



Emergency Additional Work User Guide

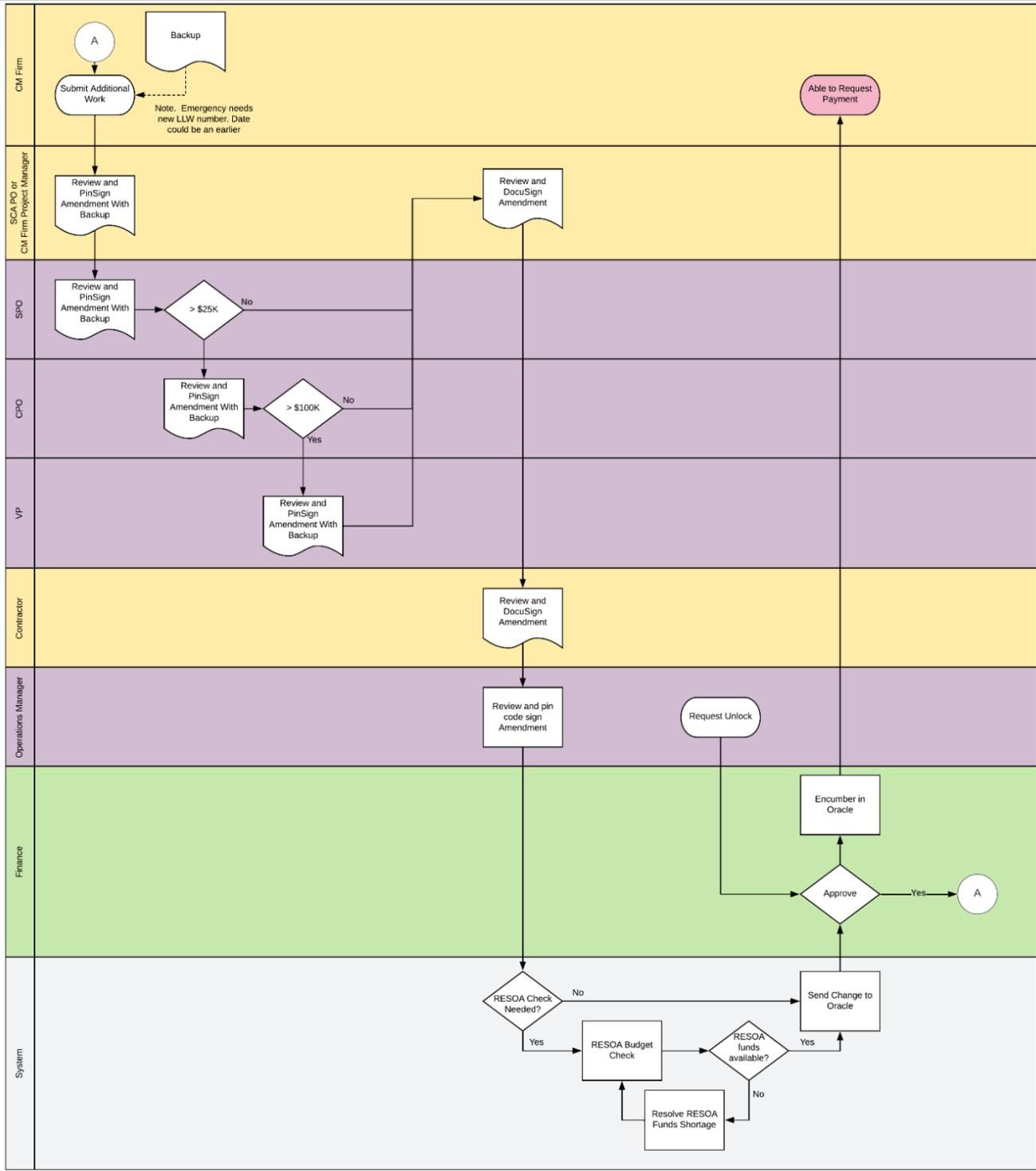
Updated June 4, 2025

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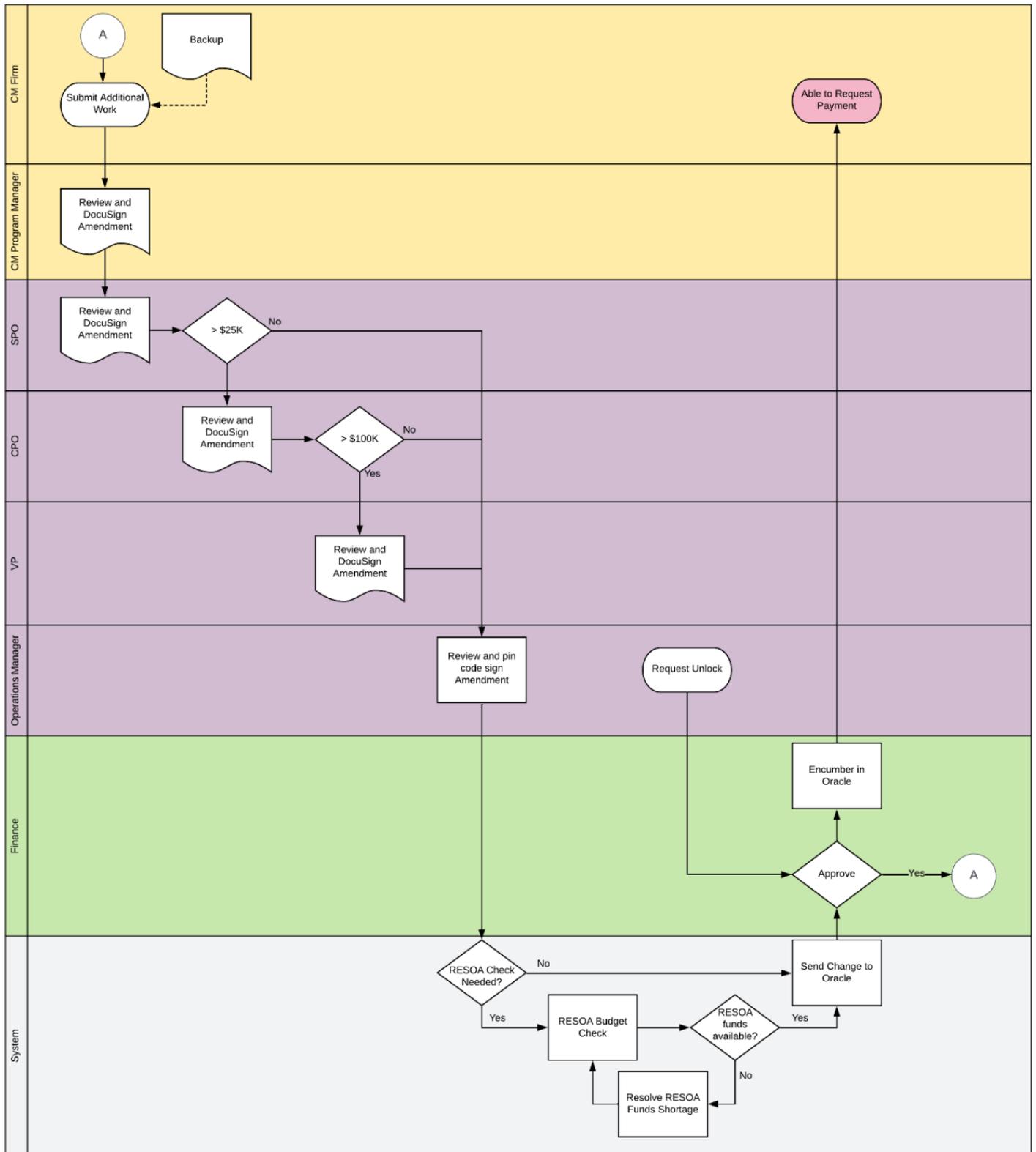
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Workflows

