



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.