**Change Order Approval Sequence Determination Chart**

This chart demonstrates when additional approvals above the Resident Engineer role (Sequence 2) are required. If the change order exceeds any of the criteria in the chart below, additional approvals are required, as shown. The values shown are absolute values, meaning the limits apply to both positive and negative changes. The criteria that requires the highest Sequence approval always prevails over other criteria. For example, a change order with a line item change of $51,000, but the total change was less than $50,000 due to other underruns, would require Sequence 3 approval.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Change Order** | Change Order Amount | OR | Change Order Amount as a % of Contract Bid | OR | Single Line Item Change Amount | **Approval Sequence** |
| Extra Work  Overrun / Underrun | ≤$50,000.00 | OR |  | OR | ≤$50,000.00 | **1 & 2** |
| > $50,000.00 | OR |  | OR | > $50,000.00 | **3** |
| >$100,000.00 | OR | >25% | OR | >$100,000.00 | **4** |
| >$1,000,000.00 | OR | >25% (or > 50% of contracts valued at ≤ $500,000) | OR | >$1,000,000.00 | **5** |
| Time  Extension |  |  |  |  |  | **4** |
| Specification Change |  |  |  |  |  | **4** |
| Value  Engineering |  |  |  |  |  | **4** |

Notes:

1. A “zero dollar” change order is defined as a direct substitution of a line item with a contingent item, not generating an additional cost or a cost reduction. All above approval level criteria apply, including the single line item change amount.
2. FHWA approval is required for Sequence 3, 4 and 5 change orders for projects designated to have “Change Order Approval” involvement on the PODI matrix.

Sequence 1 = Contractor (Project Office Clerk role in AWP)

Sequence 2 = Resident Engineer

Sequence 3 = District Engineer

Sequence 4 = Division Engineer

Sequence 5 = Chief Engineer/Chief Operating Officer

Sequence 6 = FHWA Rev. 11/2020