

ENGINEERING DIVISION

Coding of Change Orders by Type

- A Administrative** – Administrative changes such as truing up remaining bid variances at close of project, delaying an NTP, non-compensable time extension, or suspending / terminating the work.
- B Bills to Others** – Work done for and at the expense of others, the cost of which will be billed directly to the responsible party. An example is repair of damage caused by a third party.
- C Claims Settlement** – Settlement of contractor claims typically relating to items such as overheads or cost related to project time delays. If claims are filed with respect to whether or not an item or work is an extra and an agreement is reached that it is, then that item would be considered as one of the other types of Change Orders.
- E Project Enhancements** – Scope enhancements to projects typically at the request of the Revenue Division to meet the needs of the tenants or for other related businesses reasons. Examples include adding air conditioning to truck kiosks providing a more costly piece of equipment, or repainting a building to a different color scheme.
- O Omissions** – Errors or omissions to the plans or specifications. An example is the failure to designate the capping, removal and disposal of existing fire hydrants for the construction of a building slab where the hydrants can be seen and addressed in the design stage.
- P Project Sponsor Initiated Changes** – Time related changes/modifications to projects by means of schedule delay, micro-phases, acceleration, wholesale phase change, etc. to accommodate tenant/customer requirements during the course of the project. This type of Change Order would not alter the physical final production outcome of the project as required by the plans and specifications.
- R Regulatory/Outside Agency Changes** – Changes/additions to projects due to changed regulatory agency permit requirement such as new Storm Water Discharge BMPs, additional winterization measures, etc. This type of Change Order would also include extra work performed to assist outside agencies, such as utility companies, railroads, airlines, etc., in completing their work on Port projects.
- U Unforeseen Conditions** – Typically covers hidden items such as unsuitable subgrade soils or buried utility lines, or conditions such as unknown asbestos encountered under floors or in walls discovered during remodel or demolition work.
- V Value Engineering** – Changes to the contract initiated by the owner and/or contractor to reduce the overall project cost