



**THE DEPARTMENT OF GENERAL SERVICES**

**CHANGE ORDER GUIDELINES**

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# **THE DEPARTMENT OF GENERAL SERVICES**

## **CHANGE ORDER GUIDELINES**

### **I. Introduction**

This document is intended as a guideline for those currently doing business and those interested in pursuing business with the Department of General Services on Construction projects. The document was created in response to the Change Order Fairness Act and the Change Order Fairness Act Construction Change Order Workgroup.

This document is intended to be a quick reference for the contractor community's general questions relating to the Construction Change Order Process.

It is not intended to replace or supersede the DGS Construction General Conditions <https://dgs.maryland.gov/Documents/ofp/GeneralConditionsforConstruction2022.pdf> or the DGS Project Procedure Manual <http://dgs.maryland.gov/Documents/ofp/Manual.pdf>

### **II. Definitions**

- a. BPO – Blanket Purchase Order, a document generated from the eMMA system that assigns funds to a contract.
- b. BPW – Board of Public Works, a board made up of the Governor, Comptroller and Treasurer that approves contracts with certain cost thresholds or funding sources.
- c. CCD – Construction Change Directive. A written order signed by the Procurement Officer directing a change in the project and stating a basis for the adjustment in scope and any adjustment to the contract sum and/or contract duration.
- d. CO – Change Order
- e. DCE – Design, Construction, Energy
- f. DGS – Department of General Services
- g. DPRB – Department Procurement Review Board, a board made up of the DCE Assistant Secretary, DCE Administrator, DCE Director of Operations, DCE Chief of Construction, DCE Chief of the Cost Center, DCE Project Manager Supervisor and DCE Project Manager.
- h. eMMA – eMaryland Marketplace Advantage – The State of Maryland's (State) online procurement system that posts construction and maintenance projects to be bid.
- i. FMIS – Financial Management Information System, an electronic system that tracks and processes the State's financial transactions.
- j. MBE- Minority Business Enterprise
- k. NTE – Not to Exceed

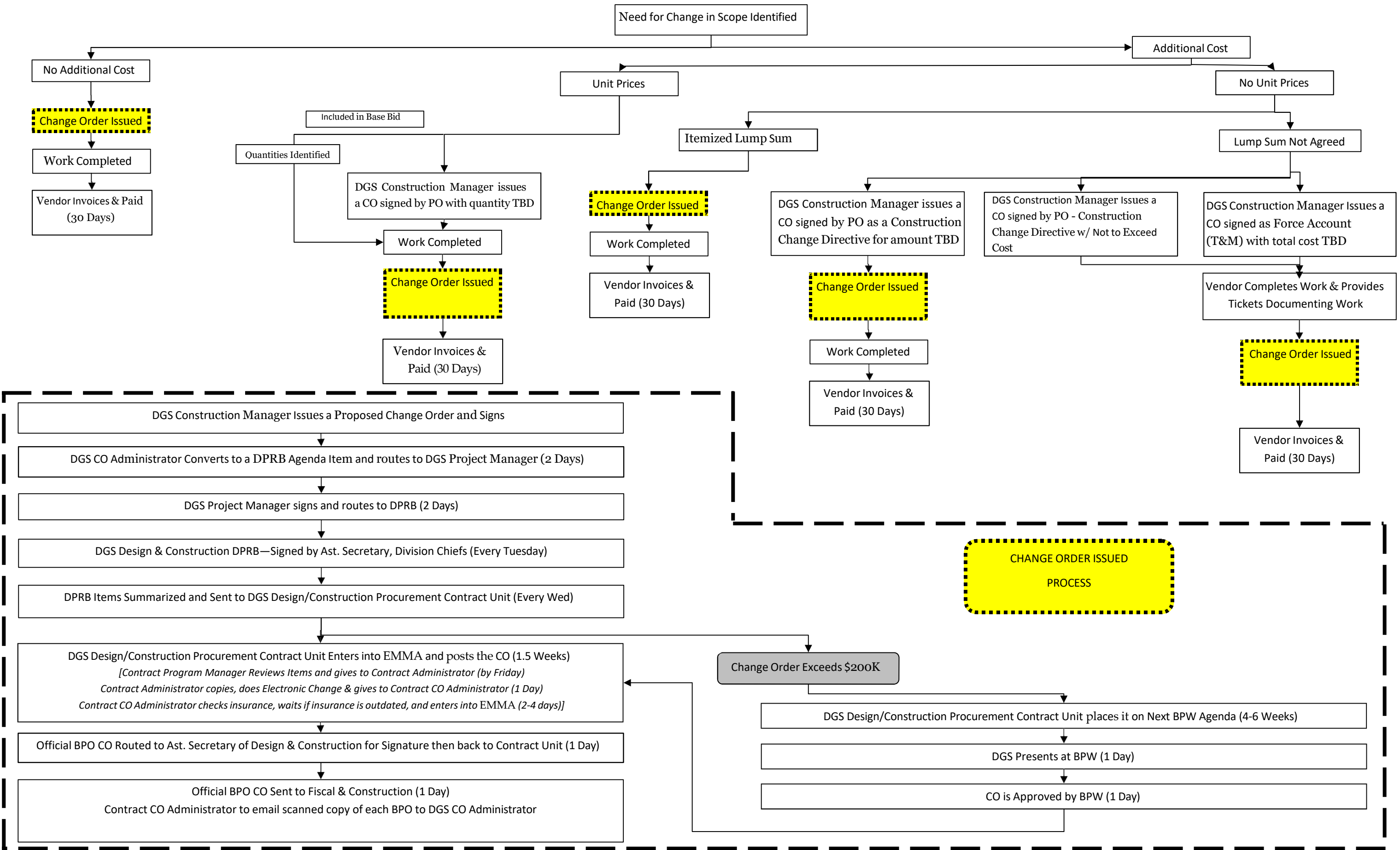
- l. PCO – Proposed Change Order
- m. PO – Procurement Officer – has the meaning contained in the DGS Construction General Conditions.
- n. TBD – To Be Determined
- o. T&M – Time and Materials. Also identified as a Force Account Work per the General Conditions for Construction Contracts, Section 7.04.