Construction Contract Additional Work Workflow



Management/Services Contract Additional Work Workflow



Construction Contract Additional Work Process

For Subcontracted work, Expense Contracts are agreements between the Construction Management Firm and the General Contractor. For self-performed JOC and Emergency Construction and Management, Expense Contracts contain SCA authorized work. A Work Authorization processes Expense Contract cost items for approval and encumbrance. All cost lines are grouped by Work Type and LLW and copied into Master Contract Authorizations.

Process Overview

The CM Firm submits Additional Work from an Issue on behalf of the GC, which will result in an Amendment. This can be necessary when there is a **Change in Condition**, or some other issue that requires additional funds, so that the contractor can perform this additional work. For a Hard Bid project, this is a Change Order.

The Additional Work will go through PIN approval based on dollar value.

- SCA PO or CM Project Manager
- SPO
- CPO (only if Additional Work exceeds \$25K)
- VP (only if Additional Work exceeds \$100K)

Next, the CM Project Manager and Contractor are required to DocuSign approve the Additional Work.

Finally, the Operations Manager reviews and PIN code signs the Additional Work. The System will conduct a RESOA budget check for LLWs flagged with RESOA funding. If RESOA Funds are available, the amendment is sent to Finance for encumbrance. Once funds are encumbered, the Additional Work is available for payment.

Notes

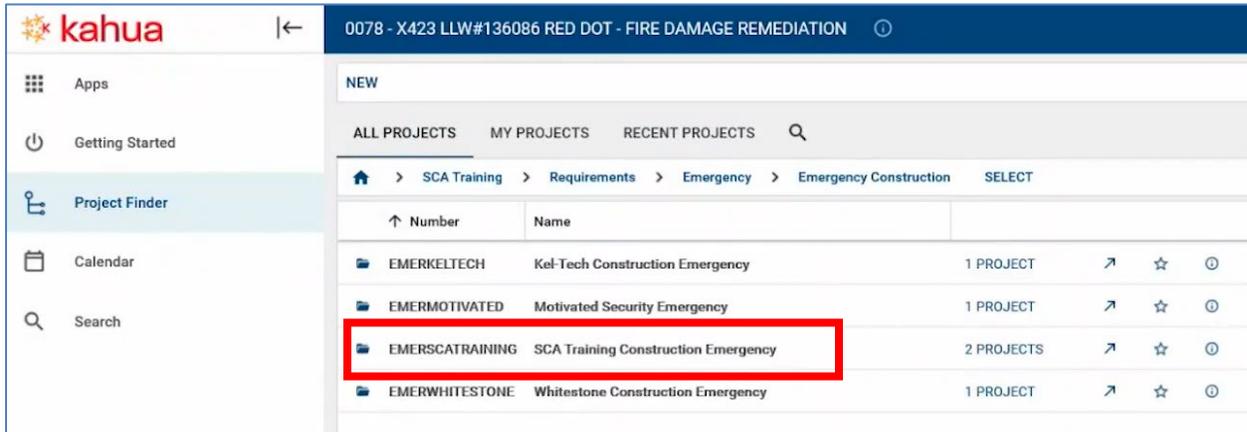
In some projects, there may be an SCA Project Officer instead of a CM project Manager. In these projects, the SCA PO performs all the actions normally performed by the CM Project Manager.

After the Operations Manager approves the Additional Work, they retain the option to request that the Additional Work is unlocked. A task will be sent to Finance to approve or reject the unlock request.

