

Construction Order Routing Slip

Rev 7/14/10

Project No: _____ C.O. No.: _____ C.O. Value: _____

Original Contract Value: _____ Previous C.O.s Value: _____

Revised Contract Value: _____ Total C.O.s Value: _____

% of Original Contract Value: _____ % Cumulative % of Original Contract Value: _____ %

Review and routing	Initialed:	Date:
C.O. Initiated by the Project Manager	_____	_____
Project Engineer Received Draft	_____	_____
Draft Copy Reviewed/Corrected by Project Engineer	_____	_____
Draft Copy Reviewed by Final Section	_____	_____
Draft Copy Approved by Supervising Engineer	_____	_____
Approval by ADE, if Required	_____	_____
Project Engineer Approves in Site Manager	_____	_____
Supervising Engineer Approves in Site Manager	_____	_____
PE Prints and Sends C.O. to FHWA for approval, if Required	_____	_____
C.O. Printed/Signed by PE and Sent to Contractor	_____	_____
C.O. Returned by Contractor	_____	_____
Supervising Engineer Sign C.O.	_____	_____
Distributed by Office Staff	_____	_____

Project Funding Requirements	Project #	\$Approved Mod	\$Mod Pending	Mod Needed (Y/N)
	_____	_____	_____	_____
	_____	_____	_____	_____

Oversight by Office of Construction

Check all that apply:

- Construction Order is greater than 25% of Original Contract Value _____
- Construction Order Value is greater than \$500,000
- Construction Order may delay the Project more than 6 months
- Price Adjustment of Item by Art. 1.04.03 or 1.04.04 that is greater than \$100,000 (Attach Memorandum to D.E.)

If any box is checked, Construction Order must be discussed with OOC before it is authorized.

Oversight by FHWA Yes (see Note 1)

Check all that apply when Project is oversight by FHWA:

- A change in scope/cost increase in excess of \$100,000
- An aggregate increase > \$100,000 for change in scope addressed on multiple construction orders

If any box is checked, FHWA must be notified in advance before Construction Order is authorized.

Authorization by Assistant District Engineer

Check all that apply:

- Construction Order Value is greater than \$150,000
- Cumulative % of Original Contract Value reaches 5%, 10%, 15% etc.
- C.O. adjusts price of an item by Art. 1.04.02, 1.04.03 or 1.04.04
- C.O. addresses a potential claim issue (**see Note 2**)
- C.O. addresses a material change or design issue that required a Construction Issue Form (**see Note 2**)
- C.O. grants additional time (**see Note 2**)

If any box is checked, Construction Order must be Authorized by Manager (ADE or DE) or TPE

Check all that apply:

- Construction Order Value is greater than \$100,000 (**see Note 2**)
- Has Liquidated Damages (**see Note 2**)
- Addresses Incentives/Disincentives (**see Note 2**)

This C.O. is approved for processing and forwarding to the contractor.

Approving Authority: _____ Date: _____

Note 1: scanned copy of executed CO with addendum and attachment to FHWA

Note 2: scanned copy of executed CO with addendum and attachments to OOC Liaison when project is not Oversight by FHWA.