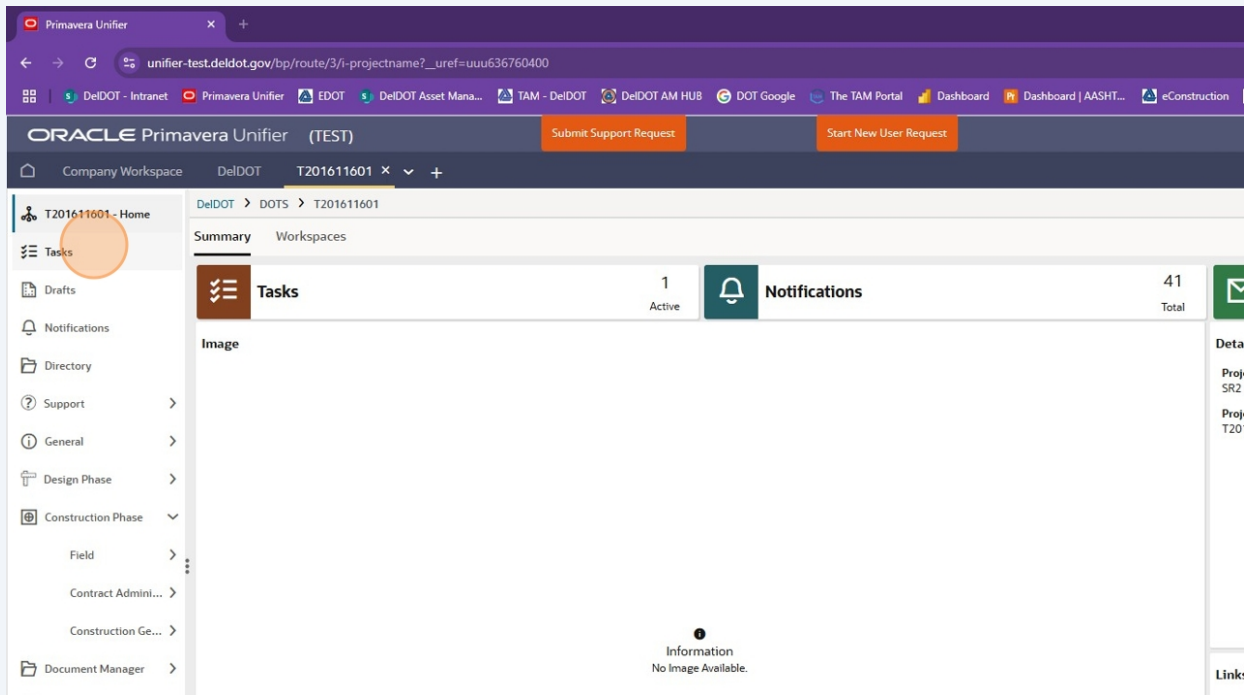
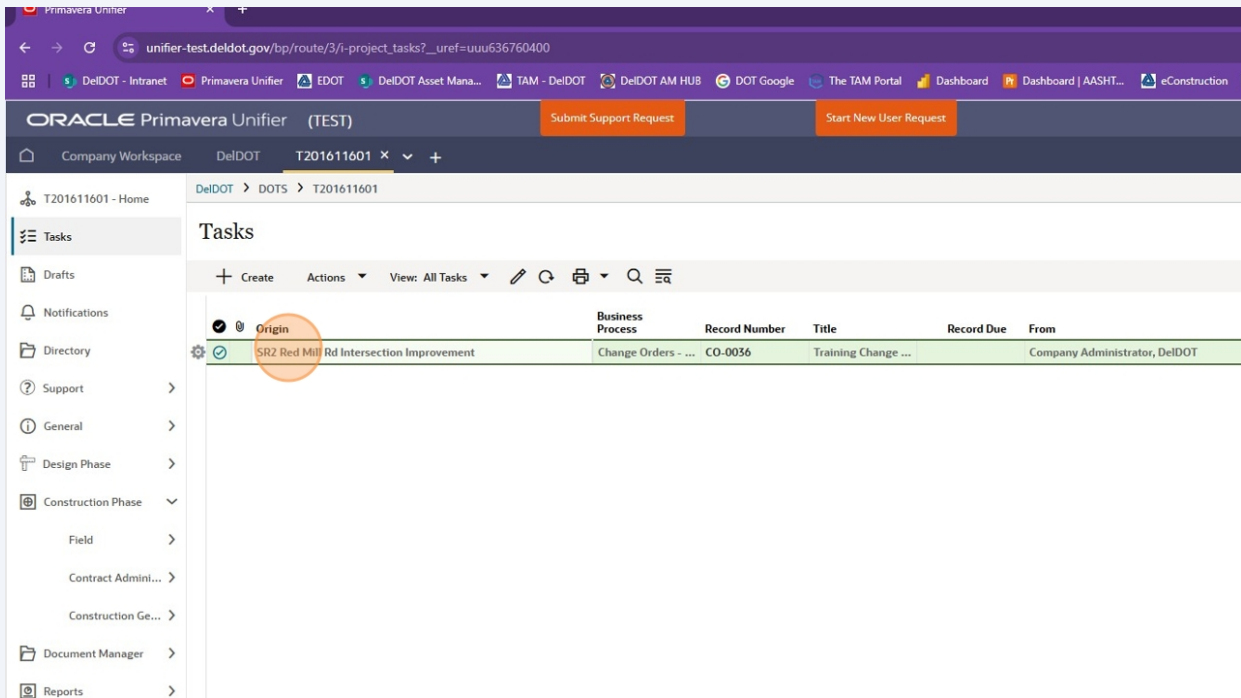