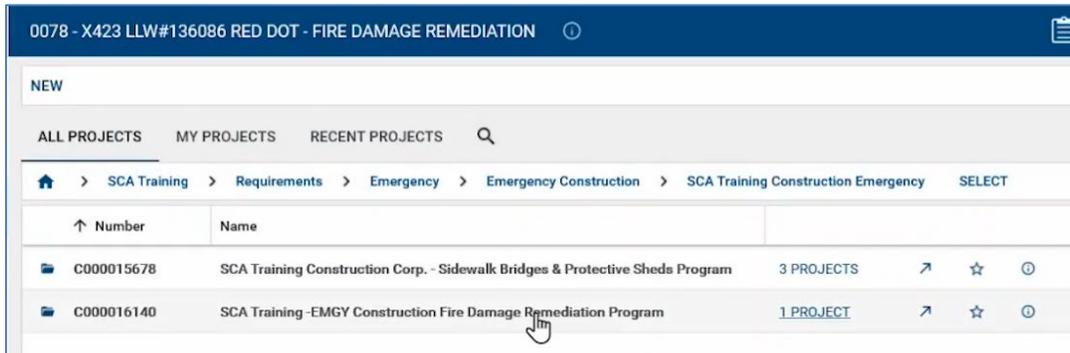
Step-by-Step Instructions

CM Submits Additional Work from Issues

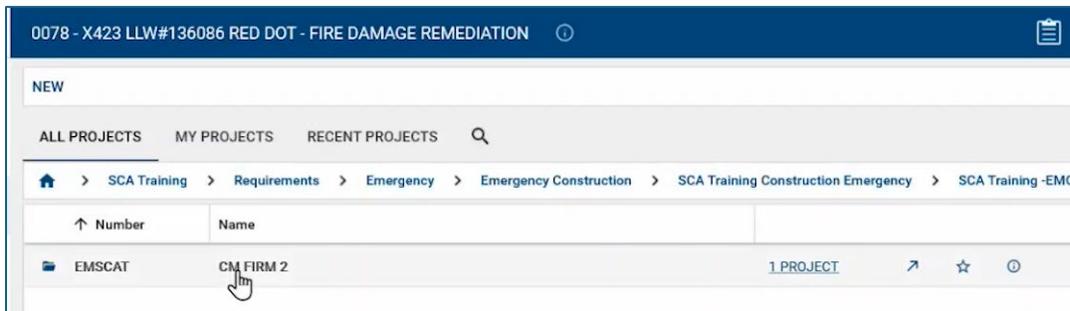
1. Navigate to **Project Finder > Requirements > Emergency > Emergency Construction (or Emergency Construction & Management)** and select the **Construction Company** that contains the desired Emergency Program.



2. Click the desired program ex: **EMGY Construction Fire Damage Remediation Program**.



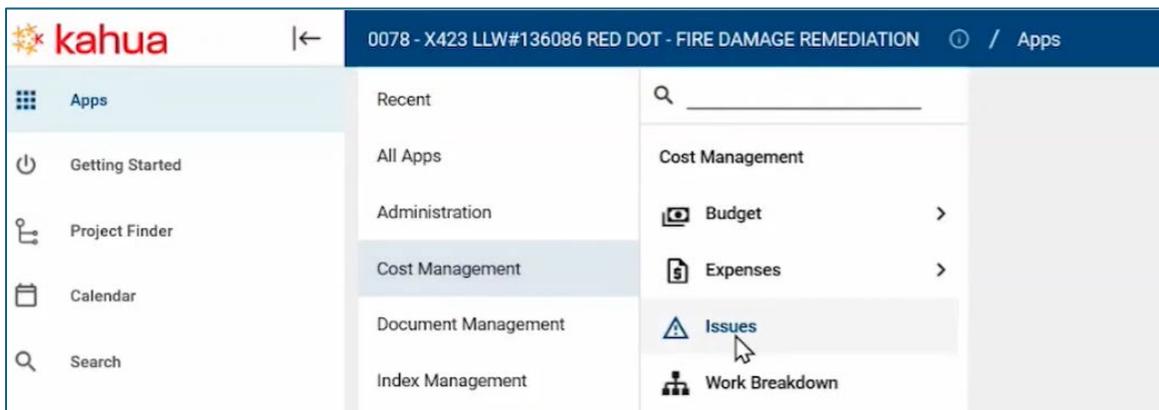
3. Click on the **CM Firm**.



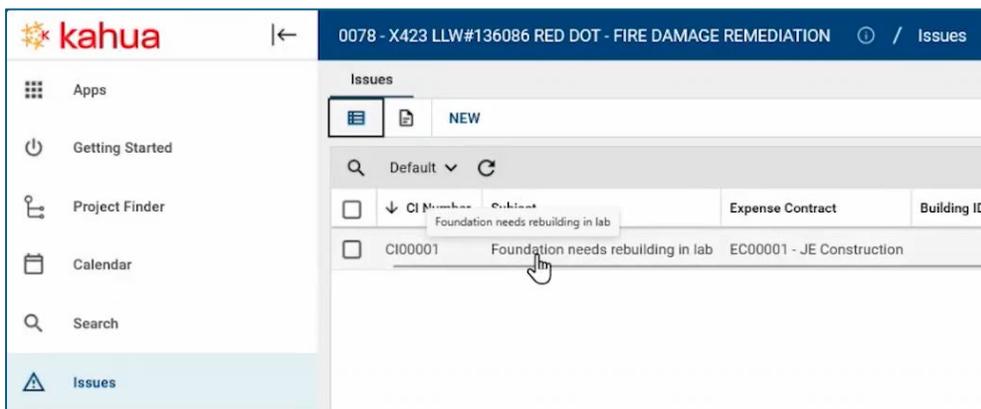
4. Click on the Sub Project. The Project title appears at the top.



5. Click **Apps**> **Cost Management**> **Issues**



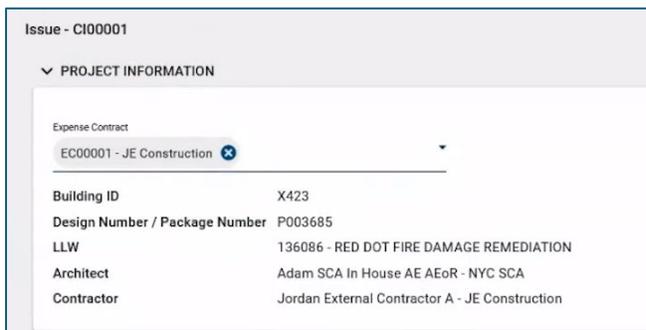
6. Click the **Issue**. Project Information opens on the right.



7. Click the **Edit** button at the top



Notice in **Project Information** that the **Expense Contract** is already populated. If there is more than one expense contract for this project, select it via the drop-down menu.



8. Scroll to the **Items** section. You might see the Estimate document already listed. If not, reach out to A&E to get the estimate and upload it to References.

ITEMS

	DETAILS					POTENTIAL COST		DATE	
	COST CODE	DESCRIPTION	LINE STATUS	LINKED AW	AW STATUS	ESTIMATE	AW	ESTIMATE	AW
<input type="checkbox"/>			Active			\$75,000.00		5/29/2024	

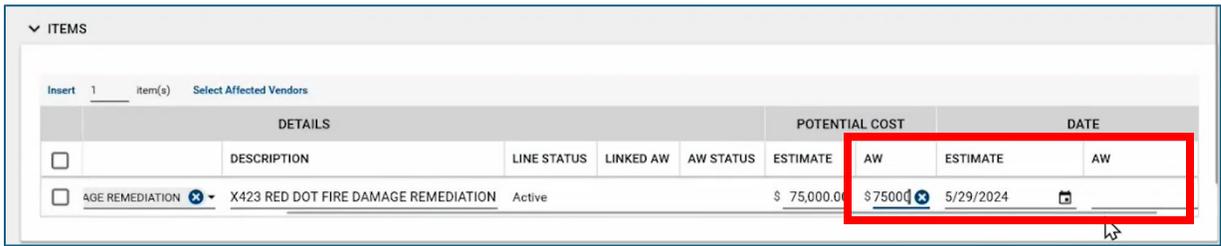
INITIATE ADDITIONAL WORK

a. Select the **Cost Code** (LLW) from the drop-down menu. The **Description** field auto-populates.



b. Under **Potential Cost**, enter the agreed upon **Additional Work** amount in the **AW field**

c. Enter the **AW Date**. (This is the date of the signed AW agreement.)

