Purpose:

The purpose of this Standard Operating Procedure is to coordinate the contract documents as they change the original or current scope of work and to assess the cost and schedule impact.

Procedure:

A. Project Manager receives electronic (pdf format required) drawing revisions from Architect, Engineer or Owner.

B. Project Manager or Project Engineer uploads drawings in Procore as a new "Drawing Set" within the correct "Drawing Area."
    1. Visit Procore tutorial in Drawings Tool for instructions on uploading drawings.
    2. Label the set name with the corresponding update (Bulletin #1, Revision #3).
    3. Follow Procore instructions to review each sheet individually for correct sheet number, discipline, title, revision date, and date received.
    4. Click "Publish" to post the documents as the latest current drawings. This step makes the update visible to all Procore users with drawing access.

C. The Project Manager distributes via Procore email the plan changes to ALL subcontractors and material suppliers and requests pricing within a specified timeframe.
    1. Request a response even if the change has no cost impact to document the plan revision has been reviewed.
    2. Copy the Crain Superintendent and field personnel on the email.

D. Project Manager reviews plans to determine if Estimator involvement is required to compile pricing.
    1. If plan change is complex and/or involves Crain labor, the Project Manager and estimator work together to prepare a revised estimate.

E. The Project Manager reviews plans to determine any schedule implications. Update schedule as required - See "5.210 "Project Schedule" process.

F. Project Manager to prepare and submit Owner potential change order request - See "5.206 Owner Change Orders" process.

G. Upon Owner approval of the change, Project Manager to prepare and submit commitment change order to subcontractors and material suppliers - See "5.204 Subcontract Change Order" process.

H. Project Manager to review changes and updated schedule with Superintendent.