Unifier - Change Order (PR Review)

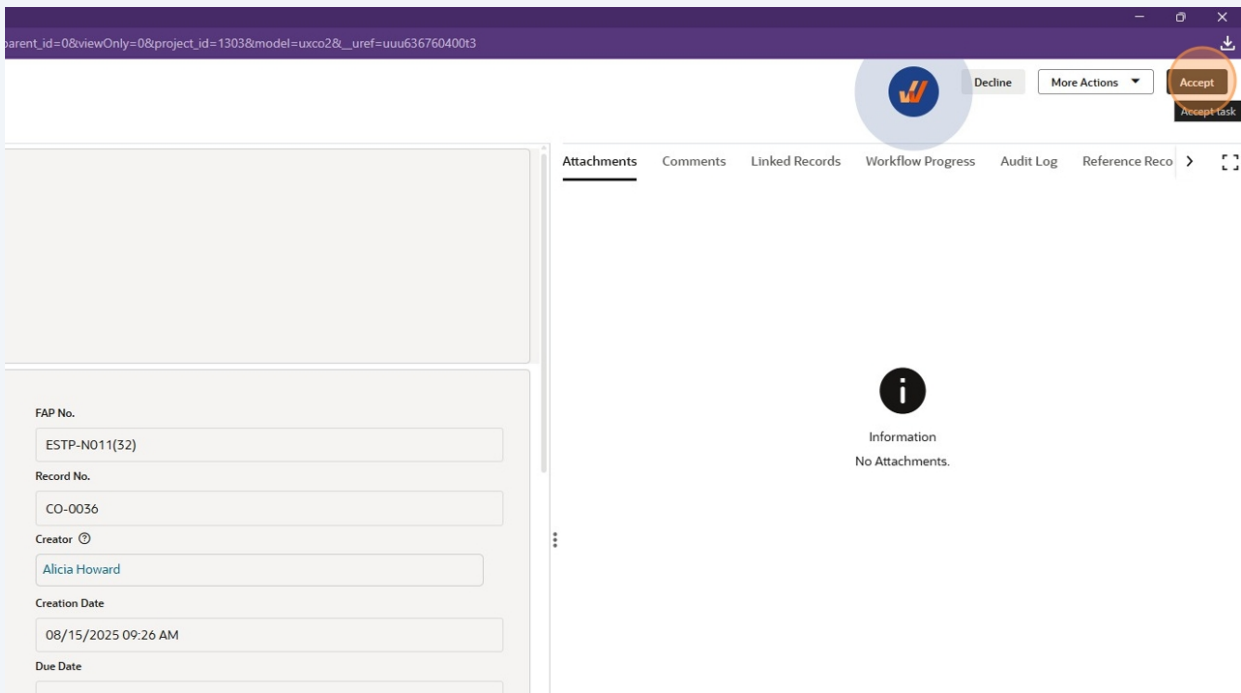
1 Use your Task List (or the Change Order BP) to find the CO in your review.