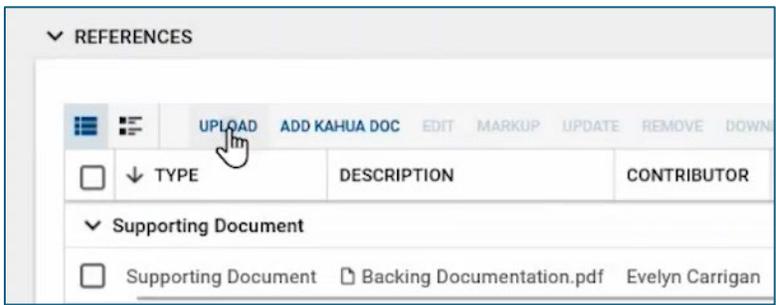


9. **Optional:** Enter any new comments under **Comments**.

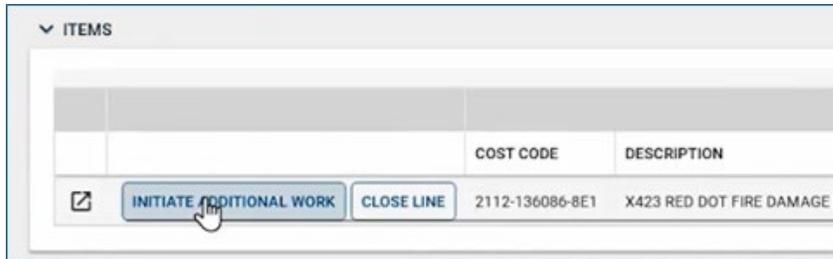


10. In **References**, click **Upload** to attach the signed AW agreement.

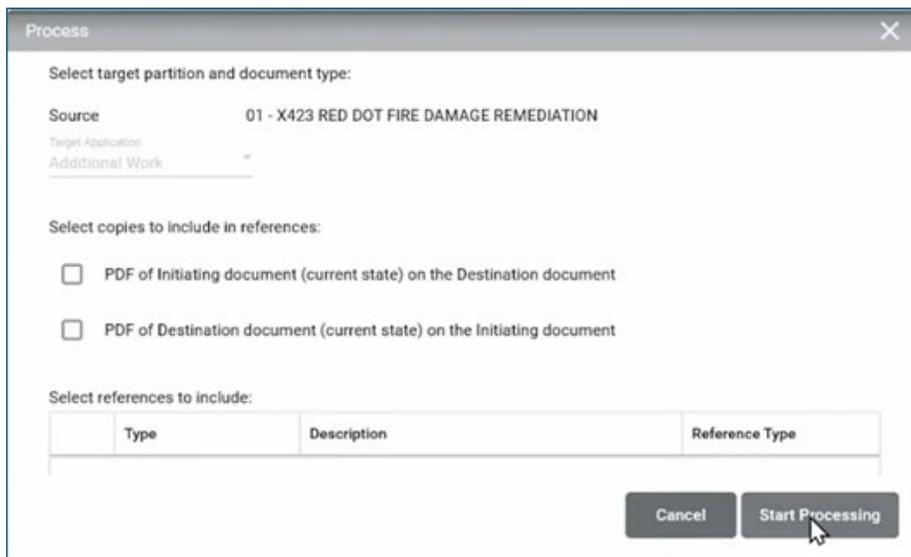
NOTE: Attach any SCA ONLY documents in the *Issues app*, where the GC can't view them.



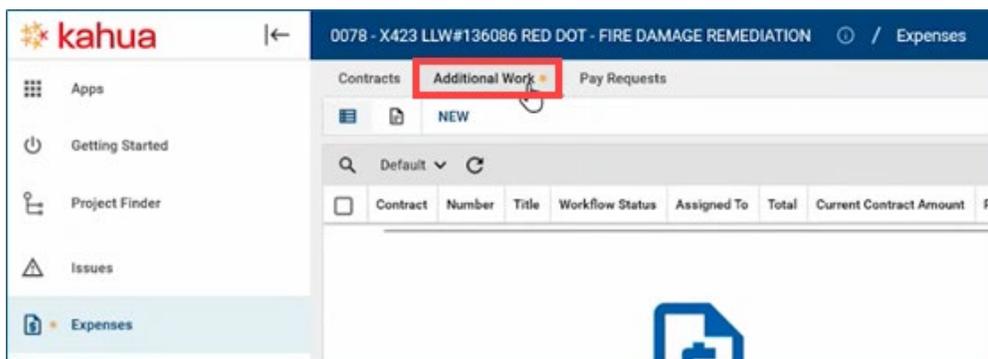
11. Click **OK** to close the upload window.
12. Click **Save/Close**. You must do this before you can initiate the issue.
13. Navigate back to the **Items** section and click **Initiate Additional Work**.



14. Click **Start Processing** in the Process window.



Kahua redirects you to the **Expenses** app> the **Additional Work** tab. Additional Work is started in the **Issues** app, but the Additional Work record is completed in the **Expenses** app.



15. In the Details section, enter the required **Justification for Change** in the field.

Additional Work - 00001 * N

Total Save To Calculate...

▼ DETAILS

Contract EC00001 - JE Construction

CI Number CI00001

Date 5/31/2024

Title Foundation needs rebuilding in lab

Justification for Change
Unexpected floor damage up further investigation

Field is required.

Date Executed

16. NEW! Part of Original Award

When a change order or additional work is created for LSP, JOC, or EMGY projects, the user must indicate whether the work was included in the original work authorization:

- Select **Yes** if the work was part of the original authorization.
- Select **No** if the work is entirely new and not included in the original scope.

Additional Work - 0007

Total Save To Calculate...

