

U. S. DEPARTMENT OF COMMERCE
Bureau of Public Roads
Washington 25, D. C.

April 13, 1960

CIRCULAR MEMORANDUM TO: Regional and Division Engineers

FROM: Ellis L. Armstrong, Commissioner
22-40 *Ellis Armstrong*

SUBJECT: Construction Changes and Extra Work Orders

There have been numerous comments from highway contractors concerning the problems that go along with contractual change or extra work orders issued both on Federal-aid and on direct Federal contracts. Two principal comments pertain to the time required to secure all necessary approvals and the time of issuance of such orders as related to the completion time of the contract.

As regards the first item, it is expected the Bureau personnel will give prompt consideration to proposed orders and expedite the transmission of decisions to either the State highway department in the case of Federal-aid projects or to the contractor in the case of direct Federal projects.

As regards the second item, it should be the practice of the representatives of the contracting authority to review at an early date in the performance of the contract the probable items of changes or extras that may be considered necessary to satisfactorily "complete the project."

To the maximum extent practicable changes or extras should be agreed upon well in advance of the contract completion date so that construction work can be performed in orderly sequence at minimum cost and without disruption of the contractor's overall plan of operations.