2 Double-click the record you are reviewing.



3 Click "Accept" - this is accepting the task, not approving the record. You cannot make any changes until the task has been accepted.



4

Review *Title, Change Order No., and Change Order Date*. Update as needed

Change Orders - Summary - Training Change Order - Project No. T201611601 - Google Chrome
unifier-test.deldot.gov/bp/mod/bp/record/opentask/2209610/undefined/undefined?_uref=uuu636760400t3

Change Orders - Summary

Change Order Line Items

General

Project Number T201611601	FAP No. ESTP-N011(32)
Project Name SR2 Red Mill Rd Intersection Improvement	Record No. CO-0036
Title Training Change Order	Creator Alicia Howard
Change Order No. 036	Creation Date 08/15/2025 09:26 AM
Change Order Date 08/15/2025	Due Date
Amount \$8,032.05	Status In_PR_Review

CO Information

5

Review "Change Order Information" and update as needed.

Change Orders - Summary

Change Order Line Items

050 08/15/2025 09:20 AM

Change Order Date * 08/15/2025

Amount \$8,032.05

Due Date

Status In_PR_Review

CO Information

Contract Ref. T201611601

Spec Year 2020

Contract Type Construction

Project Type OM PR Review

Construction District Group 2

Division DOTS

Designer/PM Review? Yes No

Description * Training change order

Schedule Impact (Days) * 0

6

Review "FHWA Information" and update if necessary. If you do not know if FHWA Approval is required, you can leave this blank for the Area Engineer to complete

Change Orders - Summary - Training Change Order - Project No. T201611601 - Google Chrome
unifier-test.deldot.gov/bp/mod/bp/record/opentask/2209610/undefined/undefined?__uref=uuu636760400t3

Change Orders - Summary

Change Order Line Items

Select

Group 2

Designer/PM Review? ⓘ
 Yes No

Division
DOTS

Description *
Training change order

Schedule Impact (Days) *
0

FHWA Information

FHWA Participation
Non-PoDI/Assumed State Administered

FHWA Approval
 Yes No

FHWA Approval Req? ⓘ
 Yes No

If no, reason why: ⓘ
Select

Vendor Information

Vendor ID
MMCINC

Vendor Name
Mumford & Miller Concrete Inc

7

Click "Line Items"

Change Orders - Summary - Training Change Order - Project No. T201611601 - Google Chrome
unifier-test.deldot.gov/bp/mod/bp/record/opentask/2209610/undefined/undefined?__uref=uuu636760400t3

Change Orders - Summary

Change Order **Line Items**

Training Change Order	Alicia Howard
Change Order No ② 036	Creation Date 08/15/2025 09:26 AM
Change Order Date * 08/15/2025	Due Date
Amount \$8,032.05	Status In_PR_Review

CO Information

Contract Ref. T201611601	Contract Type Construction
Spec Year 2020	Project Type OM PR Review
Priority Select	Construction District ② Group 2
Designer/PM Review? ② <input type="radio"/> Yes <input type="radio"/> No	Division DOTS
Description *	Schedule Impact (Days) *

8 Review details of each item.

Note: Items with a "Pay Item Name" listed are new items on the Contract.

unifier-test.deldot.gov/bp/mod/bp/record/opentask/2209610/undefined/undefined?__uref=uuu636760400t3

Change Orders - Summary

Change Order Line Items

No.	Pay Item	Pay Item Name	Pay Item Desc	Unit of Measure	Item Quantity	Item Unit Cost	Amount	Reason Code
001	000064-01-0...	Clean - up of FES 1 on ...	Clean-up of F...	LS	1	\$5,657.05	\$5,657.05	NI
002	202000-00-0...				100	\$23.75	\$2,375.00	FC

9 To view the Pay Item Name for existing items, use the Custom Print option

Save Draft More Actions Send

SOV

Auto-create

Export Line Item Template

Print

Reload

Review

Terminate Record

Transfer Ownership...