▼ DETAILS

Date Executed

Part of Original Award

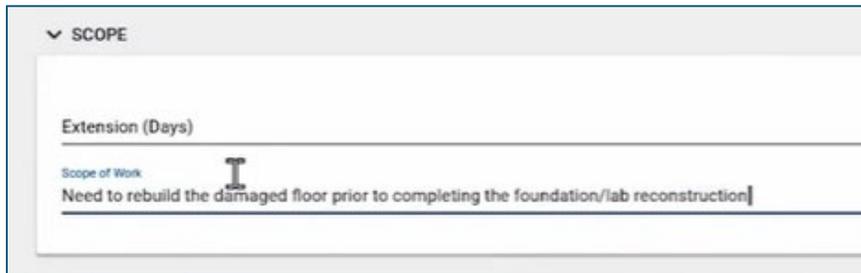
🔍 | _____

Yes

No

Extension (Days)

17. In the **Scope** section, (Required) add the **Scope of Work**, which will be the reason for the additional work and to justify the additional dollar amounts.



The screenshot shows a form titled "SCOPE" with a dropdown arrow. Below the title, there is a field for "Extension (Days)" which is empty. Below that is a field for "Scope of Work" containing the text: "Need to rebuild the damaged floor prior to completing the foundation/lab reconstruction".

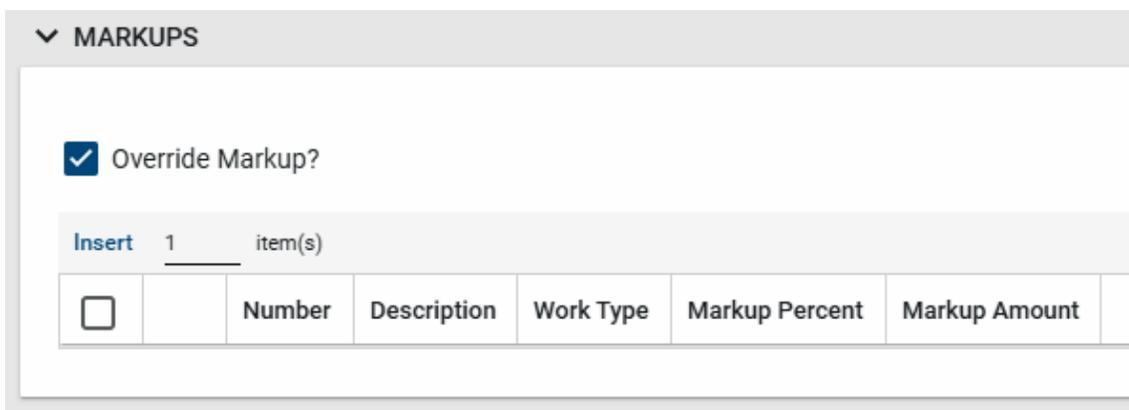
18. **Items Section:** Enter a CSI Code *if applicable*.

NOTE: If there are multiple LLW's for this project that the additional work applies to, more lines can be inserted, but the total of all lines must add up to the **Total**. (Ex: \$75,000).



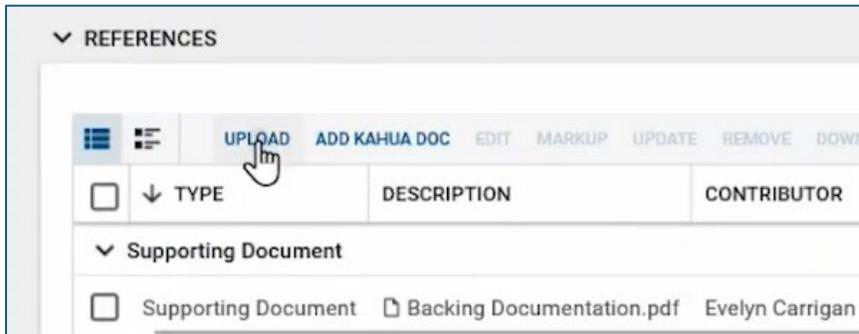
The screenshot shows a form titled "ITEMS" with a dropdown arrow. Below the title, there is a "Status" field set to "Projected" and an unchecked checkbox for "Items Include Quantity". Below that is an "Insert" button with "1" and "item(s)" next to it. Below the insert button is a table with the following columns: NO, COST CODE, DESC, CSI CODE, STATUS, and TOTAL. The table contains one row with the following data: NO: 01, COST CODE: 2112-136086-8E1 X423 RED DOT FIRE DAMAGE REMEDIATION, DESC: X423 RED DOT FIRE DAMAGE REMEDIATION, CSI CODE: (highlighted with a red box), STATUS: Projected, TOTAL: \$75,000.00.

18. **Markup section:** Markups do not apply for **Construction**, so this is automatically checked as **Override Markup**. No further action is necessary in this instance.



The screenshot shows a form titled "MARKUPS" with a dropdown arrow. Below the title, there is a checked checkbox for "Override Markup?". Below that is an "Insert" button with "1" and "item(s)" next to it. Below the insert button is a table with the following columns: Number, Description, Work Type, Markup Percent, and Markup Amount.

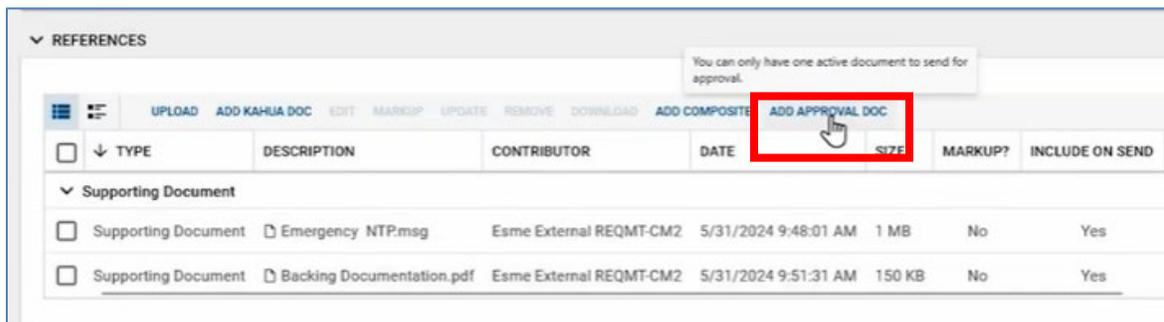
19. **References section:** You need to upload the **Additional Work Request** from the **SCA SPO** and additional documents, including estimates from the Contractor and instructions from the SCA needed to perform the work.



