

Autodesk Construction Cloud (ACC) Guide-Advanced Change Order Process

Facilities Management

Advanced Change Order Process

Table of Contents

1. During PCO review with Contractor, the contractor will not sign and you need to redo PCO.....	2
2. After PCO signoff by Contractor, you need to change account numbers but not item Qtys or bid prices	4
3. After PCO signoff by GC, or during internal review, need to change due to issue with Cost or Schedule. This includes situations such as the Board of Public Works rejecting a CO	6
4. During CO internal review, reviewer selects Revise because more justification is needed.	7

This guide covers unusual situations. For a more complete step by step guide of a typical change order from start to finish, see regular guide

1. During PCO review with Contractor, the contractor will not sign and you need to redo PCO

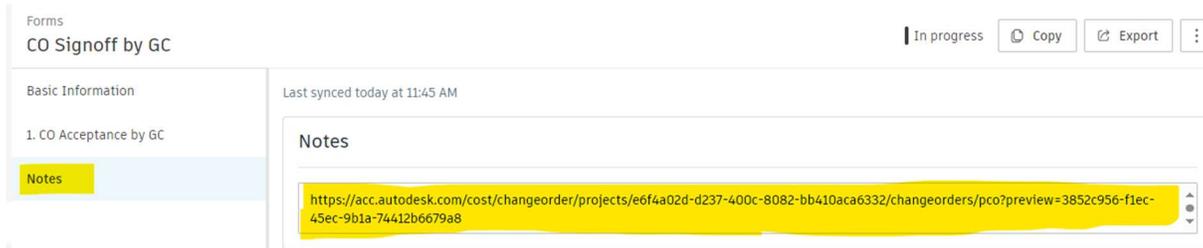
If the contractor has not already done so, instruct them to select "Send back to editors"

This screenshot shows a 'CO Signoff by GC' form in the 'In review' state. The left sidebar contains 'Basic Information' with '1. CO Acceptance by GC' and 'Notes'. The main content area shows 'Form is in review' with '1 reviewer needs to sign'. Two buttons are visible: 'Send back to editors' (highlighted in yellow) and 'Sign and submit'. Below this is the 'Form Details' section with fields for Form date (Sep 11, 2024), Location (-), ID (#35), Due date (-), Description (PCO-003), Created by (zzz COM-ENG-ADSK Automation), and Last updated (Sep 11, 2024). A 'References (1)' section shows a file named 'PCO-003.pdf'. The top right has 'In review', 'Export', and a menu icon.

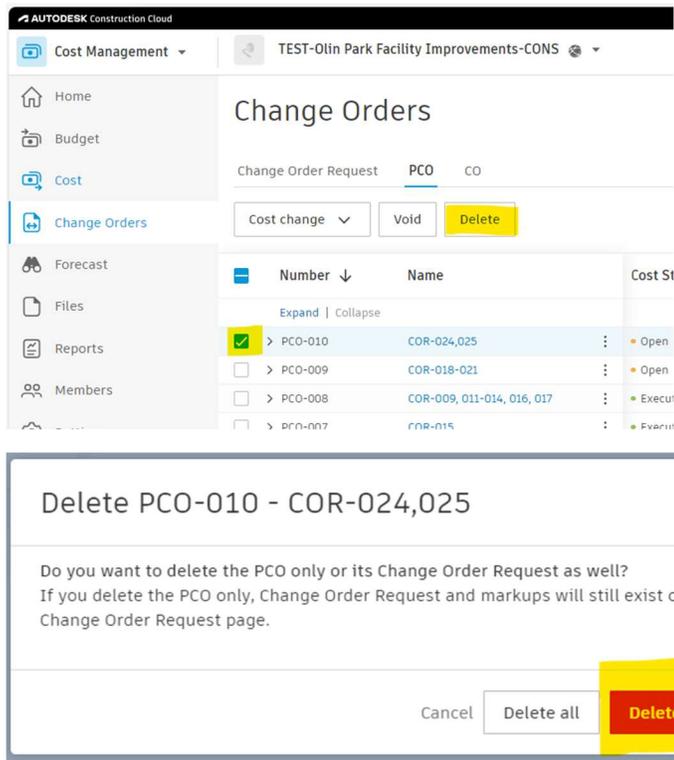
Open the form. Select Discard

This screenshot shows the same 'CO Signoff by GC' form, now in the 'In progress' state. The top right status bar shows 'In progress', 'Copy', 'Export', and a menu icon. The 'Form Details' section is now a form with input fields: Form date (9/11/2024), Location (Select a location), ID (#35), Due date (Select date), Assigned to (COM-ENG-CONST MGR), and Description (PCO-003). The 'References (1)' section includes an 'Add references' button and the 'PCO-003.pdf' file. At the bottom left, a yellow 'Discard' button is visible with the text 'Changes save automatically'. At the bottom right, there is a blue 'Submit' button.