### **III. Change Order Process Diagram**

The DGS Change Order Process Diagram shown below provides the typical process and processing time for various stages in the Change Order process. Sometimes, unique circumstances can require different steps or timelines.

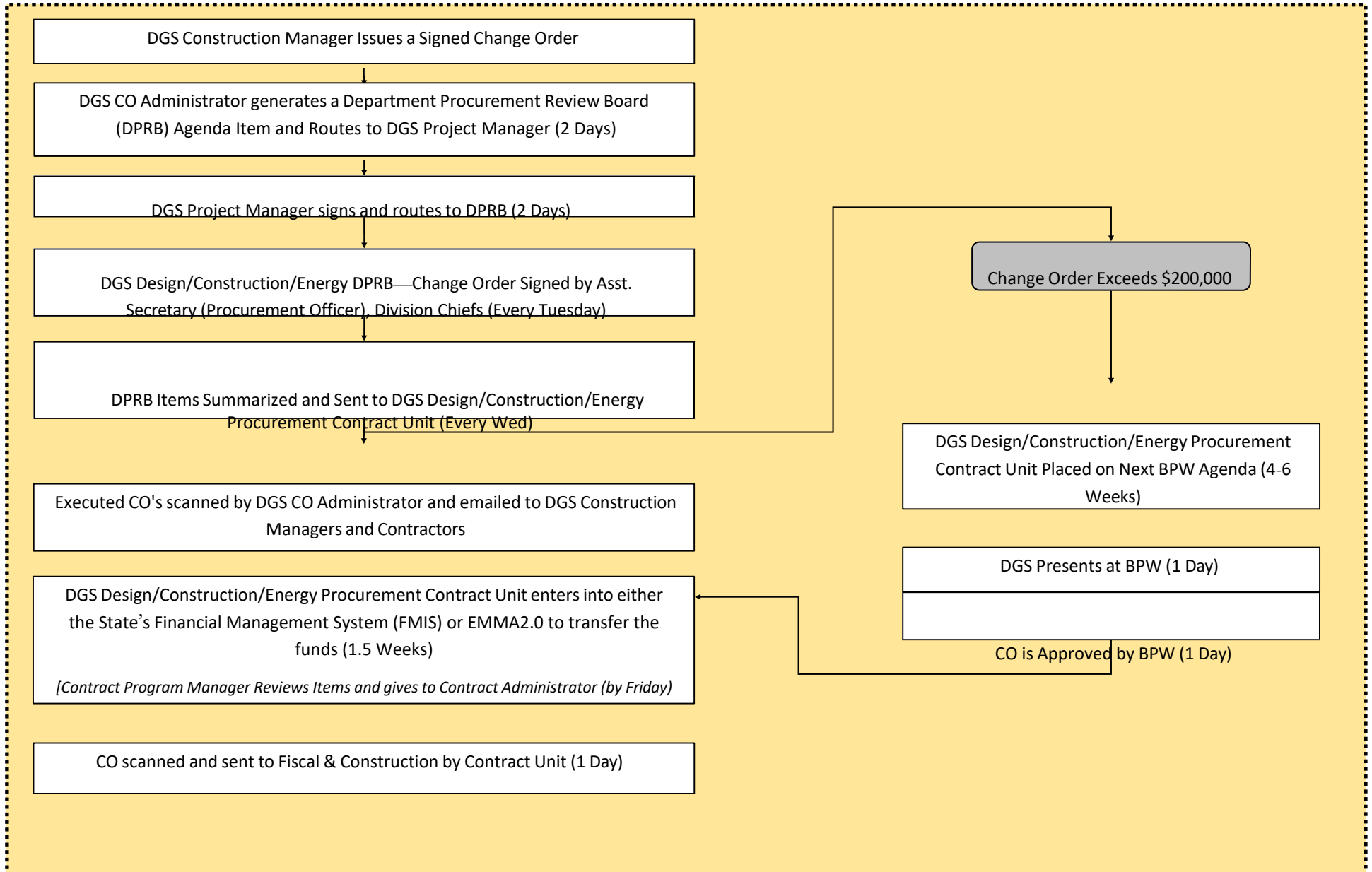
The diagram on the next page shows the DGS process.