CM Creates an Approval Doc

Now you must make an **Approval Doc**, which is a combination of all the supporting documents and the Requests for Amendment in one long PDF, or one consolidated PDF.

20. Click **Add Approval Doc** in the header.



Step 1 of 2:

1. Enter a **File Name** format required by the Ops Managers:
Example: Contract number (C + last 6 digits) - BDLG # - EC000X - LLW - AW0000X
2. **Check** the checkboxes for all necessary, including **Request for Amendment**.
 - **Ignore** the **View / Amendment** line underneath Request for Amendment.
3. Click **NEXT**

Create Approval Document ✕

Step 1 of 2 Name your document and check the files you would like to include. Upload or Add a Kahua document to this approval document. Upload Add Kahua Doc

File Name
C0000X - BDLG # - EC000X - LLW - AW0000X A

Include this approval document when sending 00001 - JE Construction - K017 060502 SIDEWALK BRIDGE (MASONRY) 00006

Search Only show selected

<input type="checkbox"/>	Type	Description	Page Count	Size	Is Current
<input checked="" type="checkbox"/>	View	Request for Amendment B	0	0 KB	Yes
<input type="checkbox"/>	View	Amendment	0	0 KB	Yes
<input checked="" type="checkbox"/>	Supporting Document	Emergency NTP.msg	0	0 KB	Yes
<input checked="" type="checkbox"/>	Supporting Document	Backing Documentation.pdf	0	0 KB	Yes

C Next

Step 2 of 2: Review and reorder selected documents

- Make sure that the **Request for Amendment** is always at the top, and everything underneath is in the order in which it is meant to be read in the consolidated PDF.
- Click **Move to Top** / **Move to Bottom** to reorder, or use the **up/down arrows** on the right
- Click **Complete** when done.

Create Approval Document ✕

Step 2 of 2 Review and reorder selected documents. File Name C0000X - BDLG # - EC000X - LLW - AW0000X 0 pages 0 KB

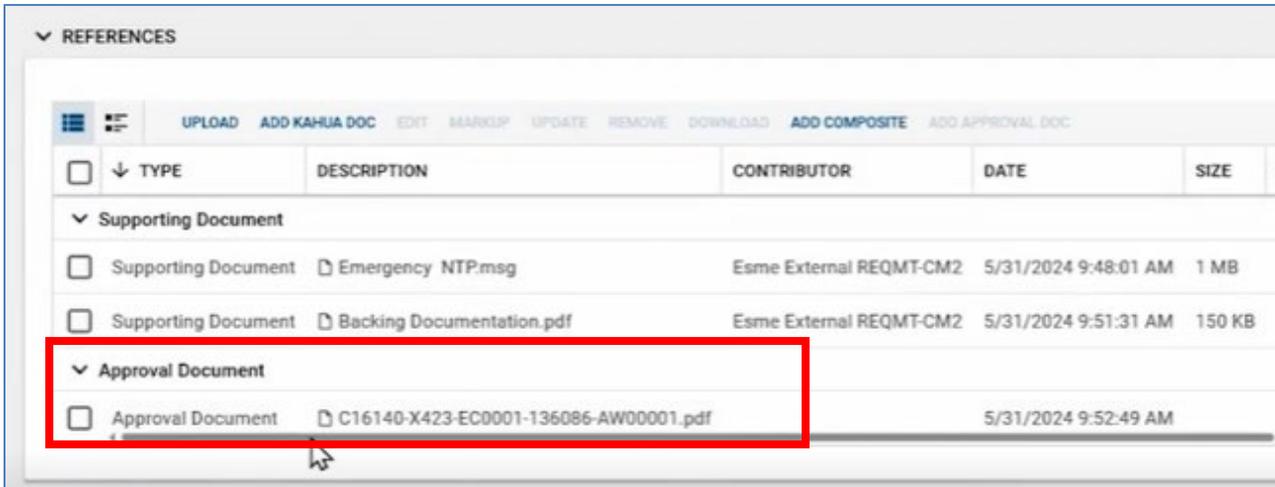
Search

Move to Top Move to Bottom Remove

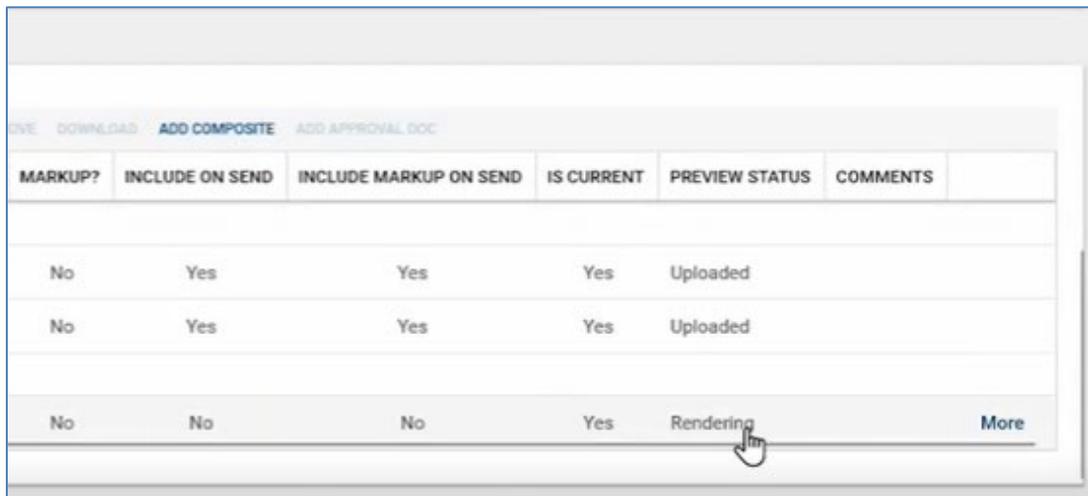
Type	Description	Page Count	Size	Is Current	
View	Request for Amendment	0	0 KB	Yes	^ v
Supporting Document	Emergency NTP.msg	0	0 KB	Yes	^ v
Supporting Document	Backing Documentation.pdf	0	0 KB	Yes	^ v

Previous Complete

The **Approval Document** is now present under the **Approval Document** heading.



- **IMPORTANT:** Scroll to the right. Make sure that the **Preview Status** reads as **Rendered**. If the approval document is still rendering, you must wait until it is complete before you continue with the process or it will get “stuck” in the system.
- It might take a while because the system is merging the individual documents into one Approval Document. You might need to **delete** the **Approval Document** and start over if it takes more than a few hours.



