

INDIANA DEPARTMENT OF TRANSPORTATION

INDIANAPOLIS, INDIANA 46204-2249
INTER-DEPARTMENT COMMUNICATION

June 21, 2002

MEMORANDUM

02-08

TO: District Directors
District Construction Engineers
District Materials & Tests Engineers
Toll Road Operations Engineer
Area Engineers
Project Engineers/Supervisors

FROM: Timothy D. Bertram, Chief
Contracts & Construction Division

RE: Revised Change Order Approval Policy

Reference is made to Memorandum 00-13, Dated June 20, 2000, which outlined the approval authority for changes in plans. Paragraph two at the bottom of page one of the memorandum is here by revised. Effectively immediately that paragraph shall read as follows:

Any change order that causes the cumulative total change (increase or decrease) in the original contract monetary amount to reach 20% must be approved by the Deputy Commissioner Chief Engineer. Future change orders for the same contract do not need to be approved by the Deputy Commissioner Chief Engineer until another 10% increment is reached.

All other parts of Memorandum 00-13 are still valid and must be followed.

cc: FHWA
ICI
APAI
CEI