

# Appendix C – Contract Modification Step-By-Step Guidelines

## C.1 Creating Contract Modifications

1. Click *Cont Mods* in the Application toolbar.
2. Click *Add* in the Window toolbar.
3. Select the appropriate Cont Mod Type. Please note that this cannot be changed after you hit the “OK” button. It’s important to select the most appropriate type. The complete list of Cont Mod Types can be found at the end of this Appendix.
4. The Add Contract Modification window opens in the General Tab. Fill out the information in each of the Cont Mod tabs as required/needed.
  - **General tab** -
    - *Short Description* must contain the name and title of the person who requested the Cont Mod.
    - *Description of Changes* must include the following information:
      - Cont Mod type (first line only)
      - Brief description of Cont Mod – (keep it brief -do not repeat the Cover Letter)
      - Insert the appropriate Standard Clause at the end of description:  
**Clause required for Cont Mods the require a Contractor’s signature: *Acceptance of this Contract Modification constitutes an accord and satisfaction and represents payment in full (for both time and money) for any and all costs, impact effect, and/or delays arising out of, or incidental to the work, as herein revised, including present and future extension of the contract completion time.***  
**Clause required for all PRIOR Cont Mods: *This Contract Modification is being processed as a Prior Approval in order to authorize the commencement of work and provide an estimate of quantities (and associated payment) to be performed as outlined above and per the direction of the Resident Engineer. The actual quantities required to complete the work per this Prior Approval shall be finalized and paid for accordingly upon completion of the work. Contract Modification #\_\_ will be generated to complete and finalize the quantities and associated payment performed under this Contract Modification/Prior Approval.***
  - **Inc/Dec tab**, if applicable -
    - Click the *Add Item* button.
    - *Highlight the Item that needs to be increased or decreased.*
    - Click the *Select* button or double-click on Item.
    - Enter a Qty Change (+/-)
      - For a disincentive to be assessed you will need to enter a negative Qty Change to bring the item quantity to zero (0).
    - Enter a Reason (keep brief).
    - Click *Save* in the Window toolbar.
  - **New Item tab**, if applicable -
    - Click the *Add Item* button.
    - Select *Add a New Item* or *Attach an Item saved previously*, then click
      - If “Add a New item” was selected:
        - From drop-down arrow select the new item.

- Enter a *Supplemental Description* when applicable.
    - Select the *Item Type* from drop-down arrow.
      - **Extra Work** – Additional items are being added to the contract.
      - **Modified Original** – Increasing or decreasing the quantity of an item. Adding an existing item to another category.
      - **Price Adjustment** – Increasing or decreasing the unit price of an item. (Use Price Adjustment items XXX9000 items)
      - **Liquidated Damages / Penalty** – Assessing damages and wage determination to the contract. Note that FieldManager does not have a direct way to assess Liquidated Damages (LDs). These are the **ONLY** items entered as a negative proposed quantity. The following items have been set up for LDs and Penalties.
        - 9992000 LD (Environmental)
        - 9999000 LD (Material)
        - 9991000 LD (Time)
        - 9992500 Penalty (Labor Compliance)
    - Enter the Unit Price.
    - Enter a Reason.
    - Section will always be 0.
    - Select the Prime Contractor (only).
    - Enter the Proposed Quantity.
      - If assessing LD/Penalty this **MUST** be a negative number.
    - Select Ok.
      - If “Attach an Item saved previously” was selected: (refer to Chapter/Section 5.1, Working With Items - Adding New Unattached Items, in this user guide)
        - Select the item from Unattached Item window.
        - Enter a Supplemental Description when applicable.
        - Select Extra Work from Item Type.
        - Enter the Unit Price (must be a positive number).
        - Enter a Reason.
        - Enter the Proposed Quantity.
        - Click Ok.
  - **Time Extensions tab, if applicable** -
    - Enter the Additional No. of Days/New Compl. Date.
      - Days can be removed by entering negative number.
    - Enter a Reason.
    - Click Save in the Window toolbar.
  - **Attachments tab** -
    - Click the Add File button.
    - Click the Browse button.
    - Navigate to the file that needs to be attached, select the file, and click Open.
      - **Only** attach the following: Cover Letter, signed FHWA Pre-Authorization form (on PoDI contracts), and copy of signed (executed) Prior if this cont mod is associated with a Prior.
    - Enter the Name and Description of document, then click Add. (Suggested naming convention: contract ID, Cont Mod number, type of file, i.e. 1234CM2-CoverLetter)
5. Select the *View* tab to review the draft copy of the Cont Mod.

