

**SUPERSEDED BY EB 82-018  
EFFECTIVE 4/26/82**

# ENGINEERING INSTRUCTION

NEW YORK STATE DEPARTMENT OF TRANSPORTATION

Preliminary Plan Review Bureau

**SUBJECT: MINOR CHANGES TO SPECIFICATIONS FOR  
ONGOING CONTRACTS - CHANGE IN  
DOCUMENTATION POLICY**

Subject Code: 7.30

Distribution:

Main Office

Regions

Special

Code: EI 80-28

Date: 07/21/80

APPROVED:



Jack Sternbach, Deputy Chief Engr. Construction Division

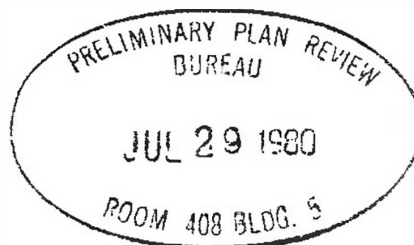
Supersedes:

**MODIFIES EI 80-014**

Periodically, minor changes to the specifications are made that are applicable to contracts on a statewide basis. Such changes generally do not require any unit price adjustment. In the past, these changes have been documented by an approved Order-on-Contract for every ongoing project where the change was applied. The required number of Orders-on-Contract has often been in the hundreds. There is a concern for reducing the number of Orders-on-Contract to not only alleviate this burdensome administrative effort but also to avoid the appearance of excessive field changes which are cited in Claims actions to the detriment of the State regardless of merit. In order to reduce the number of Orders-on-Contract, the following documentation policy will be adopted.

When a change to the specifications is made that does not affect the project scope or design intent, does not require any unit price adjustment or additional cost and is generally applicable to contracts on a statewide basis, the Director of the Construction Division will issue an appropriate Engineering Bulletin authorizing the change and its application to ongoing contracts. The subject Engineering Bulletin will eliminate the necessity for an Order-on-Contract as previously required. The Engineering Bulletin is to be made a part of the project file and will serve to document the authorization for such change on applicable projects. The Contractor will be furnished a copy of the Engineering Bulletin. Documentation will be kept at the Project Office showing that the Contractor has agreed that there is no change in unit prices. Federal approval of even minor contract changes is required as described by FHPM 6-4-1-6, Paragraph 18.b. Therefore, on non-certification acceptance projects, the Engineering Bulletins which will detail the changes will be sent to FHWA for approval.

Reference is made to Engineering Bulletin 80-18 which modifies the requirement for asphalt cement grade in accordance with Engineering Instruction 80-14. EB 80-18 is the first such issuance under the revised contract documentation policy for minor changes as described herein.



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# ENGINEERING BULLETIN

NEW YORK STATE DEPARTMENT OF TRANSPORTATION

SUBJECT: CHANGE IN ASPHALT CEMENT GRADE  
ON ONGOING CONTRACTS

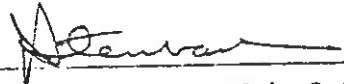
Subject Code 7.30

Distribution:  A: New York Office  C: Regions  Districts

EB 80-18

7/21/80

APPROVED:



JACK STERNBACH, Deputy Chief Engineer (Construction)

This Engineering Bulletin Expires \_\_\_\_\_

Engineering Instruction 80-14 calls for the incorporation of new asphalt cement grade specification. When requests for the asphalt cement substitution are approved, it will not be necessary to prepare an Order-on-Contract for the change. This Bulletin will serve as proper documentation that an approved substitution is allowed. Therefore, the project file should include a copy of this Bulletin.