MDOT Change Order Process Guideline

Need for a change is identified:

I. If no additional Cost:
   1. Change Order is issued.
   2. Work is completed.
   3. Contractor invoices and is paid.

II. If there is additional cost with existing unit prices:
   1. Change Order is issued.
   2. Work is completed.
   3. Contractor invoices and is paid.

III. If there is additional cost without existing unit prices:
      If a sum is agreed to by contractor and MDOT:
      1. Change Order is issued.
      2. Work is completed.
      3. Contractor invoices and is paid.
      
      If a sum is not agreed to:
      
      Option #1:
      1. Change Order is issued under Force Account.
      2. Work is completed.
      3. Contractor invoices and is paid.
      
      Option #2:
      1. Change Order work is issued on a Time & Materials basis.
      2. Work is completed.
      3. Contractor invoices and is paid.

For MDOT Maryland Aviation Administration and the MDOT State Highway Administration, a written Acceptance Letter shall have the same force and effect as a change order until the MDOT SHA or MDOT MAA issues a written change order.

*For compensable time only where the value of a day has not been determined, refer to III above.