21. Click **Save / Close**.

Review the Approval Document

NOTE: As a **best practice** before submitting the Additional Work Approval doc, you might want to view the PDF to ensure that everything is in order and included.

- Click the **View** drop-down at the top to view the **Request for Amendment with References**.



This is the **Construction Manager PDF Request for Amendment** with all related information.

0078 - X423 LLW#136086 RED DOT - FIRE DAMAGE REMEDIATION / Expenses

Contracts Additional Work Pay Requests

View File 1 of 5 228%

NYC Department of Education **SCA** School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101-3045

Construction Manager Request for Amendment
0078, EC00001, 00001
Type of Work: DSF Red Dot
5/31/2024

Project:	C000016140	SCA Training Fire Damage Remediation Master Contract
Job:	0078	X423 LLW#136086 RED DOT - FIRE DAMAGE REMEDIATION
Change:	00001	Foundation needs rebuilding in lab
Contract:	C000016140	SCA Training Fire Damage Remediation Master Contract
To:	Esme External REQMT-CM2	
Contractor:	186 Place Avenue Manhattan, NY10451	
	SCA Work Authorization No.: 0002	
	CM-PM: Esme External REQMT-CM2	Boro: BRONX
	PO: Noah SCA PM-CM SPO	District: X423
	CPO: Donna SCA PM-CM CPO	School: X423
		Start Date: 5/23/2024
		Forecast Completion Date: 5/30/2025
		Duration (Calendar Days):

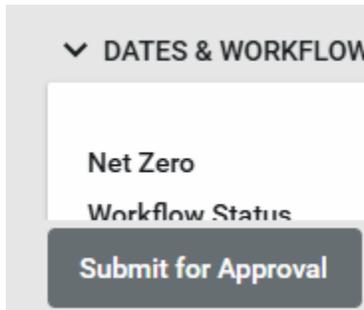
- **Scroll** through to view the appropriate documentation underneath, including the **Contract Total**, and to view the **Signatures** section.

Emergency	
PLA Eligible: Yes	Contractor to be Back-Charged: _____ (if applicable)
In order to respond immediately to emergency situations at which the public well-being and / or property may be at risk , this Request for Amendment must be completed within 48 hours and sent to the assigned Operations Manager.	
Cost Estimate by LLW:	Work Type -
Item #	LLW Description (School)
LLW - Category	Description
Amount Distributed	Total:
01	2112-136086-8E1 X423 RED DOT FIRE DAMAGE REMEDIATION
	Contract Total: <input type="text" value="\$75,000.00"/>
Scope of Work: Need to rebuild the damaged floor prior to completing the foundation/lab reconstruction	
Justification: Unexpected floor damage upon further investigation	
Signatures: PERSON RESPONSIBLE FOR THE MONITORING OF WORK TO BE PERFORMED AND WHO WILL REVIEW ALL INVOICES ASSOCIATED WITH THIS WORK:	
CONSTRUCTION MANAGER: _____ Authorized Signature Date	CONCUR: SPO < \$25K: Noah SCA PM-CM SPO Date
CONCUR: PO (if Applicable) Date	CONCUR: CPO < \$100K: Donna SCA PM-CM CPO Date
	APPROVED: VP > \$100K: Ryan SCA PM-CM VP Date
Page 1 of 2	

- If you need to make any changes you can always click the **Edit** button at the top, make your changes in the References section / Approval Document, then click **Save and Close**.

Submit the Approval Document

22. Click **Submit for Approval** at the bottom of the record.

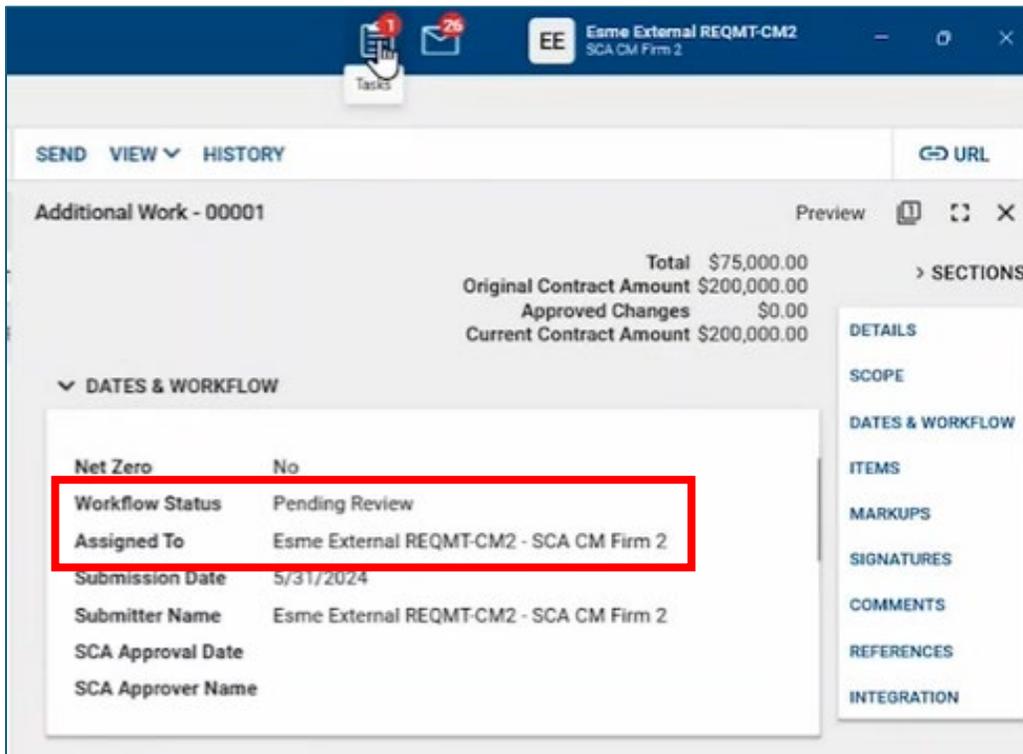


CM Pin Signs

Notice under the **Dates and Workflow** section of the **Additional Work** record that the workflow status reads **Pending Review** by the CM.

