## Autodesk Construction Cloud (ACC) Guide-Change Order Process

### Civil Infrastructure

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#### 1. Cost Management - Construction Inspector creates PCO

Navigate to Cost Management > Change Orders > PCO. Click Add. Type a concise, logical name

AUTODESK Construction Cloud									
Cost Management 👻	DEVL-Civil Project Template Development-C 🛞 👻								
₩ Home	Change Orders								
Budget									
Cost	Cost Item PCO CO								
Change Orders	+ Add ~								
🐣 Forecast	Number ↑ Name		Cost Status	Committed					
Files	Expand   Collapse			54,590.00					
≝ Reports	extend sanitary								
	> PCO-001 extend street	:	• Executed	15,990.00					
A Members	> PCO-002 extend sewer	:	• Executed	38,600.00					
Settings									

#### Click the 3 vertical dots next to the name. Select Batch Create Cost Item

Change Or	ders	
Cost Item PCO + Add ~	CO	
□ Number 个	Name	Cost Status Committed Addition
Expand   Collapse	2	54,590.00
PCO-003	extend sanitary	• Draft
> PCO-001	extend street	Set as Open
		+ Add Cost Item
		+ Batch create Cost Item
		⊗ Void
		🔟 Delete

Click check boxes next to Budgets, which are the account numbers, for the corresponding bid items. Click **Add** when done.

AUTODES	K Construction Cloud	
Cost	t Management 👻 🛛 DEVL-Civil Project Template Development-C 🛞 👻	0
Ю́ Но Вис	Batch create Cost Item	×
Cos	РСО	^
G Cha	extend sanitary	
For	Budget *	
D File	STREET_13709-402 × SANITARY_13709 ×	
🖆 Rej	BID_13709-402-170 - STREET_13709-402-170 BID_13709-402-174 - STREET STORM_13709-402-174	
<u> ୧</u> ୯ Me	BID_13709-83-173 - SANITARY_13709-83-173	
ঠ্টে Set	BID_13709-84-174 - STORM_13709-84-174	
	BID_14034-84-174-84100 - WATER QUALITY (RAIN GARDENS)_14034-84-174-84100	
	BID_14034-84-174-84500 - WATER QUALITY (CATCH BASINS)_14034-84-174-84500	
	Create new budget	
	Group by budget code segment	
		*
	Cancel	Add

You will now see the account number(s) below the PCO. Click the 3 vertical dots and select **Define Hierarchy.** This will bring up the flyout.

#### Change Orders

Cost Item PCO	со		
+ Add V			C Exp
Number ↑	Name	Cost Status Committed	Addition
Expand   Collapse		54,590.00	
─ ∨ PCO-003	extend sanitary	• Draft	
01	STREET_13709-402-170	• Draft	
02	SANITARY_13709-83-173	Cefine hierarchy	
> PCO-001	extend street		
> PCO-002	extend sewer	Detach	
		បា Delete	

Click **Committed** tab. Estimated is not used at all in Cost Management. Select **Define hierarchy.** Select **Use hierarchy** from Contract With GC.

Change Or	ders		STREET_13709-402-170 Cost Item					
Cost Item PCO	со	•	✓ Cost Summary					
+ Add ~			Estimate	d	C	ommitted		
□ Number 个	Name	Ø	Number Name	•	Qty	Unit	ŵ	
Expand   Collaps	e		CI-011 STREE	T_13709-402-170	1	LUMP S		
─ ∨ PCO-003	extend sanitary		4				•	
01	STREET_13709-402-170		ငြို့ Define hierarchy	^				
02	SANITARY_13709-83-173		Start a new hierarchy					
> PCO-001	extend street		1					
> PCO-002	extend sewer		Use hierarchy from Bu	ldget				
			Use hierarchy from Co	intract Wit	Estimated		Committed	

Click check box next to applicable bid items. Click **Save**.

Cont	ract With GC	Name			
La	ke Mendota I	Drive			$\sim$
	Code	Name	Unit	Unit Cost	
	21301	REMOVE AND REPLACE MAILBOX	EACH	300.00	
	21302	CONSTRUCTION FENCE (PLASTIC) (UND	L.F.	10.00	
	30201	TYPE 'A' CONCRETE CURB & GUTTER (M	L.F.	22.00	
	30203	TYPE 'X' CONCRETE CURB & GUTTER	L.F.	30.00	
	30208	HAND FORMED CONCRETE CURB & GUT	L.F.	50.00	
	30301	5" CONCRETE SIDEWALK	S.F.	7.50	
	30302	7" CONCRETE SIDEWALK AND DRIVE	S.F.	9.00	
	30340	CURB RAMP DETECTABLE WARNING FIE	S.F.	30.00	
	30451	BOULDER RETAINING WALL	S F	30.00	

You can expand the flyout by hovering on the left side to bring up resize arrow. Enter Qty for each bid item. The amount of each bid item and total for the account are calculated as you input data:

Change Or	uers	Cost Item						>
Cost Item PCO	со	✓ Cost Summary						
+ Add V			Estimated			<b>Committ</b> 1,790.0		
Number 个	िछि	Number	Name	Qty	Unit	Unit Cost	Amount	Ø
Expand   Collaps	e	∨ CI-011	STREET_13709-402-170	1	LUMP S	1,790.00	1,790.00	:
✓ PCO-003	E	20322	REMOVE CONCRETE CURB & GUT	20	L.F.	10.00	200.00	:
01	5	20323	REMOVE CONCRETE SIDEWALK	100	S.F.	4.00	400.00	:
02	e.	30201	TYPE 'A' CONCRETE CURB & GUTT	20	L.F.	22.00	440.00	:
> PCO-001	÷	30301	5" CONCRETE SIDEWALK	100	S.F.	7.50	750.00	:
> PCO-002	÷							
		✓ Markups						
		Name			Estima	ited	Com	mitted

Scroll down to **Custom Attributes** section or click section titles to collapse. Select **N** (for Negotiated) or **B** (for Bid).

Cost Summary						
	Estimated			Commit 1,790.0		
Number	Name	Qty	Unit	Unit Cost	Amount	ŵ
∨ CI-011	STREET_13709-402-170	1	LUMP S	1,790.00	1,790.00	:
20322	REMOVE CONCRETE CURB & GUT	20	L.F.	10.00	200.00	:
20323	REMOVE CONCRETE SIDEWALK	100	S.F.	4.00	400.00	:
30201	TYPE 'A' CONCRETE CURB & GUTT	20	L.F.	22.00	440.00	:
30301	5" CONCRETE SIDEWALK	100	S.F.	7.50	750.00	:
Scope of Work Approval						
Dates						
Custom Attributes						;
	N/B Search					^
Notes	-					~
	N					
	в					

Complete the same steps for the other account number-add bid items, input committed quantities and select N or B.

#### 2. Cost Management - Construction Inspector prepares Change Order for Contractor Signoff

Clicking the PCO number in the column Creating a PCO switches tabs to *PCO*. Click arrow next to *PCO* to see COR(s). Input **New End Date by PCO** or **Additional days by PCO** depending on contract. This is the new contract end date or additional days as a result of this change order.

AUTODESK Construction Cloud												
Cost Management ▼	TEST-Olin Park Fac	cility Improvements - CO 🔇	ð •									
₩ Home	Change Ord	ers										
Budget	change ora											
Cost	Change Order Request	Processing Change Order	Cha	nge Order								
Change Orders	+ Add ~											
Rorecast	□ Number 个	Name		Cost Status	Committed	New En Date by		Bud	get Na	me		C O
Files	Expand   Collapse				926.52							
🖆 Reports	> PCO-006	COR-032 6	۶ :	• Draft	926.52	Sel	ect dat					
<u> Members</u>						<	J	une 🔻		2023	~	>
🔞 Settings						Su	Мо	Tu	We	Th	Fr	Sa
										1	2	3
						4	5	б	7	8	9	10
						11	12	13	14	15	16	17
						18	19	20	21	22	23	24
l←						25	26	27	28	29	30	

Click the name of the PCO to bring up the flyout. Under Documents, click *Add document* and then select *Generate from document template*. Select the only option.

COR-032 Processing Change Order		>
Draft: Prepare p	otential change	
Details		
Number	PC0-006	
Name	COR-032	
Description		
Main Contract	Olin Park Facility Improvements	
Cost Status	Draft Scope Assigned	/
Schedule Change	Days	
Туре	×	~
Scope of Work Documents Document Pack O documents	Stored in Autodesk D age	ocs
Add document Add from Change C	rder Request	
Generate from doc	ument template > COM-ENG-FM PCO Summary_Com Default template	tracto.
Upload from your o		

Open the document package to open the file that the contractor will review:



Click the 3 vertical dots next to the PCO Name. Click Set As Open.

Home	Change Orde	ers			
Cost	Change Order Request	Processing Change Order	Change Order		
G Change Orders	+ Add $\sim$				
Rorecast	□ Number 个	Name	Cost Status	Committed	New End Date by PCO
<b>Files</b>	Expand   Collapse			926.52	butto by 1 co
🖆 Reports	> PCO-006	COR-032	• Draft	926.52	Sep 20, 2023
<u>୧</u> ୧ Members			Set as Open		
හි Settings			+ Add Change + Batch create % Add markup	e Change Orde	
			<u>ញ</u> Delete		

**IMPORTANT:** The action of setting a PCO to open and having an up-to-date merged document package will trigger an automation that performs several steps. An up-to-date merged document package means that the document package has been opened since the latest change to one of the documents composing it was changed.

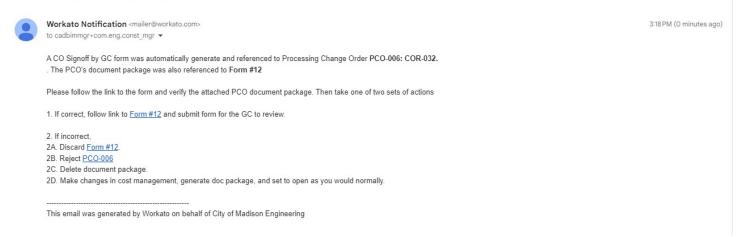
The automation will create a *CO Signoff by GC* form, reference it to the PCO, reference the document package to the form, add a link to the PCO in the form notes, and finally send an email with further instructions once complete. If the email fails to send, the document package was not merged after its documents composing it were changed. In that case, you will have to Revise the PCO, remerge the files and then set to Open again.

Changes to data in the system aren't immediately populated—you must regenerate document template if anything is changed. Changes to data without remerging document would be visible on the Activity Log at bottom of flyout.

#### 3. Build-Construction Engineer reviews CO Signoff by GC Form and submits to Contractor

Check your email and follow one of the two sets of actions. This guide will proceed with 1<sup>st</sup> set of actions which assumes everything is correct. Follow link to Form.

Action Required: CO Signoff by GC Form ID #12 was successfully created on - 8182-Public Health Remodel v5.6 - 17047



Review the file referenced to the form. Submit to the Contractor for their review.

Build -	👌 8182-Public Health Remodel v5.6 🗶 👻	Izz COM Engineering Construction Manager •
Home	Forms CO Signoff by GC	In progress 🖓 Copy 🖄 Export 🗄
Files	Last synced today at 03:20 PM	
⊘ Issues	Form Details	□ 1. CO Acceptance by GC
🖆 Forms	Form date	This contract change order agreement has been submitted under Sec. 104.3 of the Standard Specifications for Public Works
Photos	☐ 6/29/2023 ∨	Construction Show more
RFIs	ID #12	1.1 BY SIGNING AND SUBMITTING FORM, GENERAL
요 Submittals	Location	CONTRACTOR AGREES THAT: I have reviewed all pages of the file in References and
Meetings	Select a location V	Accept the Change Order to the contract as described in the file. My signature affirms I am using my own Autodesk Show more
Correspondence	Description	Show hitte
Assets	PC0-006	
Reports	Assigned to	In Photos ⊘ Issues I Note
Rembers	Visible to 6 members	
← Bridge		
	References V	
	Files	
	PCO-006.pdf	
←	Discard Changes save automatically	Submit

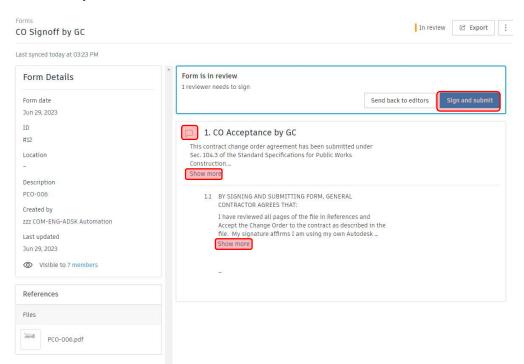
#### 4. Build-Contractor signs off CO Signoff by GC Form

Contractor will receive an *Action Required…* email with a link to a form *CO Signoff by GC*. Follow the link. View the file reference. Click *Show More* to read entirety of statements.

If you approve, add select *Sign and Submit*. If you have any questions or are not ready to sign, use the comments. The methodology to add comments by clicking the dialog bubble icon as shown is the same as it was for the *COR by GC form*.

If through comments it is determined that the document needs changes, select Send back to editors.

# Only Sign and Submit the form if you approve the Change Order and your signature looks good. The form cannot be edited after you submit.



#### 5. Cost Management-Construction Inspector prepares Change Order for staff review

After the contractor has signed the *CO Signoff by GC form,* the Construction Inspector and Construction Engineer will receive an Autodesk email immediately. It contains a link to the Form. You will also receive a Workato email within 5 minutes that contains a link to the corresponding PCO and Form. Follow the Form link in the Workato email

You will see that the form is closed and the GC has signed off.

First, open link to the Form. Export to PDF as shown. Leave default settings with everything toggled on.

Build -	8182-Public Health Remodel v5.6 S +	0	ZM zz COM Engineering Construction Manager 👻				
Home Sheets	Forms CO Signoff by GC	Clos	ed Archive 🖸 Copy 😢 Export				
Files	Form Details	Form closed zz GC Project Manager signed off on this form on Jun 29, 2023 (	Export 1 Form ×				
Forms	Form date Jun 29, 2023 ID	1. CO Acceptance by GC This contract change order agreement has been submitted u	Detail report     Labor summary report     Only includes Work Logs defined by company, discipline				
RFIS	#12 Location	Sec. 104.3 of the Standard Specifications for Public Works Construction Show more	or role. Work Logs are only in forms created using templates built in the template builder. File format PDF report XLSX spreadsheet				
Submittals	– Description PCO-006	1.1 BY SIGNING AND SUBMITTING FORM, GENERAL CONTRACTOR AGREES THAT:					
Correspondence	Submitted by zz GC Project Manager	I have reviewed all pages of the file in References Accept the Change Order to the contract as descri file. My signature affirms I am using my own Auto Show more	Customization Include assets				
Assets	ts Visible to 10 members ers References	-	Include files				
∾ Members			Include photos				
→ bridge		Reviewer's Signature Signature					
	zzForm12_Ref2_PCO-006.pdf	GC					
		Name zz GC Project Manager					
<b> </b> ←		Date Jun 29, 2023 at 3:25:02 PM	Export				