Navigate to PCO. You can select notes and copy and paste the URL to get there



Delete PCO but do not delete CORs.

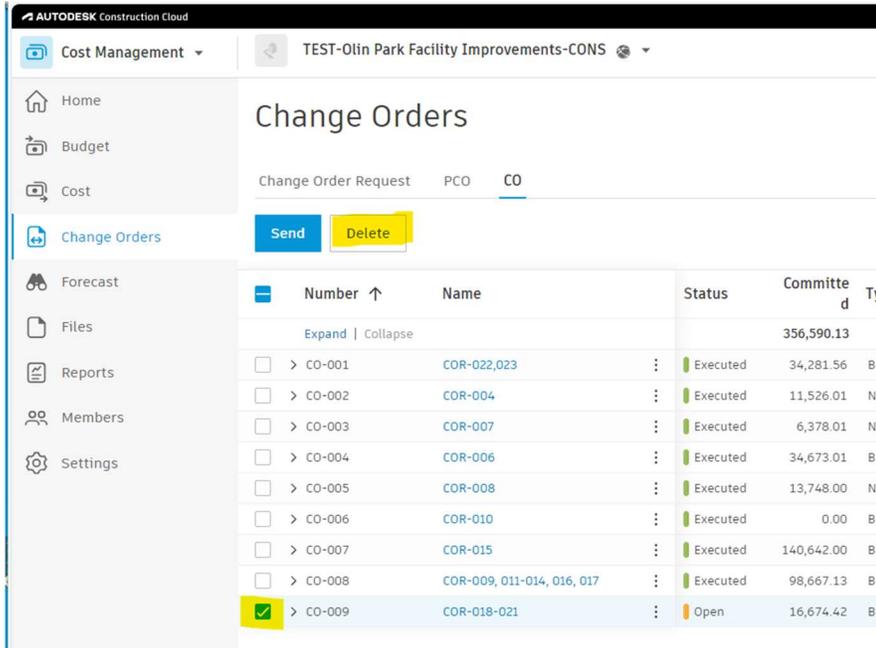


IMPORTANT: Only the justification data of a COR can be changed. After a form has been closed and signed, the only way to change cost data is to do a new COR.

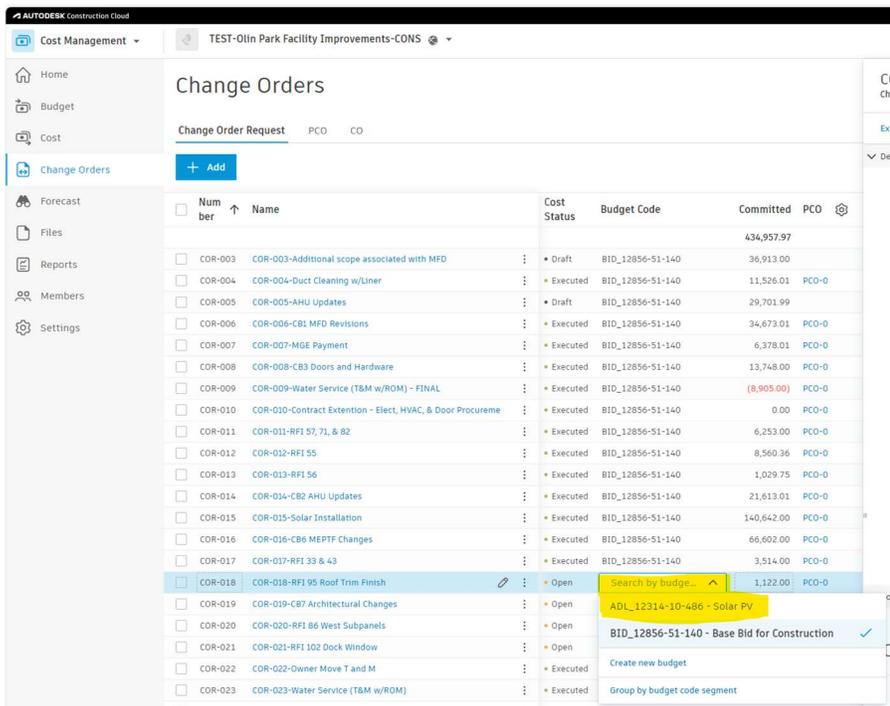
Follow the instruction in the regular guide to have the contractor resubmit a COR by GC form.

2. After PCO signoff by Contractor, you need to change account numbers but not item Qtys or bid prices

If a CO is already generated, first delete the CO. If In Review, the CO must be revised by a reviewer or project admin.

