



## Change Classification Codes

The Change Classification Codes are used to identify the reason for a change to a project and are used in the Contract Change Log.

These Change Classification Codes are important. For example, a Major Capital Project may need to bring large numbers of “user requests” to the Project Sponsor’s attention if the changes result in significant increases in contract time or amount. These codes will be used in project metrics to assess improvements to the Project Management Manual, process, procedures and templates, to find ways for projects to be managed more effectively and efficiently at the City. This classification of changes will also be useful in completing the Standard Performance Review for Consultants reports.

For some changes, more than one classification will apply. Select a single classification that best fits the reason for project change.

Code	Classification	Definition	Examples
<b>CE</b>	Construction Error	<p>A faulty or shoddy work where a feature designed by an architect or workmanship provided by a contractor reduces the value of a construction project.</p> <p>Rarely used: when work is not carried out in accordance with the contract, but deemed acceptable by the CA, but at a reduced value.</p>	<ul style="list-style-type: none"> <li>• Concrete placed and material testing indicates lower strength than specified, however deemed acceptable by CA and structural engineer. The CA may seek a credit or extended warranty and capture this by issuance of a CWO.</li> </ul>
<b>CS</b>	Cost Saving	<p>A change in scope of work that results in a credit to the projects construction contract amount.</p>	<ul style="list-style-type: none"> <li>• Owner’s desire to change to equipment or material that is less expensive than equipment or material included in Contractor’s bid price.</li> <li>• Owner’s desire to delete work from construction contract.</li> <li>• Cost of re-tests for construction materials needed as a result of initial test failures (such as soils compaction tests, concrete cylinder compression tests, asphalt density tests, etc.)</li> </ul>
<b>DC</b>	Delay Costs	<p>General Conditions costs (overhead) or other costs incurred by the Contractor directly resulting from delays caused by the City through no act or fault of the Contractor.</p>	<ul style="list-style-type: none"> <li>• Delay in City responding to issue raised by Contractor.</li> <li>• Delay in obtaining City Council approval of construction Change Order that affects the critical path.</li> <li>• Delay in providing City-furnished material.</li> </ul>

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<b>DD</b>	Design Deficiency	Change resulting from a design error or from a design omission where it should have reasonably been anticipated by the consultant team and included in the Contract Documents. Costs may be recoverable from Consultant.	<ul style="list-style-type: none"> <li>• Remedying a design error discovered during or after construction.</li> <li>• Redesign of a component after design reviews discover an error.</li> <li>• Redesign of a foundation system to avoid conflict with underground utilities that were known to exist. Redesigned foundations are more costly.</li> </ul> <p>A design professional is hired to design a building. The designer specified a snow load for a roofing system that was installed as part of a separate construction contract. The builder fabricated and installed the roofing system in accordance with the contract and to meet the specified loads. Subsequently, it was discovered that the snow load that was specified by the design professional was not in compliance with the required building codes, and a change order to the construction contract was required to strengthen the roofing system to address the error.</p>
<b>DI</b>	Design Improvement	Scope increase or change to improve the project design or performance.	<ul style="list-style-type: none"> <li>• Original design conducted in accordance with a recognized Professional Standard of Care. Improvement to design may result from more sophisticated analysis, application of better data, etc. May result in more costly design, but better performing product, and /or cost savings or cost increase to project.</li> </ul>
<b>FM</b>	Force Majeure	A change where a Contractor is delayed in the performance of the Work by reason of strikes, lock-outs (including lock-outs decreed for its members by a recognized contractors' association of which the Contractor is a member), an act of God, or any other cause which the Contractor satisfies the Contract Administrator to be totally beyond his control. Consultation with Legal Services is recommended prior to categorizing a change as FM.	<ul style="list-style-type: none"> <li>• Union Strikes</li> <li>• Flood</li> <li>• Tornado</li> </ul>
<b>OC</b>	Owner Change	A change requested by the Owner or Sponsoring Department to improve the appearance or functionality.	<ul style="list-style-type: none"> <li>• Owner requires installation or accommodation of additional equipment.</li> <li>• Addition of soundproofing materials.</li> <li>• Change in owner defined design criteria requires redesign of component.</li> </ul>

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<b>RC</b>	Regulatory Change	Additional work is required due to change in law or regulation or due to unforeseen requirements of a Regulator on the project.	<ul style="list-style-type: none"> <li>• Discovery of a species at risk in the project area requires additional protection or accommodation</li> <li>• Changes to building code requirements mid-way through design.</li> </ul>
<b>SC</b>	Site Condition	Additional construction required due to unforeseen circumstances, such as conditions uncovered in excavation or building demolition, which could not be anticipated during the design process.	<ul style="list-style-type: none"> <li>• Items shown in record drawings are relied upon during design and do not exist or are different in field.</li> <li>• An underground pipe is found to be on a different alignment than what was indicated on a record drawing.</li> <li>• Substantial differences in previously observed subsurface conditions.</li> <li>• In a building renovation, after partial demolition of a wall, it is discovered that upgrades to electrical system are required.</li> <li>• Unforeseen hazardous materials.</li> </ul>
<b>TP</b>	Third Party Impacts	Changes brought about by the action or inaction of external agencies.	<ul style="list-style-type: none"> <li>• Delay in third parties completing work critical to the project such as relocation of third party utilities in the right-of-way conflicting with the work.</li> <li>• Change in administrative policies or governance, political priorities (funding changes, etc.) result in a change in scope or schedule.</li> <li>• Purchasers or vendors of land or properties, or delays or modifications related to land acquisition.</li> <li>• Coordination between separate but dependent projects (for example, decontamination of the site by a third party prior to sale of land to the client).</li> <li>• Community Groups for example accommodating the needs of a specific stakeholder.</li> </ul>