

### 101.6.3.3 Classification and Approval

Contract changes are classified as Category 1, 2, or 3. Category 1 Change Orders are those which revise the total Contract amount by no more than \$50,000, enforce penalties (e.g., price reductions) in accordance with the Contract Specifications or any other zero dollar or negative adjustment not involving changes to contract time. Category 1 Change Orders can be processed and approved by the Resident Construction Engineer. Category 2 Change Orders are those which revise the total Contract amount between \$50,000 and \$100,000, and do not involve changes to contract time. The District Construction Engineer and District Engineering Administrator must approve all Category 2 Change Orders. All other Change Orders will be considered Category 3 (e.g. over \$100,000 or with time adjustments) and must be approved by the Area Construction Engineer, the State Construction Engineer, and the Director of Construction.

The requirement for FHWA approval of Change Orders on Federal Oversight Projects will be defined in the Projects of Division Interest (PoDI) Stewardship and Oversight Plan as outlined in 23 CFR 635.120. FHWA approval is required on all Change Orders for these contracts, regardless of the category.

#### Change Order Approval Groups:

<b>Group</b>	<b>Category</b>
Resident Construction Engineer	1,2,3
District Construction Engineer	2,3
District Engineering Administrator	2,3
Area Construction Engineer	3
State Construction Engineer	3
Director of Construction	3
FHWA (Federal Oversight Projects)	1,2,3