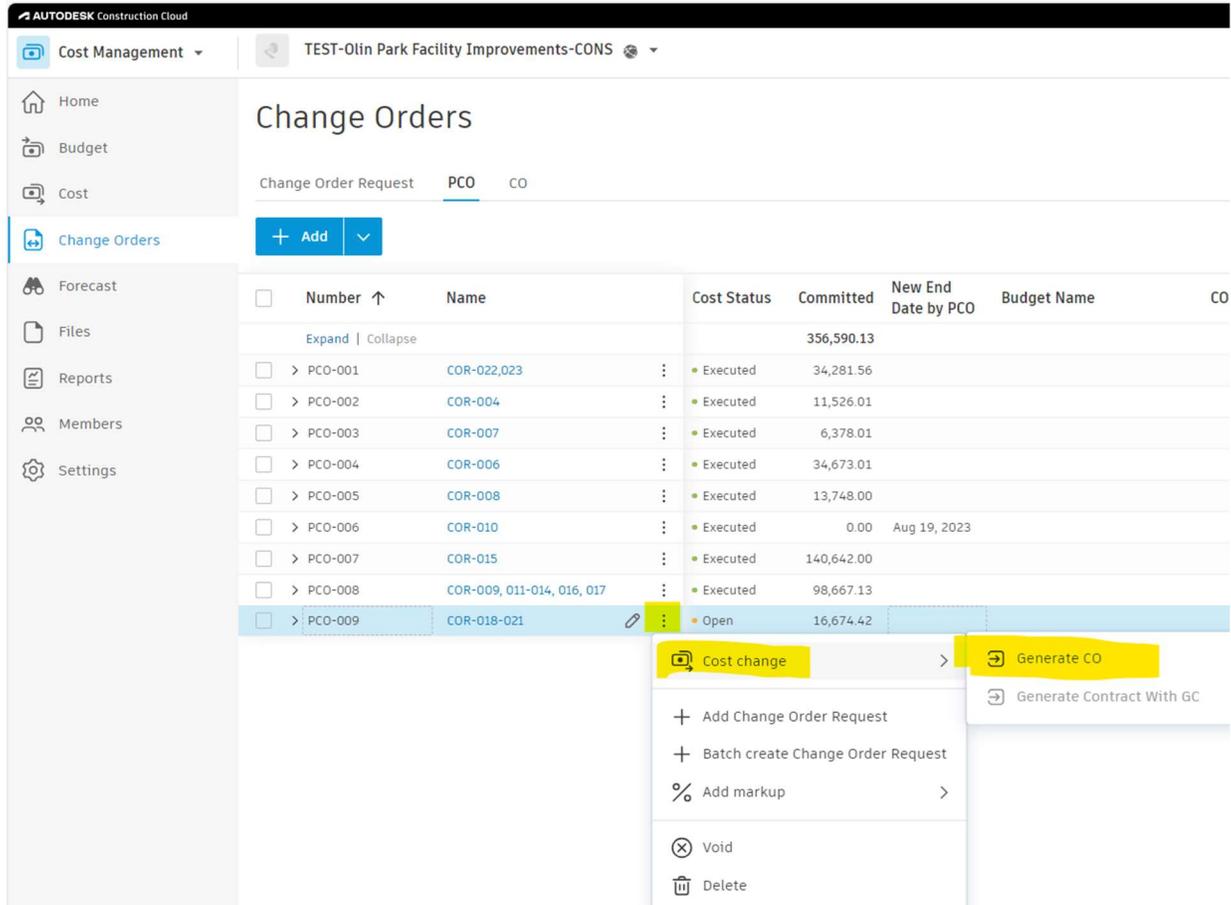


Select new budgets for COR items. Be sure that costs are not changing. In this example, we want to swap a budget to Solar PV. First, navigate to the COR on the Change Order Request tab:



IMPORTANT: Do not edit the documents as the GC has already agreed to the changes. Be sure that no prices are changing.

Close details panel. Click 3 dots next to PCO name (**COR-018-021**). Select **Cost Change > Generate CO**



