THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY

August 3, 2020

CONSTRUCTION BULLETIN No. 20-03R

SUBJECT: Construction Manager Manual Appendix F

The following revision has been made to the Illinois Tollway Construction Managers Manual, Appendix F: ATP/EXTRA WORK ORDER/CHANGE ORDER FLOW CHARTS. This clarification reflects the dollar amounts associated with the required approval signatures and is accordance with ISO form P3080 and eBuilder steps.

This bulletin updates the ATP flow chart to reflect current approval values being used in the process. This bulletin does not change the approval values currently being used.

Changes are reflected in the Construction Managers Manual ATP Flow Chart, Appendix F: ATP/EXTRA WORK ORDER/CHANGE ORDER FLOW CHARTS:

Board of Directors corrected from +$300k to +$200k.
Board Chairman Signature corrected from $250k-$300k to $150k-$200k.
Executive Director Signature corrected from $200k-$250k to $100k-$150k.
Chief Engineer Signature corrected from $50k-$200k to $30k-$100k.
PM Signature corrected from $50k to $30k.

The ATP Process flow chart has also been updated to reflect the existing process.

No updates are required to the CO/EWO Process flow chart.

Construction Managers, CM’s are hereby directed to follow this construction bulletin with all Illinois Tollway contracts.


Paul D. Kovacs, P.E.
Chief Engineering Officer

08/03/2020
Date
APPENDIX F: ATP/EXTRA WORK ORDER/CHANGE ORDER FLOW CHARTS
CO/EWO Process

**SHADING LEGEND**

- CS Committee
- GECPMO
- PM/DPM
- Other Departments
- CM/CCM

**START HERE**

ATP Approved
Extra work may begin

Prepare EWO/CO
Day 0

CM Signature
(1 Day)

CCM Signature
(if applicable)
(1 Day)

PM Signature
(1 Day)

DPM Signature
(1 Day)

Log EWO/CO into Catapult
1-5 Days

Over $30K?

No

*SPO Approval* (1-3 Days)

Yes

Enter into Bidbuy

Payment may begin

Bring to Document Control

Log into Central Sys

Log into Catapult

Chief Engineer Signature
(1 Day)

General Counsel Signature
(5 Days)

Chief of Finance Signature
(5 Days)

Executive Director Signature
(5 Days)

Board Chair Signature
(5 Days)

Chief Engineer Signature
(1 Day)

Create blue signature routing sheet

Log into Catapult

Chief Engineer Signature
(1 Day)

(EWO Only) Attorney General Signature
(2 Days)

Project Controls Review
(2 Days)

Generate project budget analysis worksheet

No

Do the project’s total EWO/CO exceed $250k in the current fiscal year?

No

Yes

Chief of Procurement Approval
(1-3 Days)

Create Four Signature Form

3-10 Days

10-30 Days

2-10 Days

Notes:

- The listed days are estimations based on average working days.
- Days listed in RED is the range of anticipated cumulative working days to that point in the process.
- Comments obtained during a signature decision shall result in a revise and resubmit.

**SYMBOL LEGEND**

- Start/End
- Process
- Decision
- Document