

AASHTOWare Project Construction and Materials™ Quick Reference Guide for TDOT Managing Contract Change Notifications

Role: Office Staff V3

Key to Actions Menus:



Global **Actions** menu
(At the top of the
screen)



Component **Actions**
menu (On the heading)



Row **Actions** menu
(On the row)

Background:

- Per TDOT's Standard Specifications, it is the responsibility of the Contractor to provide reasonable written notice when conditions are believed to require a change to the Contract. The status and correspondence relative to this notification shall be logged until the issue is resolved or results in a change order.

Adding a Contract Change Notification to a Contract:

The **Contract Change Notification** tab allows you to record Contract Changes and communications.

Navigation: **Construction** > [Contract Administration](#) > (Select Contract) > Contract Change Notification tab

- From the **Contract Change Notification** tab, click the **Add** button.
- In the **Contractor Written Notification Date** field, enter the date of the notification.
- In the **Contract Change Type** field, click the drop-down arrow and select the type of communication.
- In the **Request Description** field, enter the requested information such as Contractor is requesting 709-05.06 be added to the contract.
- In the **Contract Change Notification Status** field, click the drop-down arrow and select the notification status.
- In the **Status Date** field, enter the status date.
- Click the **Save** button.

Entering Correspondence Log:

The **Change Order** tab allows you to associate change orders with the claim.

Navigation: **Construction** > [Contract Administration](#) > (Select Contract) > Contract Change Notification tab > (Select Change Notification Number) > Correspondence Log tab

- Click the Correspondence Log tab.
- In the **Date** field, enter the date of the correspondence.
- In the **Correspondence Type** field, click the drop-down arrow and select the type of correspondence.
- In the **Document Sent To** field, enter the recipient of the document.
- Click the **Save** button.
- On the Components Action Menu, choose **Attachment** option.
- Click **Select File** button.
- Enter a **Description**, as needed.
- Click the **Save** button.

Associating Contract Change Notifications to Change Orders:

If this Contract Change Notification turns into a Change Order, the **Change Order** tab allows you to associate change orders with the claim at any time during the process.

Navigation: **Construction** > [Contract Administration](#) > (Select Contract) > Contract Change Notification tab > (Select Change Notification Number) > Change Orders tab

- Click the **Change Orders** tab.
- Click the **Select Change Order** button.
- Click the row for the change order to associate, and click the **Add to Contract Change Notification** button.
- Click the **Save** button.

Next Steps:

After managing contract change notifications, refer to TDOT Quick Reference Guides and CBTs for more information.