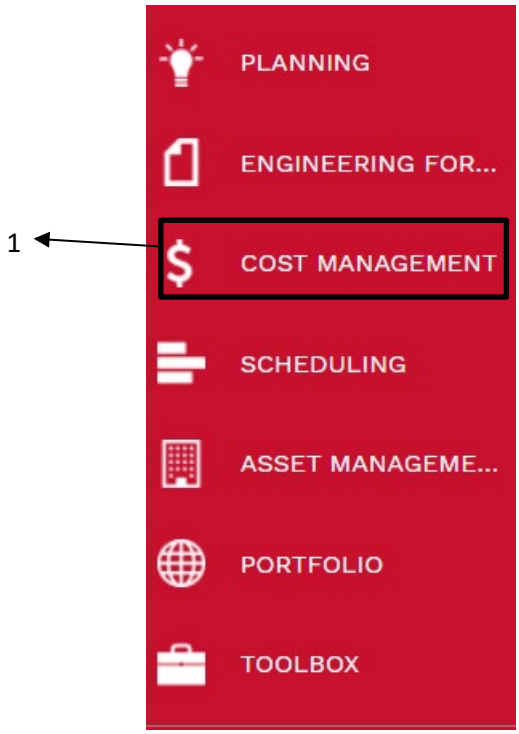
A&E Reviewing Online Change Request

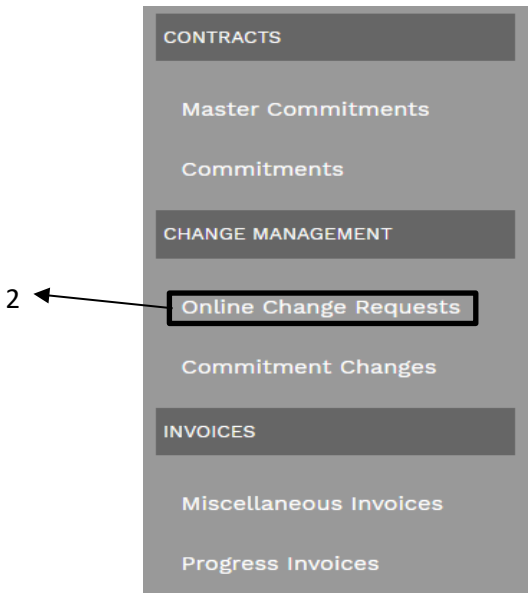
Overview: A/E firms provide Construction Administration support which includes reviewing proposed changes submitted by construction contractors. This outlines the process for A/E firms to document their review and recommendations.