**DGS CHANGE ORDER (CO) PROCESS 10/01/2024**



CHANGE ORDER INTERNAL  
ADMINISTRATIVE PROCESS

Updated 10/01/2024



#### **IV. Change Order Forms**

When changes in the work require modification of the contract price, the Contractor shall promptly submit a fully itemized breakdown of quantities and prices used in computing the value of the change along with a detailed explanation/justification (the “cost proposal”). The Contractor shall provide DGS with a cover / summary page to their cost proposal. The DGS Change Order form will be sent to the Contractor for signature and the Contractor agrees to provide the additional work for the additional cost and/or time indicated and agreed to on the Change Order form.

Once the lower portion of the Change Order form is signed by the Procurement Officer, the modification to the contract is considered fully executed and the Contractor is authorized to proceed with the modified work.

DGS reserves the right to issue a Construction Change Directive (CCD), that is, without the Contractor’s signature or agreed to cost, as described in the General Conditions for Construction Contracts.

A sample of the DGS Change Order form is shown on the next page.

#### **V. Construction Chain of Command**

DGS DCE assigns a Project Manager to every construction project. A Construction Manager is assigned to every construction project valued over \$100,000. The Construction Manager is assigned based on the location of the project and is responsible for the construction contract. The Project Manager is assigned based on the Using Agency that the project is for and is responsible for the design contract and other similar service contracts.

The Construction Manager and Project Manager should be the first line of communication on any project-related issue. However, should they be unavailable or unable to resolve the project issue, the provided chain of command is available (please contact the next appropriate individual in the chain for assistance).

#### **VI. Delegation of Authority for Change Orders**

DGS has delegated authority from the Board of Public Works for change orders up to \$200,000. Change Orders over \$200,000 must be submitted to the Board of Public Works for review and approval, after this approval is received these Change Orders are signed by one of the individuals with unlimited authority or delegated authority within DGS.

The chart below indicates positions within DGS that possess the authority to sign Change Orders and the amount that position can authorize.



MD Department of General Services  
Construction Division  
Change Order



Date: \_\_\_\_\_

Proposed Change Order No. \_\_\_\_\_

Awarded Contractor: \_\_\_\_\_

Contractor Email Address: \_\_\_\_\_

DGS Project Facility: \_\_\_\_\_

DGS Project Title: \_\_\_\_\_

DGS Project Number: \_\_\_\_\_

Change Order Title: \_\_\_\_\_

Change Order Description:

References (RFI, ASI, etc.): \_\_\_\_\_

Requested Time Extension: \_\_\_\_\_ Days

Total Amount of PCO: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print/Type Name & Title: \_\_\_\_\_

This signature certifies that all calculations of amounts requested under this PCO have been calculated in strict accordance with the terms and conditions of the contract (including the General Conditions) and applicable law.

