICE	V
OR	OTHER	W
PR	LEGISLATOR/PUBLIC RELATIONS/PROPERTY OWNER REQUEST FOR ADDITION OR DELETION OF WORK OR CHANGE IN QUANTITY OF EXISTING ITEM	C, D, F
QC	UNDER- OR OVERESTIMATED QUANTITY IN QUANTITY CALCULATIONS OR FINAL RECONCILIATION OF PAYMENT	H, O
SR	SAFETY SECTION REQUEST TO CHANGE QUANTITY OF EXISTING ITEM OR ADD NEW ITEM	A
SW	STORMWATER MANAGEMENT SECTION REQUEST TO CHANGE QUANTITY OF EXISTING ITEM OR ADD NEW ITEM	B
UT	UTILITY(IES) - ADDITION OR DELETION OF WORK OR CHANGE IN QUANTITY OF EXISTING ITEM	Q, R, S, T
	ELIMINATED	I

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Proposed Change Order Reason	
CL	LOCATION/LIMITS OF CONSTRUCTION ADDED OR DELETED A FROM THE ORIGINAL CONTRACT Example - Additional 900 L.F. of concrete sidewalk added to project due to low bid prices
CP	CONTRACTOR PROPOSED CHANGE OR VALUE ENGINEERING PROPOSAL Example - Contractor requested change of concrete pipe to HDPE pipe
DM	DISTRICT MAINTENANCE REQUEST TO CHANGE QUANTITY OF EXISTING ITEM OR ADD NEW ITEM Example - Maintenance requests the installation of an extra drainage inlet to address a recurring drainage problem
FC	FIELD CONDITIONS DIFFER FROM PLANS AND/OR DESIGNER CALCULATIONS Example - Buried PCC to be removed
NI	NEW ITEM ADDED DUE TO OMISSION OR CHANGE IN ORIGINAL SCOPE Example - Butt joints for driveway entrances due to difference in grade omitted in design
NP	RENEGOTIATED PRICE OF EXISTING ITEM OR DUPLICATE ITEM WITH A NEW PRICE Example - 75% of guardrail eliminated
OR	OTHER Example - 1) Asphalt Cement Adjustment; 2) Fuel Cost Adjustment; 3) Phone bills
PR	LEGISLATOR/PUBLIC RELATIONS/PROPERTY OWNER REQUEST FOR ADDITION OR DELETION OF WORK OR CHANGE IN QUANTITY OF EXISTING ITEM Example - Legislator requests additional sidewalk added to the project
QC	UNDER- OR OVERESTIMATED QUANTITY IN QUANTITY CALCULATIONS OR FINAL RECONCILIATION OF PAYMENT Example - 1) Additional curb ramps needed; 2) Overestimated PCC patching quantity; 3) Clean up change order at end of project
SR	SAFETY SECTION REQUEST TO CHANGE QUANTITY OF EXISTING ITEM OR ADD NEW ITEM Example - Safety Section requests placement of additional temporary striping during phases
SW	STORMWATER MANAGEMENT SECTION REQUEST TO CHANGE QUANTITY OF EXISTING ITEM OR ADD NEW ITEM Example - Stormwater Management Section requests additional area of temporary seeding due to unforeseen construction impacts
UT	UTILITY(IES) - ADDITION OR DELETION OF WORK OR CHANGE IN QUANTITY OF EXISTING ITEM Example - An existing sewer manhole is in poor condition and needs to be replaced