# DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)

# Office of School Construction Grants & Review (OSCG&R)

**WHEN PROJECTS CHANGE AFTER OSCG&R APPROVAL**

**FORM SCG-3041**

All changes to the construction contract documents require OSCG&R review and approval, including:

* **Addenda (prior to awarding contract)**
* **Change Orders and Change Directives (after awarding contract)**
* **Redesign or Project Scope Changes (substantial changes requiring the project to be rebid)**
* **Value Engineering (prior to and/or after awarding contract)**

**Addenda:** (and/or CM Clarification Bulletins)

An Addenda is a written and/or graphic document issued by the design professional that modifies the original contract documents during the bidding period, but before bids are received. Addenda become part of the contract bid documents when they are issued. The primary purpose of addenda is:

* To clarify, revise, add to, or delete from the contract documents or previous addenda
* Respond to questions raised by the bidders
* Issue new requirements including the owner decisions to increase or decrease the scope of work

**The Process:**

* Addenda should be issued only when clarifications are required for the bidders and are issued to all bidders during the bidding process. Addenda should not be for substantial design, layout, or material changes.
* OSCG&R review and approval of all addenda is required.
* Addenda must be submitted to the OSCG&R in sequential order by phases, either prior to, shortly after bid closing and acceptance of the entire phase.
* The design professional shall contact the OSCG&R at [angela.gelineau@ct.gov](mailto:angela.gelineau@ct.gov), or by calling our office at (860) 713-6490 to schedule an addenda review meeting.
* Addenda submissions to OSCG&R shall be organized and formatted for easy reference to the parts of the documents affected (utilize the State DPW format). The format shall include: the Date, Addenda No., State Project No., Phase No., and Bid Package No. (when applicable).
* The design professional shall submit at the meeting a written, detailed explanation summarizing each item of the addenda (on company letterhead), utilizing the format noted above. The addenda summary shall indicate who and/or what prompted the change for each item (e.g., owner requested, contractor proposal/requests, omissions/errors on the construction documents, minor material clarifications, increase or decrease of project scope of work, unanticipated condition, required by regulatory official’s request, etc.).
* The Addenda submission shall include any RFI’s, SK drawings (stamped and signed), as well as the original documents of the pertinent phase that went through the OSCG&R PCR review and sign-off, and any other item required to complete the review of the changes (e.g., previous addenda).
* All items changed by the addenda should be highlighted on the revised specification sections and/or stamped and signed drawing sheets. (If drawing sheets or specification sections were added as a part of the addenda, it is not necessary to highlight the entire drawing or specification section.)

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**Change Orders and Change Directives:**

Change orders are amendments to the construction contracts (after bids are accepted) and must be signed by the same parties that signed the original contract. Change Orders and Change Directives are used to authorize a change in the work and are an adjustment in the contract sum, the contract time, or both.

**The Process:**

* Change orders should be used **only** for unforeseen or emergency conditions. Overhead and profit percentages on change orders for both prime contractor and subcontractors must be identified at the bidding stage in the Special/Supplemental Conditions in the contract. The allowable **reimbursable** mark-up on change orders is limited by the OSCG&R to a maximum of 20% total.
* FORM SCG-042.CO is used to submit change orders. All change orders must be submitted with original signatures in **sequential order** for each state project number **regardless of phasing**. FORM SCG-042.CO is used for publicly bid construction contracts and must be submitted for all change orders issued. Note that Design fees, CM fees and reimbursable expenses are to be reported only on FORM SCG-1046. Submit change order packages as they occur; do not compile large numbers of change orders. Incomplete change order submissions create delays for both the SCG and the LEA’s reimbursement. Thoroughly explain the reason for issuing the change order. Provide information concerning the location of work and other relevant building information, and documents, sketches, etc. that show impact on codes when applicable. Also, provide information relating to ineligible costs (see FORM SCG-4000 Ineligible/Limited Eligible Costs Worksheet).
* Change Orders and Change Directives **issued after July 1, 2008** must besubmittedto the OSCG&R within 6 months of issuance to be eligible for reimbursement, pursuant to C.G.S. Sec. 10-286(d).

**The 5% rule:**

* **Change orders should not total more than five percent of the authorized total project cost.** (C.G.S. Sec. 10-286 (c)) For the period from July 1, 2006, to June 30, 2009, inclusive, for projects with total authorized project costs greater than ten million dollars, if total construction change orders or other change directives otherwise eligible for grant assistance under Chapter 173 exceed five percent of the authorized total project cost, only fifty percent of the amount of such change order or other change directives in excess of five per cent shall be eligible for grant assistance; and after July 1, 2009, for projects with total authorized project costs greater than ten million dollars, if total construction change orders or other change directives otherwise eligible for grant assistance exceed five percent of the total authorized project cost, such change order or other change directives in excess of five percent shall be ineligible for grant assistance.

**Redesign or Project Scope Changes and Value Engineering:**

**Plan Review/Approval is required for changes that do not qualify as Addenda or Change Orders.** All significant changes to the construction documents, including “value engineering” changes after OSCG&R Plan Review approval, must be submitted to the OSCG&R for review. Significant changes to the work which occurwithout OSCG&R review and approval may be ineligible for reimbursement. Re-bidding of a project, a phase of a project, or an individual bid package due to bids in excess of the project budget may require a new Plan Review request and formal approval.

**The Process:**

* Contact the OSCG&R for assistance with project changes that do not qualify as Addenda or Change Orders, or for value engineering proposed after plan approval.

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