Undo Accept Task

Change Orders - Summary Help

Close

Line Item Details

Line Item Cost BreakDown

General

Existing Pay Item Number: 000064-01-0001

Non-bid Pay Item - Suffix: 000064-01

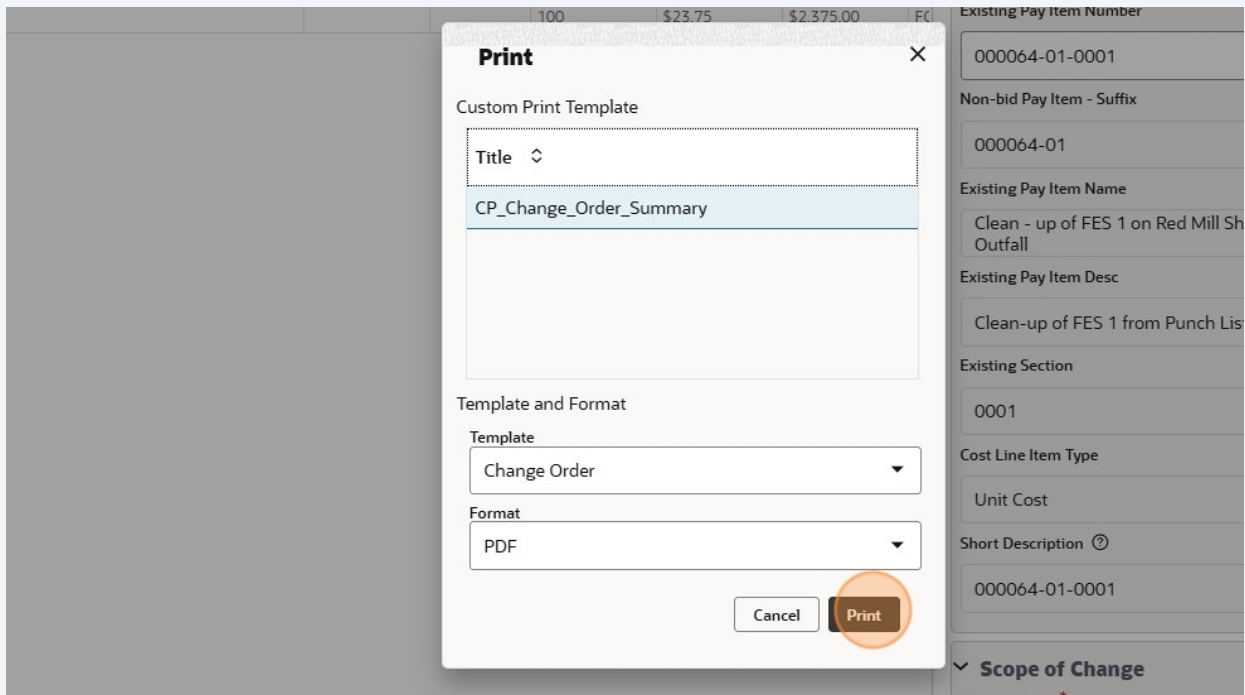
Existing Pay Item Name: Clean - up of FES 1 on Red Mill Shopping Center Outfall

Existing Pay Item Desc: Clean-up of FES 1 from Punch List

Existing Section:

10

Click "Print" - this will allow you to view the Change Order document.



11

Review Change Order

8/15/2025 11:42 AM

Change Order

Page 1 of 1

Contract Name: SR2 Red Mill Rd Intersection Improvement

Contract No: T201611601

FAP No: ESTP-N011
(32)

Contractor: Mumford & Miller Concrete Inc

Change Order No: 036

Prepared by: Alicia Howard

Prepared date: 8/15/2025

Description of Change: Training change order

Fed Approval Req?: N

If No, give reason:

Item Suffix	Item UOM	Item Description	Proposal Qty	Approved Qty	Extra Work Qty	Unit Price Amt	Amt of inc/Dec
000064-01-0001 Reason code NI		Clean - up of FES 1 on Red Mill Shopping Center Outfall			1	\$5,657.05	\$5,657.05
202000-00-0001 Reason code FC	CY	EXCAVATION AND EMBANKMENT	3433	-1662.44	100	\$23.75	\$2,375.00
Correspondence		Remarks			Total:		\$8,032.05
Time Extension		Construction Contingency					
This CO =0	Days			Total %	Under/Overrun %	Extra Work%	Amount (\$)
Total =224	Days			Contract Award			\$4,185,182.40
				CO (To Date)	60.60%	Xx	\$2,536,109.51
				Current CO	0.19%	Xx	\$8,032.05
				Estimated Cost:			\$6,729,323.96

