

Attachment C - Approval Requirements for Contingencies and Supplemental Work

Criteria	State Project (No Federal Aid)	Federal Aid Project
Contingencies greater or less than standard 5%	District director requests approval from Design chief	District director requests approval from Design chief
Justification for Supplemental Work Items Memorandum	Completed for every project by project engineer	Completed for every project by project engineer
Supplemental Work greater than 5% and less than or equal to 10%	District director approves requests	District director approves requests
Supplemental Work greater than 10%	District director requests approval from Construction chief	District director requests approval from Construction chief
Supplemental Work Items: On pre-approved items list (CCDG) (see Note)	Justification for supplemental work items memorandum needs no approvals	District director approves justification for supplemental work items memorandum for the cost of items
Supplemental Work Items: Not on pre-approved items list (CCDG) (see Note)	District director requests approval from Construction chief	District director requests approval from Construction chief

NOTE: *Construction Contract Development Guide (CCDG)*