CONSULTANT CONTRACT AMENDMENT

The Amendment Screen provides a mechanism to amend consultant contracts by adjusting existing line items or by creating new ones. In addition, the Amendment Screen supports the association of issues to the amendment, and subsequently to the consultant contract.

KEY CONCEPTS

- Users can submit changes to consultant contracts by either adding a line to the contract or adjustment of an existing line item.
- Issues associated to amendments auto populate cost fields on the Amendment Screen line items.
- Saving an amendment in a REQUESTED status increases anticipated cost to the capital project. Saving the amendment in an APPROVED status increases the committed cost for that capital project and reduces the anticipated cost.
- The Amendment Screen supports searches against the Amendment Total field.

The UPL / COORDINATOR will initiate new agreements.

In order to create a new agreement, please follow these steps:

1. From the Contract Administration window, select the Amendment menu option.

   You may click on the icon or on “Amendment”

   ➔ Amendment ➔ Click on Now ➔ Search Consultant Contract to amend
   ➔ ➔ Search Consultant Contract to be adjusted

2. REQUESTED Status

   Enter the following information:

   1. Amendment Number
   2. Description - field can accommodate up to 255 characters only.
Use the Description field to include the information on the amendment changes.

→ If the description of the amendment changes is too long to fit in the above field, then please use the “Notes Log” (which provides a larger field) and select the pertinent **Note Type** (OA Amendment or CM Amendment).

BOTH Description field and Notes Log information will print on the amendment.

For reference only, you may use the Extra Description. The information in the extra description field will not print on the amendment.

3. Amendment Date
4. Contract Information – If this information is not auto-populated, type in the Contract # or search and select the contract to be adjusted.
5. User Defined Fields (UDFs) – Enter:
   a. Contractor’s Proposal Date
   b. Extension of Time
   c. Category
6. Line Item(s)
   a. Select if you are “adding” or “adjusting” a contract line

Enter the following:
   b. Description
   c. Line Item (required field if you are adjusting a Contract Line), or Component Group (which is a required field if you are adding a New Contract Line.)
   d. Reason
   e. Amendment amount (enter amount without commas)
   f. Issue, if applicable
7. Click on Done, or Add if you need to enter another line item.

8. Click on Save.

9. Print the AU Contract Amendment
   a. Click on Print
b. Select the pertinent AU Amendment from the list of available reports.

The system will generate your report (normally on a new tab, depending on your web browser settings).
To

AGREEMENT BETWEEN OWNER AND ARCHITECT

For 10-155 AND Hill Residence Halls - Building Renovations & Upgrades, dated , by and between the State of Alabama, Auburn University, Auburn, Alabama, Owner(s) and Associated Mechanical Contractors Inc, 248 S. LEWIS

The following changes in the said agreement are made therein:

AMENDMENT Test Amendment for OA Agreement #1015

<table>
<thead>
<tr>
<th>Original Group</th>
<th>Change Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award: $26,350.00</td>
<td>Award: $26,350.00</td>
</tr>
<tr>
<td>Amendment: $0.00</td>
<td>Amendment: $2,500.00</td>
</tr>
<tr>
<td>Total: $26,350.00</td>
<td>Total: $28,850.00</td>
</tr>
</tbody>
</table>

The Owner(s) and the Architect agree to the terms of this Amendment as contained herein.

APPROVALS

902015-092 (Associated Mechanical Contractors Inc)

By: ____________________________

Architect

Signature of Officer of Firm

Name & Title: ____________________________

STATE OF ALABAMA BUILDING COMMISSION

(Associated Mechanical Contractors Inc)

By: ____________________________

Director, Technical Staff

Name & Title: ____________________________

CONTRACTING PARTIES

Auburn University

By: ____________________________

Owner

Name & Title: ____________________________

Dr. G. Jay Grogan, President

10. Save the amendment as a PDF file in the network folder with the related project documentation.

The steps to save the file may vary depending on your web browser. Here are two examples:

**Explorer:**
11. Attach the Agreement PDF file as a “Related Document” to the AiM Amendment.

   a. From the main Amendment screen, go to the “Related Documents” view:
b. On the Related Documents view, click on **Edit**

c. Click on **Add**
d. Browse the amendment PDF file and click on **Next**

e. Enter the Document Type. For example “Amendment to OA”: 
f. Click on **Next** three times to bypass meta data, attributes, and permissions options.

g. Click on **Save** on the Related Documents screen.

h. Click on **Back** (or on **Edit** if you want to revise anything).
12. Click on **Edit**

2. Decide which Amendment Process to follow:

   - If PSC, change status to **PSC AMENDMENT RTE**
     - (For OUA route: use **PSC AMENDMENT**)

   - If OA, change status to **OA AMENDMENT RTE**
     - (For OUA route: use **OA AMENDMENT**)

   - If CM, change status to **CM AGREEMENT**

   - If PSPO, change status to **PSPO AMENDMENT ROUTE**

3. Click on **SAVE**.