Change Order #: \_\_\_\_\_

Change Order Type: \_\_\_\_\_ Using Agency Request

\_\_\_\_\_ Design Omission

\_\_\_\_\_ Code Requirement

\_\_\_\_\_ Design Error

\_\_\_\_\_ Field Condition

Remarks / Justification:

Modification Amount: \_\_\_\_\_

Original Contract Amount: \_\_\_\_\_

COs Previously Approved: \_\_\_\_\_

Revised Contract Amount: \_\_\_\_\_

Compensable Days: \_\_\_\_\_

Non-Compensable Days: \_\_\_\_\_

Current Completion Date: \_\_\_\_\_

Revised Completion Date: \_\_\_\_\_

A/E Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This Change Order is: \_\_\_\_\_ Agreed To Price / Time

\_\_\_\_\_ Force Account

\_\_\_\_\_ Construction Change Directive

DGS Inspector / Representative: \_\_\_\_\_

Project Manager: \_\_\_\_\_

DGS Area / Proj. Mgr. Supervisor: \_\_\_\_\_

Chief / Deputy Chief: \_\_\_\_\_

DGS Regional Manager: \_\_\_\_\_

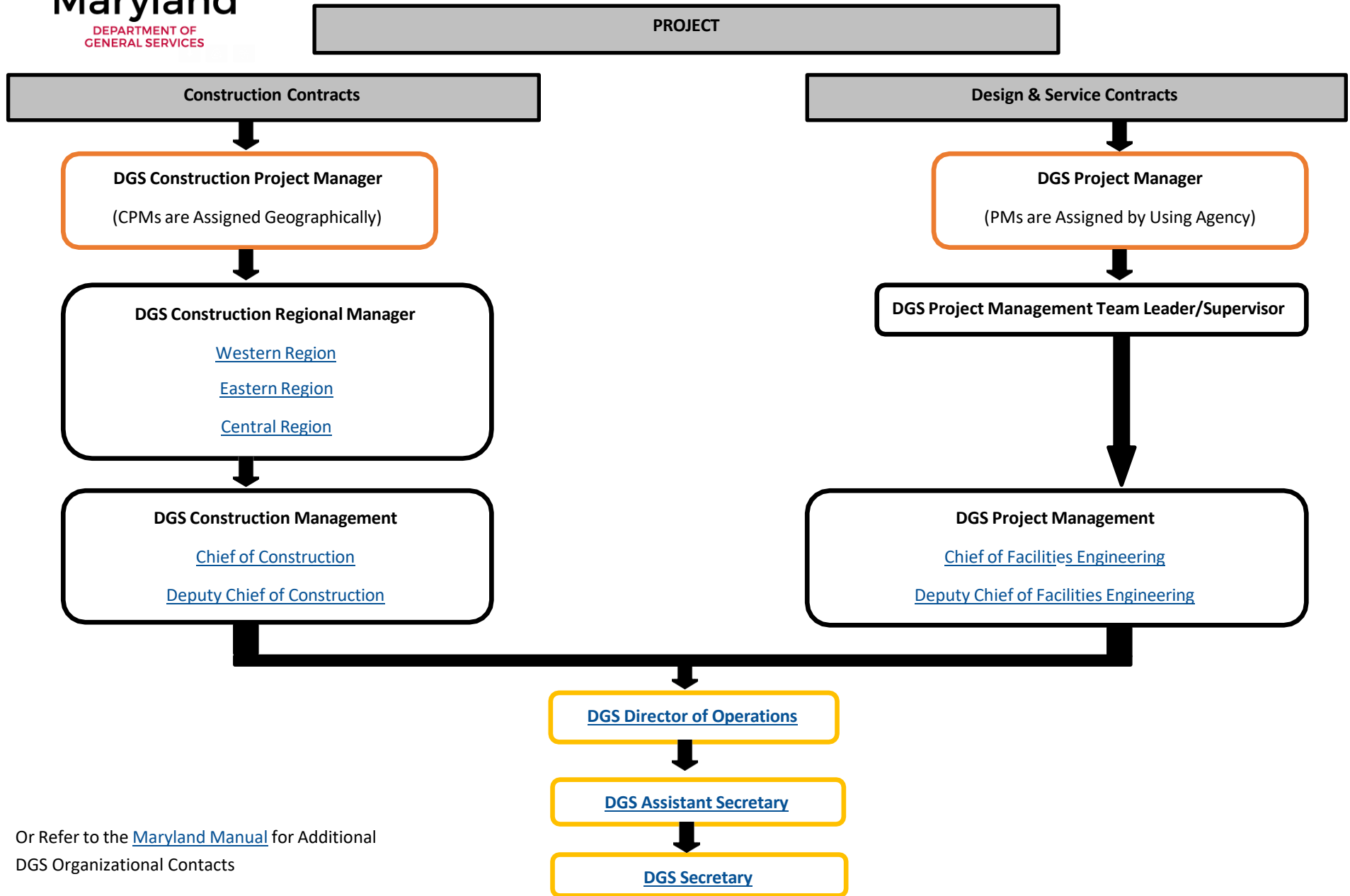
Procurement Officer: \_\_\_\_\_

Date Approved: \_\_\_\_\_





DGS PROJECT CHAIN OF COMMAND  
October 2024



Or Refer to the [Maryland Manual](#) for Additional  
DGS Organizational Contacts

<b>Title</b>	<b>Delegated Authority for Change Orders</b>
Secretary	Unlimited
Deputy Secretary	Unlimited
Assistant Secretary of Procurement & Logistics	Unlimited
Director of Procurement	Unlimited
Procurement Program Manager, Construction Contracting	\$5,000,000
Procurement Officer Supervisor – Construction	\$1,000,000
Procurement Officer – Construction	\$200,000
Procurement Officer – A/E	\$200,000
Assistant Secretary of Facilities Design & Construction	\$200,000
Director of Operations	\$200,000
Chief of Construction	\$200,000
Chief of Facilities Engineering	\$100,000
Deputy Chief of Construction	\$100,000
Construction Regional Manager	\$50,000

## **VII. Payment Disputes Hierarchy**

When a payment question arises, first approach the Construction Manager or Project Manager to discuss the issue. If those individuals are unable to resolve the question, they will ask the Contractor to issue a written request to the Procurement Officer. This request shall: be on the Contractor's letterhead; reference the name of the job and the project number; and explain the payment issue. The Procurement Officer will review the request and respond in writing.