Reference: n/a

1- Click on **Cost Management**

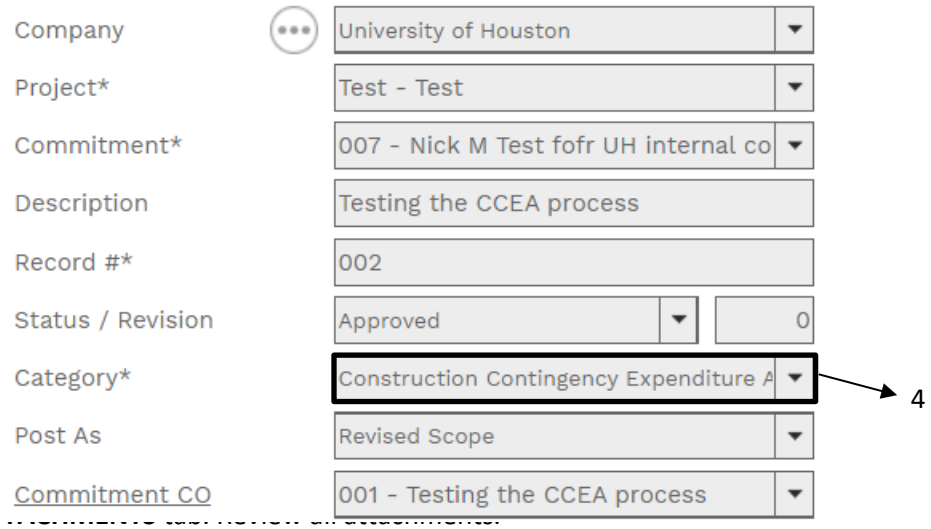


2- Click on **Online Change Requests.**

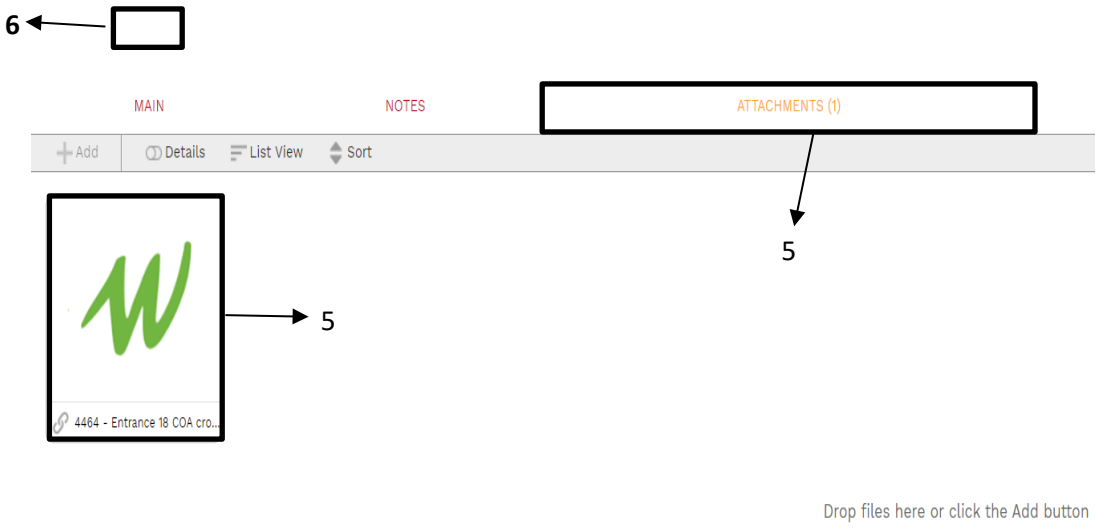


3- Select the desired **Online Change Request.**

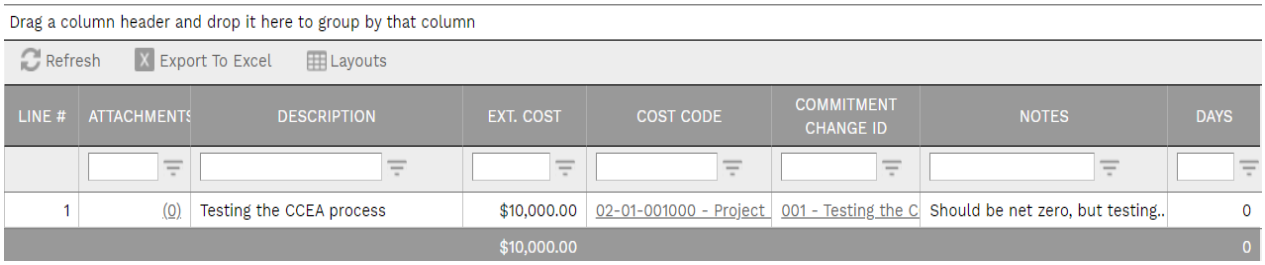
4- Review the **Category** field to ensure the Change Request category is appropriate.



5- Select the **A**



6- Select the **MAIN** tab and review the submitted data. Ensure the amounts match those in the attached template.


Drag a column header and drop it here to group by that column

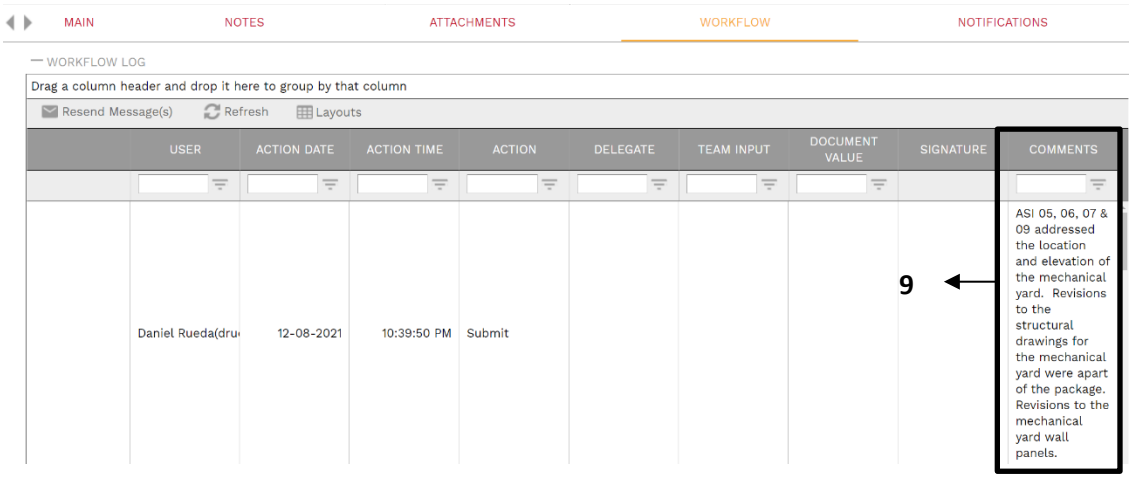
Refresh | Export To Excel | Layouts

LINE #	ATTACHMENTS	DESCRIPTION	EXT. COST	COST CODE	COMMITMENT CHANGE ID	NOTES	DAYS
1	(0)	Testing the CCEA process	$10,000.00	02-01-001000 - Project	001 - Testing the C	Should be net zero, but testing..	0
			$10,000.00				0

7- Select the '**Workflow'** tab at the bottom.

8- If the proposed change requires corrections, under the **Workflow** tab select '**Return**' button and the Return to' from the pop-up.

9- In the **Comments** box, enter comments specific to the results of the review. If do not concur with proposed category or otherwise do not concur with the proposed change, comments shall clearly state non-concurrence. Clarifying attachments may also be added in the ATTACHMENTS tab. Click on the **SAVE** button.



10- If the request is ready for UH Review (including if non-concurring after contractor is provided opportunity to make corrections), provide appropriate comments in the **Comments** section. Under the **Workflow** tab select '**Reviewed**' then click on the **Save** button.

11- Process Complete.