

## SUPPLEMENTAL AGREEMENT CHECKLIST QUESTIONNAIRE

This form must be filled out in SharePoint under the corresponding contract.

1. Contract # _____ Agreement # _____
Description: _____

2. Authority for the Change
- 104-3 Altered Work
  - 104-5 Revised Unit Price OR/ UR
  - 104-7 Extra Work
  - Other
3. Was verbal approval granted for this Supplemental Agreement?  
*2-part question*
- Yes
    - If Yes, was Verbal Approval indicated in HiCAMS
  - No
4. Was the project budget reviewed?  
*2-part question*
- Yes
    - If Yes, was Budget Reviewed indicated in HiCAMS
  - No
5. Has the Supplemental Agreement pricing been reviewed?
- Yes
  - No
6. Does the Description contain the following?  
*Select all that apply*
- A detailed description of the exact changes
  - The location of the work to be performed, if applicable
  - The Standard Specification that is allows for the modification of work (104-3, 104-5, 104-7)
  - The Standard Specification (Section and/or Article) that is applicable to the work
  - If no applicable Standard Specification, has a special provision been included

7. Does the Justification contain the following?  
*Select all that apply*
- The detailed necessity of the change, including related circumstances
  - Information documenting conversations with other units, if applicable
  - Reference to additional documentation, if applicable
8. Have the correct line items, unit of measure, quantity, and unit price been selected?
- Yes
  - No
9. Has the correct WBS been selected?
- Yes
  - No
10. Have the following approval guidelines been followed?
- Resident Engineer: - Supplemental Agreements for all Articles of the Specifications up to \$100,000 and associated time up to 30 days on all projects.
  - Area Construction Engineer: - Reviews Supplemental Agreements greater than \$100,000 and time extensions greater than 30 days.
  - State Construction Engineer/Assistant State Construction Engineer: - Reviews Supplemental Agreements greater than \$200,000 and time extensions greater than 90 days.
  - Division Engineer/Division Construction Engineer: - Supplemental Agreements for all Articles of the Specifications unlimited authority for compensation and time on all projects.
  - State Construction Engineer/Assistant State Construction Engineer approval of OTHER supplemental agreements.
11. Is the Contractor's Authorized Representative documented in a letter provided to the Department?
- Yes
  - No
12. Have the appropriate signatures been obtained?
- Yes
  - No

13. Has the Supplemental Agreement been scanned into SAP?  
 Yes  
 No
14. Has the Pricing Review Documentation been attached to the executed supplemental agreement and uploaded into the project team site?  
 Yes  
 No

**To Create a checklist:**

1. Go to Construction Projects
  - a. <https://connect.ncdot.gov/site/construction/Pages/default.aspx>
2. Search and Select Contract,
3. Select Create Supplemental Agreement Checklist, which is located on the left-hand side
4. Click Create New Document Set
5. Fill out all questions

**To Edit an existing checklist:**

6. Go to Construction Projects
  - a. <https://connect.ncdot.gov/site/construction/Pages/default.aspx>
7. Search and Select Contract,
8. Click on Plans/Contracts,
9. Click on Contract Documents
10. Go into the Supplemental Agreement folder
11. Select the document set with the Supplemental Agreement that corresponds to the checklist (*If you do not see one here, you must create one*)
12. Click on the Supplemental Agreement Checklist