DGS has an Office of Construction and A/E Procurement. The Procurement Officer contact information for each project is listed on the eMMA bid documentation and also on the contract. If neither is available please call the contact listed below to be routed to the

appropriate Procurement Officer; when calling, please refer to the DGS Project # which can be found on the blueprints to expedite assistance.

Contact Information:

[Supervisor – Construction Procurement](#)

## **VIII. Prime Contractor Bond Information**

All construction projects over \$100,000 require a bond. The prime contractor's bond information is available in the procurement file held by the assigned Procurement Officer. If seeking the prime contractor's bond information, please submit a written request to the Procurement Officer. This request shall be on the requesting entity's letterhead and reference the name of the job and the project number. The Procurement Officer will respond in writing with the requested information.

DGS has an Office of Construction and A/E Procurement. The Procurement Officer contact information for each project is listed on the eMMA bid documentation and also on the contract. If neither is available please call the contact listed below to be routed to the appropriate Procurement Officer. When calling, please refer to the DGS Project # which can be found on the contract documents (drawings and specifications) in order to expedite assistance.

Contact Information:

[Supervisor – Construction Procurement](#)

## **IX. Pre-Bid Meetings**

Subcontractors are encouraged to attend pre-bid meetings, but not required to do so. Pre-bid meeting attendance is required for prime contractors if there is an MBE requirement. Pre-bid meeting locations, dates and times are indicated on the solicitation documents on eMMA. Meetings are typically held 1 week after advertising the project. Normally, these meetings are held at the project location to allow all parties to walk the site.

## **X. Pre-Construction Meetings**

Subcontractors are encouraged to attend pre-construction meetings, but not required to do so. Pre-construction meeting attendance is required for prime contractors. Typically, these meetings are held at the project location to allow parties to walk the site.

Prime contractors should notify subcontractors of these meetings and allow subcontractors to attend.