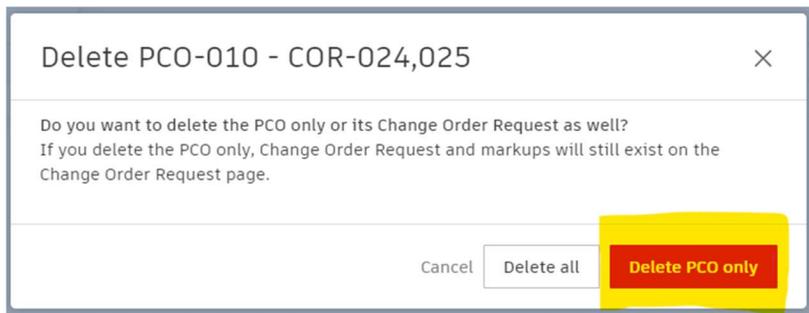
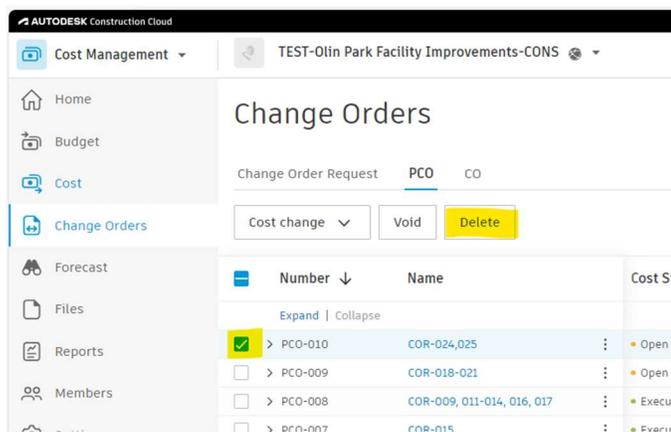
Go back to regular guide and continue to advance the Change order. You will have to fill out CO custom attributes. Then regenerate XLSX and reprint to PDF.

3. After PCO signoff by GC, or during internal review, need to change due to issue with Cost or Schedule. This includes situations such as the Board of Public Works rejecting a CO

First, the reviewer or a Project Admin should select a review response of **Revise**. You must leave a comment. **Restricted** means that only City Staff can see the comment. Select **Submit**



Delete PCO but **do not delete CORs**.



IMPORTANT: Only the justification data of a COR can be changed. After a form has been closed and signed, the only way to change cost data is to do a new COR.

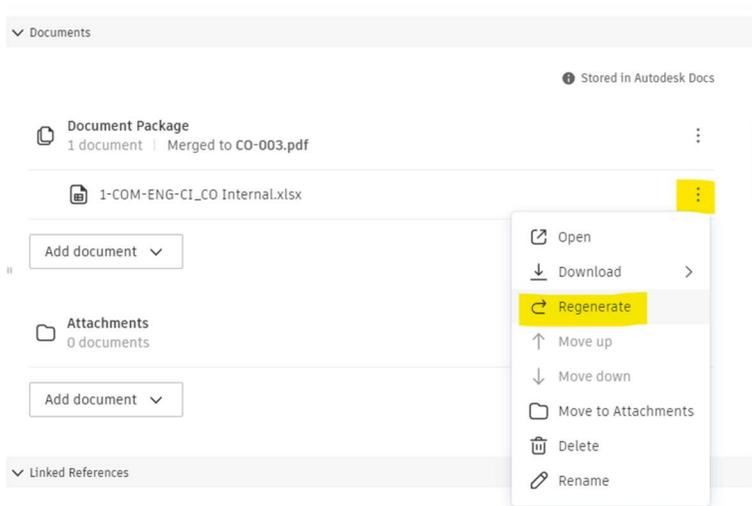
Follow the instruction in the regular guide to have the contractor resubmit a COR by GC form.

4. During CO internal review, reviewer selects Revise because more justification is needed.

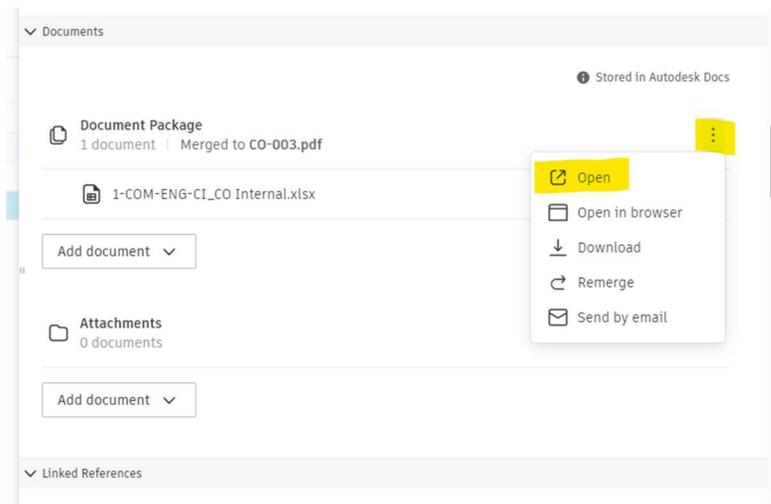
First, reviewer selects **revise** and provides a comment. Select **Submit**

Construction Manager will get a notice of the Revise response. Examine comment. Got to Change Order Request tab and update *CO Just. Comments-CPM/CCM* as needed.

Go back to CO tab. Scroll to Documents section. Regenerate XLSX:



Open to PDF:



View PDF to verify that everything is good.

If everything is good, **Send** for review:

