Adjusting Contract Maximum Change Amount

CDS NeXtGen will not permit the preparation of a work order when the allotted maximum change amount will be exceeded. When a work order will increase the contract cost in excess of the maximum change amount of $500,000, a request to make this adjustment must be submitted to the District Fiscal Officer.

The Inspector-In-Charge completes the Request to Adjust Contract Maximum Change Amount form and submits this form to the Assistant Construction Engineer or Manager for signature. The Assistant Construction Engineer or Manager will forward this form to the Transportation Planning and Programming Specialist Supervisor. After approval from the Transportation Planning and Programming Specialist Supervisor, the form will be sent to the Assistant District Executive for Construction for approval. After the Assistant District Executive for Construction’s approval, the form will be forwarded to the District’s Fiscal Officer. The District’s Fiscal Officer will update the maximum change amount in ECMS and notify the Inspector-In-Charge when completed.

For the ‘adjust maximum change amount’, please make sure that this amount reflects the total maximum change amount value. The new maximum change amount should reflect the value approved during DPMC, the original maximum change amount of $500,000 and other minor adjustments to cover the costs of the project. This will eliminate the need to request for additional adjustments to the maximum change amount.

After the maximum change amount has been updated in ECMS, CDS NeXtGen needs to be updated. The information can be downloaded into CDS NeXtGen by entering System Utilities Module, clicking on Connectivity Tab, selecting the Funding button, selecting the Exchange Transaction and then clicking Process Transaction button. The maximum change amount should be updated to reflect ECMS and the work order can be created.

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