

## Memorandum

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Be energy efficient!*

**To:** DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEFS, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

**Date:** April 20, 2005

**File:** Division of Construction  
CPD 05-2

**From:** ROBERT PIEFLOW   
Chief  
Division of Construction

**Subject:** Inconsequential Contract Change Order Determinations

The Division of Construction has established policies and delegations for approving contract change orders that meet state and federal laws, statutes and regulations, the contract, and established criteria as stated in Section 5-311A, "Division of Construction Approval," of the *Construction Manual*.

The Division of Construction sometimes receives requests from the districts to review and approve contract change orders that contradict policy, delegation, and contract change order approval criteria. These requests are often received after the district has approved of the contract change order and the contractor has performed the work or the contract has been accepted. In each situation, the Division of Construction change order engineer issues an inconsequential review determination. Additional inconsequential criteria includes:

1. Work begun without the Division of Construction's authorization.
2. Change order not initiated by the district before the work has been completed.
3. Deferred time contract change orders have not been processed in a timely manner.

The Division of Construction will track inconsequential change order and report performance. The target performance measure is zero inconsequential change order determinations. These quarterly reports will be used to evaluate the appropriate level of current and future district contract change order delegation.

If you have any questions regarding this memorandum, please contact Michael Kissel, Chief, Office of Contract Administration, Division of Construction, at (916) 654-2467.