#### Click Download. Open folder containing downloaded PDF.

	https:// <mark>acc.autodesk.com</mark> /build/forms/projects/b5737dde-011	ld-495d-9b23-81971ace47af/field-reports/e2227	1		🤏 🍯 ··· 🕩
<ul> <li>← C</li></ul>	Number       8182-Public Health Remodel v5.6        •         Forms       CO Signoff by GC         Form Details       •         Form date       Jun 29, 2023         ID       ID	Form closed zz GC Project Manager signed off on 1 D 1. CO Acceptance by This contract change order agreen	Downloads  Form detail report-2023062  See more  Cut nent has been submitted u	92034.pdf 92033.pdf 92033.pdf 92031.th.pdf 92031.pdf	Construction Manager -
<ul> <li>Priorios</li> <li>RFIs</li> <li>Submittals</li> <li>Meetings</li> <li>Correspondence</li> <li>Schedule</li> <li>Assets</li> <li>Reports</li> <li>Members</li> </ul>	#12       RFIs     Location       Submittals     -       Meetings     Description       PC0-006     PC0-006       Correspondence     Submitted by       Schedule     Submitted on       Jun 29, 2023	Sec. 104.3 of the Standard Specific Construction Show more 1.1 BY SIGNING AND SUBM. CONTRACTOR AGREES TI I have reviewed all page Accept the Change Orde	ations for Public Works	Your export i Share the link below, o directly, or email thi Shareable link https://developer.api.d Email to (optional)	lownload the report s report to others
← Bridge	References Files zzForm12_Ref2_PC0-006.pdf	Reviewer's Signature Signature	(	Downl	oad

Going back to original email, open link to PCO. Sort by date modified so that it is the top result. Drag and drop the downloaded file to the attachments section of the PCO.