_____	_____
Estimator	Date
_____	_____
District Construction Engr/Supv.	Date
_____	_____
Contractor	Date

12 Review all information including "Item Unit Cost", "Quantity", and "Reason Code"

Pay Item Desc	Unit of Measure	Item Quantity	Item Unit Cost	Amount	Reason Code
fall Clean-up of F...	LS	1	\$5,657.05	\$5,657.05	NI
		100	\$23.75	\$2,375.00	FC

Line Item Cost BreakDown

General

Existing Pay Item Number: 000064-01-0001

Price Approval Unit Cost: \$5,657.05

Non-bid Pay Item - Suffix: 000064-01

Item Unit Cost: \$5,657.05

Existing Pay Item Name: Clean - up of FES 1 on Red Mill Shopping Center Outfall

Price Approval Quantity: 1

Existing Pay Item Desc: Clean-up of FES 1 from Punch List

Item Quantity: 1

Existing Section: 0001

Unit of Measure: LS

Cost Line Item Type: Unit Cost

Amount: \$5,657.05

Short Description: 000064-01-0001

Reference:

Scope of Change

Reason Code: NI

New Item Added Due to Omission or Change in Original Scope

Total Amount : \$8,032.05

13 Review "Change Reason" and "Scope of Work"

Field Conditions Differ From Plans and/or Designer Calculations

Change Reason

This is for training only.

Scope of Work

int : \$8,032.05

Cancel Save Save & Add New

14 Review Cost Codes by clicking the "Cost Breakdown" section

The screenshot shows a software interface with a table on the left and a detailed view on the right. The table has columns for Item Quantity, Item Unit Cost, Amount, and Reason Code. The detailed view on the right has tabs for Line Item Details, Attachments, and Linked Records. The 'Cost BreakDown' tab is highlighted with an orange circle. Below the tabs, there are fields for Unit Cost, Short Description, and Reference. A 'Scope of Change' section is expanded, showing a Reason Code dropdown set to 'FC', a Description field with the text 'Field Conditions Differ From Plans and/or Designer Calculations', and a Change Reason text area containing 'This is for training only.' The 'Scope of Work' label is visible at the bottom of this section.

Item Quantity	Item Unit Cost	Amount	Reason Code
1	\$5,657.05	\$5,657.05	NI
100	\$23.75	\$2,375.00	FC

Line Item Details | Attachments | Linked Records

Line Item | Cost BreakDown

Unit Cost: \$2,375.00

Short Description: 202000-00-0001 | Reference: 2

Scope of Change

Reason Code: FC

Description: Field Conditions Differ From Plans and/or Designer Calculations

Change Reason: This is for training only.

Scope of Work

15 Ensure the "Not Costed Quantity" field is zero and that there is only 1 cost code associated with the item

The screenshot shows the same software interface as in step 14. The table on the left is identical. The detailed view on the right now shows a table with columns for No., Cost Code, Cost Name, and Short Description. A single row is visible with No. 001, Cost Code CON, Cost Name Construction, and Short Description 202000-00-0001. An orange circle highlights the 'Not Costed Quantity: 0' field in the top right corner of the detailed view.

Item Quantity	Item Unit Cost	Amount	Reason Code
1	\$5,657.05	\$5,657.05	NI
100	\$23.75	\$2,375.00	FC

Line Item Details | Attachments | Linked Records

Line Item | Cost BreakDown

Not Costed Quantity: 0

No.	Cost Code	Cost Name	Short Description
001	CON	Construction	202000-00-0001

16

Review details and cost codes for each item on the Change Order

Change Orders - Summary - Training Change Order - Project No. T201611601 - Google Chrome

unifier-test.deldot.gov/bp/mod/bp/record/opentask/2209610/undefined/undefined?_uref=uuu63676040013

