

Memorandum

*Serious drought.
Help Save Water!*

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

Date: April 5, 2016

File: Division of Construction
CPD 16-4

From:  RACHEL FALSETTI, Chief
For: Division of Construction

Subject: **AUTHORIZATION TO PROCEED FOR ORDERED EXTRA WORK**

The California Department of Transportation may make changes to a project and add extra work under Section 4-1.05, "Changes and Extra Work," of the *Standard Specifications*. The resident engineer describes the changes and extra work, the payment basis, and any time adjustment in a change order. Section 4-1.05 further allows the resident engineer to order the contractor to start work before a change order is approved. This is done using a written authorization to proceed.

Section 5-311D, "District Prior Authorization to Proceed," of the *Construction Manual* provides that each district should have procedures for prior authorizations to proceed for those instances when change order work must begin before a change order is executed.

In order to ensure prompt payment for ordered extra work, this directive is a reminder that the resident engineer must reserve and advise the contractor of the change order number upon issuing an authorization to proceed for extra work. This will allow the contractor to submit change order bills while the change order is being processed. This directive is also a reminder that the change order associated with the authorization to proceed must be submitted to the contractor within 7 working days of the date of submittal of the authorization to proceed.

For more information regarding this directive, contact Andy Alvarado, Division of Construction, at andy.alvarado@dot.ca.gov or (916) 653-8633.