C 🙃 🖻 http://www.comstruction.cloud			011d-495d-9b23-81971ace47af/changeor A 🏠	↓				
Cost Management +	8182-Public Heal	th Remodel v5.6 🛭 👻 🔻	20     21     22     22     2     2	Preview pane	arge icons 🛋 Large icons 🔹 🛄 🗮 🖛 m icons 🔛 Small icons 🔹	☐ Item check boxes ✓ File name extension:	, 🛛 🗉	]
Home	Change Ord	lers	COR-032	Navigation Details pane List	Layout Sort Gurrent view	Hidden items	Hide selected Option items •	.5
Budget	enange era		Processing Change Order	← → ~ ↑ ↓ > This PC > Dow	mloads	5 V		
Cost	Change Order Request	Processing Change Order	> Details	A Quick access	Name	Date modified	Туре	Size
	and the second second			This PC	Form detail report-202306292034.pdf	6/29/2023 3:34 PM	PDF Document	99
Change Orders	+ Add 🗸		Scope of Work		CBFloorBoxOutlets (2).pdf	6/29/2023 1:21 PM	PDF Document	1,008 554
			✓ Documents	3D Objects	zzCOR-032_Form389_Costs.pdf	6/29/2023 1:21 PM	PDF Document	33
Forecast	Number ↑	Name 💿		A360 Drive (jsappMTCSW)	Build-SubmittalsImport_blank (2).xlsx ACC-CO.docx	6/29/2023 9:01 AM 6/28/2023 3:57 PM	Microsoft Excel W Microsoft Word D	2.510
		ivanie (5)		Desktop	Build-FakeAcctEmails.xlsx	6/27/2023 3:39 PM	Microsoft Word D Microsoft Excel W	2,51
Files	Expand   Collapse			Documents	ACC-Submittals_process.docx	6/26/2023 3:56 PM	Microsoft Word D	1.88
		600 000	The state of	🖶 Downloads	ACC-Submittals_initial.docx	6/26/2023 3:54 PM	Microsoft Word D	1,00
Reports	> PCO-006	COR-032	Document Package	7B54D7FA-A784-1FCC-BC26-	PR#_1215713_4172_2023_06_23.pdf	6/26/2023 2:44 PM	PDF Document	4
			3 documents   Merged to PCO-006.pdf	70BC12F8-631C-4686-8352-18	5D-80 - 32 33 13-01 Bike Rack SUB.pdf	6/23/2023 3:00 PM	PDF Document	1,94
Members				410CB9C0-CD7E-3626-A92F-f	32 33 13-01 Bike Rack SUB.pdf	6/23/2023 3:00 PM	PDF Document	1.94
			COM-ENG-FM PCO Summary_Contractor	8152-03_selected_2022-09-21	Build-SubmittalsImport_example (2).xlsx	6/23/2023 2:35 PM	Microsoft Excel W	2
					ACC-Submittals initia16516516I.docx	6/23/2023 2:31 PM	Microsoft Word D	1,21
			zzCOR-002_Form9_Costs.pdf	9050-Olin Park Facility Impro	ACC-Submittals.docx	6/23/2023 2:30 PM	Microsoft Word D	1.21
				9050-Olin Park Facility Impro-	Build-SubmittalsImport example (1).xlsx	6/23/2023 2:10 PM	Microsoft Excel W	2
				autodesk_data_extract	Build-SubmittalsImport_blank (1).xlsx	6/23/2023 12:55 PM	Microsoft Excel W	2
			zzCOR-002_Form9_Ref1_CBFloorBoxOut	autodesk_data_extract (1)	Build-SubmittalsImport_blank.xlsx	6/23/2023 12:43 PM	Microsoft Excel W	2
				BIM 360 Administration_files	ACC-ProjCreation (3).docx	6/23/2023 12:39 PM	Microsoft Word D	3,42
			Add document 🗸	com-eng-dev_city-of-madisc	ACC-ProjCreation (2).docx	6/23/2023 12:34 PM	Microsoft Word D	3,42
			Add documente A	data-connector-power-bi-ter	ACC-ProjCreation (1).docx	6/23/2023 12:29 PM	Microsoft Word D	3,42
				data-connector-power-bi-ter	2 Action Required_ CO Signoff by GC Form	6/16/2023 1:40 PM	E-mail Message	
				data-connector-power-bi-ter	ACC Build Training Syllabus_COM.pdf	6/15/2023 9:43 AM	PDF Document	29
			Attachments	F680CFD8-28A2-F3B6-0684-1	Form detail report-202306141459 (1).pdf	6/14/2023 10:06 AM	PDF Document	9
			o documento	FCBE6617-7385-36BA-91DA-(	Form detail report-202306141502 (1) (1).p		PDF Document	9
			PDF	and the fight of the state of t	Form detail report-202306141502 (1).pdf	6/14/2023 10:02 AM	PDF Document	9
			Add document V + Copy	Final Construction Drawings_	Form detail report-202306141502.pdf	6/14/2023 10:02 AM	PDF Document	9
			+ Copy	Jannah Review	Form detail report-202306141459.pdf	6/14/2023 10:00 AM	PDF Document	9
			L	New folder	1_com-eng-devl_city-of-madison-engin	6/13/2023 1:06 PM	Compressed (zipp	6
				old justification	1_com-eng-devl_city-of-madison-engin	6/13/2023 12:50 PM	Compressed (zipp	14
			✓ Linked References	Public Health Remodel v5.6_4	Form detail report-202306092051.pdf	6/9/2023 3:51 PM	PDF Document	ç
				Sample Data_selected_2022-1	chat-transcript (6).txt	6/8/2023 11:10 AM	Text Document	
				1_com-eng-devl_city-of-mac	subscriptions.xlsx	6/8/2023 10:20 AM	Microsoft Excel W	1
			References	1_com-eng-devl_city-of-mac	2-COM-ENG-FM_CO BPW Report.pdf	6/7/2023 7:23 AM	PDF Document	6

Important: wait for blue wheel next to filename to finish spinning before proceeding. It indicates successful upload of the attachment. Click the 3 vertical dots, select Cost change, and then Generate Change Order.

