

New Jersey Department of Transportation CONSTRUCTION ADVISORY

NUMBER: 41	Contract Time Change Order	04/25/2019
CATEGORY: Change Orders		

Prior to the issuance of the updated Change Order Guide and effectively immediately is the following guidance on adjusting quantities or establishing New Work or both with respect to Contract Time:

Alterations to the Contract that include changes in Contract Time, with associated quantity adjustments or the establishment of New Work or both must be processed in the same Change Order. Changes to Contract Time and quantity adjustments or the establishment of New Work should not be separated into multiple Change Orders. Time Impact Evaluation should be performed and approved once it is known there will be impacts to the project schedule. If a Change of Plan is required, the submission should include the work, cost, specifications and anticipated time to complete the Change. Ensure the Contractor performs the Time Impact Evaluation as soon as possible to determine the schedule impacts and prior to finalizing the Change Order.

The only exception will be a unique or unusual issue that prevents the Time Impact Evaluation from being performed immediately.

On the rare occasion that the RCE determines that a unique or unusual issue arises on Federally Funded Projects, the RCE will contact the FHWA, Project and Program Delivery Manager for review and concurrence to not include time with the original Change Order.

Upon FHWA's concurrence, the RE must issue a Field Order to the Contractor stating the scope of the change, effective date of the change, method of payment, impact on Contract Time and notification that two subsequent Change Orders will be issued. The first Change Order will be issued for quantity adjustments or the establishment of New Work or both as specified in 104.03.03. The second Change Order will be issued for Modifications to Contract Time as specified in 108.11.

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