Change Orders - Summary

Change Order **Line Items**

Add Actions View Currency Transaction Curren

No.	Pay Item	Pay Item Name	Pay Item Desc	Unit of Measure	Item Quantity	Item Unit Cost	Amount	Reason Code
001	000064-01-0...	Clean - up of FES 1 on ...	Clean-up of F...	LS	1	\$5,657.05	\$5,657.05	NI
002	202000-00-0...				100	\$23.75	\$2,375.00	FC

Total: 2

Total Amount : \$8,032.05

https://unifier-test.deldot.gov/bp/mod/bp/record/opentask/2209610/undefined/undefined?_uref=uuu63676040013#

17 Now click "Change Order"

Change Orders - Summary

Change Order Line Items

No.	Pay Item	Pay Item Name	Pay Item Desc	Unit of Measure	Item Quantity	Item Unit Cost	Amount	Reason Code
001	000064-01-0...	Clean - up of FES 1 on ...	Clean-up of F...	LS	1	\$5,657.05	\$5,657.05	NI
002	202000-00-0...				100	\$23.75	\$2,375.00	FC

18 Change Orders should have attachments or linked records to justify/support the changes. Review attachments in this section (or they may be attached to the specific items in the Line Items tab)

Alicia Howard

Creation Date: 08/15/2025 09:26 AM

Due Date:

Status: In_PR_Review

Contract Type: Construction

Project Type: OM PR Review

Construction District: Group 2

Division: DOTS

Schedule Impact (Days): 0

Attachments

Information
No Attachments.

19 Click "Linked Records" and review records by double-clicking

The screenshot shows a software interface with a record form on the left and a 'Linked Records' table on the right. The record form includes fields for 'Alicia Howard', 'Creation Date' (08/15/2025 09:26 AM), 'Due Date', 'Status' (In_PR_Review), 'Contract Type' (Construction), 'Project Type' (OM PR Review), 'Construction District' (Group 2), 'Division' (DOTS), and 'Schedule Impact (Days)' (0). The 'Linked Records' table has columns for 'Direc...', 'Type', 'Business Process', 'Record Number', and 'Reco'. A table row is highlighted with an orange box, showing 'To', 'Manual', 'Price Approvals', and 'PA-0040'. The 'Linked Records' tab is circled in orange.

20 Click "Comments" to view or add comments

Note: Comments can be seen or added on this record at anytime by anyone with access to this BP.

The screenshot shows a software interface with a record form on the left and a 'Comments' section on the right. The record form includes fields for 'Alicia Howard', 'Creation Date' (08/15/2025 09:26 AM), 'Due Date', 'Status' (In_PR_Review), 'Contract Type' (Construction), 'Project Type' (OM PR Review), 'Construction District' (Group 2), 'Division' (DOTS), and 'Schedule Impact (Days)'. The 'Comments' section has a 'Comments' tab circled in orange, a 'Post' button, and a message: 'Information No Comments are available.' The 'Comments' tab is circled in orange.

21 Type comments and click "Post"

The screenshot shows a web application interface. On the left is a form with the following fields:

- Name: Alicia Howard
- Creation Date: 08/15/2025 09:26 AM
- Due Date: (empty)
- Status: In_PR_Review
- Contract Type: Construction
- Project Type: OM PR Review
- Construction District: Group 2
- Division: DOTS
- Schedule Impact (Days): *

On the right is a 'Comments' section with the following elements:

- Navigation tabs: Attachments, **Comments**, Linked Records, Workflow Progress, Audit Log, Reference Reco
- Text area: "If Change Order needs to be sent for revision, it is recommended to type comments in this section."
- Buttons: Hide, Clear, **Post** (highlighted with an orange circle)
- Information icon and text: "Information No Comments are available."

22 If your review is complete, click "Send"

This screenshot shows the same interface as step 21, but with a comment posted. The 'Send' button in the top right corner is highlighted with an orange circle.

The comment section now displays:

- Posted by: Show All (dropdown menu)
- Author: Alicia Howard Delaware Department of Transportation
- Timestamp: 08/15/2025 11:45 AM
- Text: "If Change Order needs to be sent for revision, it is recommended to type comments in this section."

23 Click "Send"