Change Ord	ers		COR-32 Processing Change Order				
Change Order Request	Processing Change Order	Change Order		> Quotation			
+ Add V		Image Cost change >	➔ Generate Change Order	1	1922 SA		
		Reject	➔ Generate Contract With	GC 🚯	ences		
Number ^	Name		ate Budget Nar 🔞				
Expand   Collapse		+ Add Change Order Request		Refe	rences	Add references 🗸	
> PCO-001	Change consists of COR-1 Stan	+ Batch create Change Order Request	-				
> PCO-002	COR-009 thru 012	Batch request quotations		Form	S		
> PCO-003	COR-013 thru 021	% Add markup >					
> PCO-004	COR-022 thru 025		-		gnoff by GC #403 , 2023 Submitted		
> PCO-005	COR-26 through COR-30	Delete		Jano	, LOLO		
> PCO-006	COR-32 0	: Open 926.52	-	> Markup S			

Failure to correctly attach the 1 exported file and only the 1 exported file will result in an error message. The error message is communicated by the name of the generated Change Order. Any erroneous Change Orders must be deleted and recreated, the next time following the instructions.

Upon Creation of the Change Order, ACC will switch to the Change Order Tab. Click *Set as Open*. A Workato Recipe will automatically analyze and then set all Open COs as BPW or non-BPW. Never manually input data into the Type column, New End Date by CO or Additional dates by CO columns.

Bef	Before setting to Open						After setting to open and Workato setting the type						be
Change Orders					Change Orders								
Chan	ge Order Request	Processing Change Order	Cha	inge Order			Cha	nge Order Request	Processing Change Order	Cha	inge Order		
	Number ^	Name		Status	Committed	Туре		Number ^	Name		Status	Committed	Туре
_	Expand   Collapse				89,778.17			Expand   Collapse				89,778.17	
	> CO-004	COR-022 thru 025	1	Executed	25,001.29	BPW		> CO-004	COR-022 thru 025	:	Executed	25,001.29	BPW
	> CO-005	COR-26 through COR-30	:	Executed	4,223.09	Non-BPW		> CO-005	COR-26 through COR-30	÷	Executed	4,223.09	Non-BPW
	> CO-006	COR-32	:	Draft	926.52			> CO-006	COR-32	:	Open	926.52	Non-BPW

Click blue text for name of CO to bring up flyout. Scroll down in flyout to add data to Custom Attributes. Always select types. For BPW Change Orders, select BPW Meeting date:

<u>https://www.cityofmadison.com/employeenet/engineering/board-of-public-works-common-council-calendar</u>. Provide a Schedule Change Explanation as needed.

	open extend s	anitary	×	
	> Dates			
	<ul> <li>Custom Attributes</li> </ul>		:	
	BPW Meeting 🔀	🗂 Select date		
	TY_Street			
	TY_Sewer-Sanitary			
	TY_Sewer-Storm			
	TY_Water			
	TY_TE-Electrical			
	TY_Parks			
	TY_Facilities			
	Schedule Change Explanation:			
	Justification		_	
1	Comment- Inspector			
	Actual vs Estimated Quantities differ			
	Missing Bid Item or			
	Additional Bid Item needed			
	Field Decision (Expanded Scope)			
	Differing site			
	conditions			
	Design did not			
	adequately anticipate field			
	conditions			
	Underground			
	conflicts (utility revision)			
	Design Changes			

After entering in Custom Attributes Data, scroll back up to Documents Package. Create Document package as shown below. Very similar to the process for the PCO. Note that the document package will not reflect any data modifications after its creation. Always create 1-COM-ENG-FM\_CO Internal.xlsx template. For BPW type COs, also create 2-COM-ENG-FM\_CO BPW.xlsx. **Do not edit these files, change custom attributes and then regenerate to update XLSX files.** 

	Stored in Autodesk Docs
Document Package 0 documents	
Add document 🦒	
Add from Change Order Request	
Add from Processing Change Order	
Add from RFQ	
Generate from document template	> 1-COM-ENG-FM_CO Internal Summary Default template
Upload from your computer	2-COM-ENG-FM_CO BPW Report.xlsx
Attach from Autodesk Docs	
References	Add references 🗸
Forms	
CO Signoff by GC #12	
Jun 29, 2023 📙 Closed	

**TIP:** If you need to change custom attributes or COR justification data or anything else, need to also update the Document Package. Click the triple vertical dot icon next to the Justification file and select Regenerate. You will also need to reopen the Document Package for the changes to be reflected on the document reviewed by staff. A new version will also be created.