6. Click *Save/Close* in the Window toolbar.
7. RE creates/sends an email to appropriate Assistant Construction Chief and Construction Admin staff stating that the *DRAFT* Cont Mod is ready for review in FieldManager.
  - All supporting documentation for the Cont Mod must be attached to this email.
8. HQ Construction will review Cont Mod *DRAFT* and supporting documentation. The Assistant Construction Chief will notify RE when the Cont Mod is ready to generate.
  - **Note: If this is a Prior Cont Mod, create a corresponding Cont Mod immediately following creation of the Prior. It is important that they are sequential.**

## C.2 Generating Contract Modifications

When the Assistant Construction Chief notifies RE that the *DRAFT* Cont Mod is ready to be generated, follow-these steps.

1. Click *Cont Mods* in the Application toolbar.
2. Highlight the Cont Mod to be generated.
3. Click *Generate* in the Window toolbar.
4. The Generate window will open, click Yes.
5. The Print window will open. In the Select Printer area select Microsoft Print to PDF (you may have to scroll over to find this option).
6. Click the Print button.
7. Save the PDF file to the appropriate directory on the crew share drive (*EDOC Contract Files\Contract Files\Division No. 5 – Contract Modification\5.X Contract Modification No. X*), using this naming convention: XXXX(contract ID)CM(No.)-(Date MMDDYY).pdf.
  - Example: 1234CM1-070815.pdf
8. The Cont Mod is now in *Pending Approval* status.
9. Upload the FieldManager Cont Mod PDF file and ALL supporting documentation (**as separate files**) to DocuSign to initiate the execution process for obtaining approval signatures. Refer to Chapter 3, Contract Modifications and Letters of Authorization, of the [Documentation Manual](#) for the Contract Modification Execution Workflow and the [How to Send Cont Mod in DocuSign Using a Template](#) document for detailed instructions on this process.

## C.3 Approving Executed Contract Modifications

Once RE receives the “Completed” DocuSign email follow these steps.

1. Open the DocuSign email containing the attached copies of the completed signed (executed) Cont Mod and supporting documents.
2. Save the signed (executed) Cont Mod PDF file to the appropriate directory on the crew share drive (*EDOC Contract Files\Contract Files\Division No. 5 – Contract Modification\5.X Contract Modification No. X*) and rename the file using this naming convention: XXXX(contract ID)Cont Mod(No.)Executed-(Date MMDDYY).pdf
  - Example: 1234CM1Executed071715.pdf
  - **Note:** It is important to complete this step before proceeding.
3. In FieldManager click on *Cont/Mod* button on left side menu bar.
4. Double-click on the Cont Mod to be approved.
5. Click on the *Attachments* tab.
6. Click on *Add File* at the bottom of the screen
7. Click on *Browse* and navigate to the copy of the executed Cont Mod PDF file saved in Step 2.
8. Highlight the file and click Open

9. Type Name and Description of PDF file, then click Add
  - **Note: If this Cont Mod is part of a Prior make sure to attach the executed Prior PDF file to the associated Cont Mod as backup documentation.**
10. Click the *Generate* button in top menu bar.
11. The Generate window will open, click Yes.
12. The Print window will open, click Cancel.
13. Click the *Approve* button in top menu bar
14. Enter approval date and click OK.
15. Click Yes to both messages.