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JOHN R. COOPER
TRANSPORTATION DIRECTOR

April 28, 2015

Construction Information Memorandum No. 2-2015

TO: Region Engineers & Area Operations Engineers

ATTN: Area Construction Engineers & Area County Transportation Engineers

FROM: Curtis W. Vincent, P.E. 
State Construction Engineer

RE: Change Request Form

Form OE-IF, also known as the Change Request, has been required in the past for extra work added to the contract by supplemental agreement or force account on Federal-aid projects. The form, which is attached, is outlined in the Construction Manual on pages 1-214, 1-307, and 1-308, and is available from Office Engineer on their OENTS001 server.

Under the current Stewardship and Oversight Agreement with FHWA, ALDOT has the authority to approve all changes to the contract for extra work and time extensions except those projects identified as a Project of Division Interest (PoDI). In general, PoDI projects will be noted with an "F" in the project the same as those previously designated as "full involvement" projects. FHWA has indicated that ALDOT should handle the approval of changes and documentation of such approval and changes in the same manner it would for state-funded projects. As you are all aware, the only form required for state-funded projects is the supplemental agreement with force accounts only requiring the force account package. Since our normal practice for approving extra work does not require a Change Request form, we are hereby deleting its requirement on Federal-aid projects with the exception of those identified as a PoDI.

This CIM is effective immediately, although it is a follow-up to our previous instructions at the CE/ME Quarterly Meeting on March 25, 2015. It will be reflected in future updates of the Construction Manual. In the meantime, this CIM supersedes any affected sections of the manual. Please forward this to your office staff and project managers.

If you have any questions about the form or its use on a specific project, please contact Mr. Jeff Benefield or Mr. Skip Powe in this office.

CWV/WJP/wjp

Attachment

pc: Mr. Mark Bartlett (FHWA)
Mr. Clay McBrien

Mr. John Lorentson
File

(3) Total U.S. Agreement Estimate
or Modified Agreement Estimate:

Dated:

\$

Approved Construction Changes Not
Included in Above Estimate Amount:
This Construction Change Amount:
Totals:

Plus
\$
\$

Minus
\$
\$

Net Total

(+) _____
(-) _____
(+) _____
(-) _____

Construction Engineering on Net Total
Revised Total Estimated Cost:
Overrun:
Underrun:

Submitted:

Recommended/Approved:

Approved:

Project Manager

Region Engineer

Construction Engineer

Date: _____

Date: _____

Concurrence Recommended:

Engineer
Federal Highway Administration

Date: _____

Division Administrator
Federal Highway Administration

Date: _____