Click blue *Send* button in the upper right of the flyout. A pop up to *Send email to reviewers* will appear. Hit Send to start the review process.

	COR-006 Change Order
e Order	
Send email to reviewers ×	Await internal review: Project Manager Approval Reviewers: zConstMgr_Last, zProjMgr ProjMgr_Last
Subject *	Due date: Aug 8, 2022
Change Order - CO-004 - COR-006 requires your review and response.	Remind Review for another reviewer
Remind reviewers *	✓ Details
zConstMgr zConstMgr_L × zProjMgr ProjMgr_Last × 🗸	
Email notifications are only sent to reviewers list above. Any reviewers for this task can take action during the review task.	Number CO-004
Email message *	Name COR-006
Please review the associated scope and information and respond accordingly.	Description
	Main Contract Main Contract
Due date	Budget ADDLCOs12345-11-112 - Signage
Aug 8, 2022	Status In Review Type 🗸
Skip Send	Schedule Change O Days
	> Scope of Work

#### 6. Cost Management-Project Manager provides comments and City Staff review

Now the Change order will work through the Change Order Approval Workflow. It is a series of 5 (Non-BPW COs) or 7 (BPW COs) steps, some of which have multiple reviewers able to complete the review on a first come first serve basis. The Change Order will be listed as *Await Internal review:* **Step name** where **Step name** is the custom name given on the Change order approval workflow. The next reviewer in line is also listed.

The process is nearly identical for each step, so just one Approval step is shown in this guide. The first step is always the Project Manager. The Project Manager must always provide a comment for Change Order Justification.

	Action Required: Public Health Remodel v5.6 - Change Order - CO-004 - COR-006 requires your review and response.	<b>∂</b>
	Autodesk Construction Cloud <no-reply@a (0="" -<="" 11:13="" ago)="" am="" cadbimmgr+constmgr4="" minutes="" th="" to=""><th>\$ ~~</th></no-reply@a>	\$ ~~
	City of Madison - Engineering - Public Health Remodel v5.0	Sample of Email. Review staff would follow link via blue Open in Cost Management button
	Your action is required	
	John Sapp sent Change Order CO-004 - COR-006 to	you
	"Please review the associated scope and information and respond acc	cordingly."
	Overview	
	Number <u>CO-004</u>	
	Name COR-006	
	Open in Cost Management	
	Sender's Email: jsapp@cityofmadison.com	
Clicking review in A Review Change Order	ACC will bring up this window	Cancel Submit after selecting Response
Documents.		
Document Package 1 document		i 1- Select <i>Open</i> to view Document Package
MSN-FM-CO DocTen Generated from tem	mpl.xlsx mplate by John Sapp   Aug 5, 2022	PDF in the system
Attachments 1 document		
PCO-005-COR-006.p Uploaded by John Sa		2- Select <i>Open</i> to view Attachments PDF in
		the system
Response *		
Proceed ~	3-Select Proceed or Revise	
and the second sec	mitted for the next review step: Staff Review once all requ	ired reviewers respond
Comments		
ZL Add a comment	3R-If <i>Revise</i> is selected as the Res	sponse, then a comment must be provided prior to <i>Submit</i> . <b>Note</b>
		process. It is best to first use @functionality to resolve any issues.

The Project Manager must always provide a comment here.

After completion of staff review, an email is generated and sent to contractor with a link to the document package and the change order in ACC.

The final step is for Accountant to set the Change Order as Executed. It will be recorded as such throughout the system. NOTE: only users with Project Admin status can undo a CO once Executed and the process is involved.