

Title: Environmental Subcontracts Management

**ATTACHMENT 9
SUBCONTRACT CHANGE
SUMMARY LOG INSTRUCTIONS**

The following are instructions for the implementation of the Subcontract Change Summary Log. The Subcontract Change Summary Log represents the required data that is expected to be documented. Project teams can add additional fields if necessary to track information not contained on this log.

1. For each subcontract develop a separate Subcontract Change Summary Log.
 - Identify the Subcontractor
 - Identify the Subcontract Number
 - Identify the number of Change Notices Issued
 - Identify the current value of the Subcontract (this value will include Amendments)
 - Identify the Budget Ceiling
 - Identify the remaining Budget Ceiling (subtract the current value of the subcontract from the Budget Ceiling)
2. Assign a unique Log number.
3. Identify each RFI or problem (SDDR, DCF, etc... or NA if not associated to an RFI or specific document) in the Reference Document column. Provide the Date Issued and a brief problem Description in the appropriate columns.
4. Enter the Trend/BCP Data, obtained from the Project Controls Trend Engineer, in the appropriate column. Update preliminary Trend data when resolved. A BCP may not be required for each Trend.
5. Write a PR to initiate the Change Notice and enter the PR No., the PR Approval Date, Schedule Impact, and the Independent Site Estimate value in the appropriate columns of the log.
6. Enter the Change Notice information from copies provided by the Procurement Specialist.
7. Contact the Procurement Specialist and obtain the subcontractors proposal information. Enter the Proposal Amount, the Proposal Document #, the Proposal Date and the forecasted Schedule Impact in days in the appropriate columns.
8. At the completion of negotiations, the Procurement Specialist should issue an Amendment to the subcontract. Follow up to make sure this happens and, from your copy, enter the Amendment information in the appropriate columns of the log.
9. If the SUBCONTRACTOR submits a "claim" during the execution of the subcontract, the STR should record the claim(s) as any other problem recorded in the Subcontract Change Summary Log.