1. Click the **Task Clipboard**.

NOTE: Workflow status reads as *“Pending Review”* and *“Assigned to SCA CM Firm 2.”*

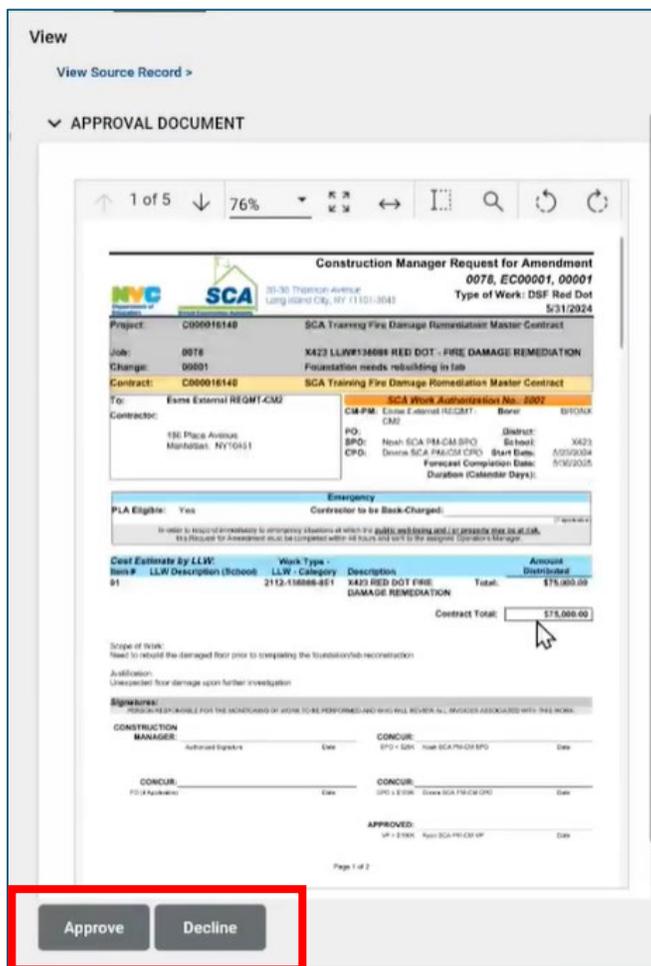


2. Click on the desired **Additional Work** item.



3. Click **Approve** if you are ready to send it forward to the next person in the workflow.

NOTE: If you identify an error, click **Decline** and make any corrections.



4. In the **Add Signature Window**, enter your PIN.

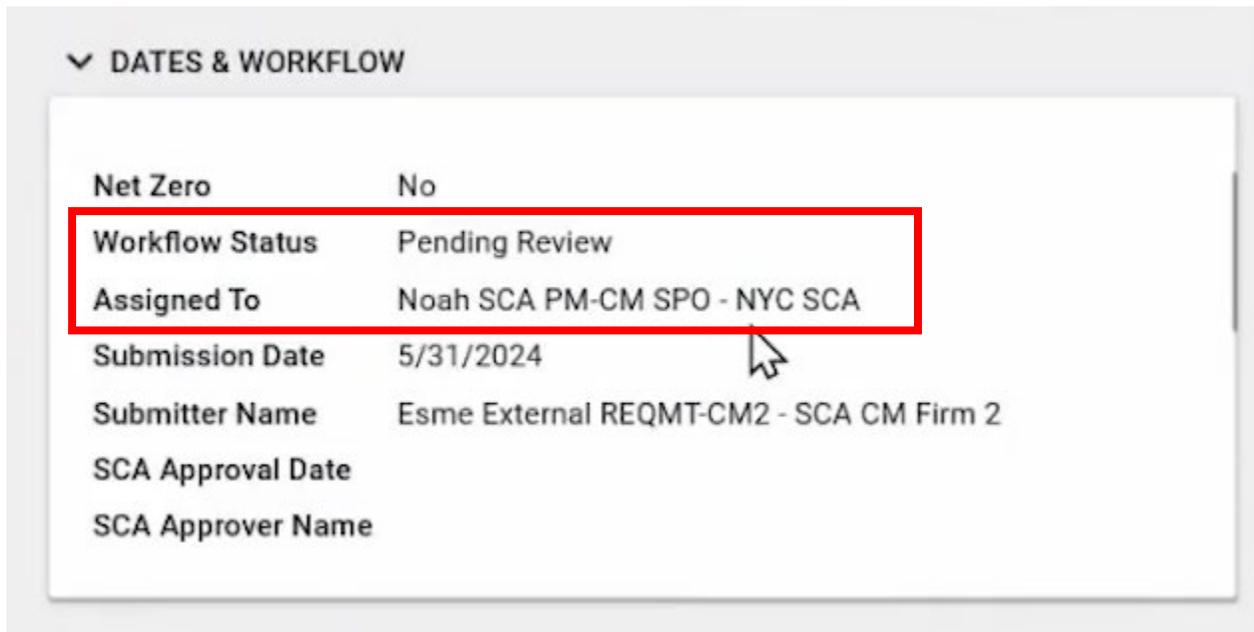
5. Click **Continue**.



The SPO receives a **Task** and an email notification that a PIN sign must occur.

[SPO and CPO - Review and PIN Sign](#)

Notice under the Dates and Workflow section of the Additional Work record that the workflow status reads Pending Review and who it is assigned to (who's ball in court).



For instructions on PIN Signing for the SPO and CPO roles, refer to the [CM Pin Sign section](#) as the procedure is the same.

- a. SPO PIN signs,
- b. then the CPO PIN signs.

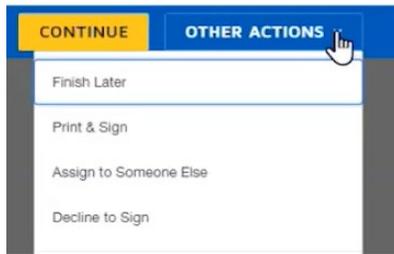
NOTE: Once the CPO has PIN signed, the document comes back to the CM to DocuSign.

DocuSign Workflow

Next, the Additional Work must be DocuSigned **in order** by the following people. They will receive an email outside of CAMP from DocuSign with instructions. Click [here](#) to learn about **DocuSign**.

- CM Program Manager
- GC General Contractor

NOTE: Any **approver** has an option in DocuSign to return the approval doc. Click **Other Actions** in the top right, then select **Decline to Sign**. This will send the approval document back to the CM.



Next, the OPS Manager must Pin Sign the **Additional Work**.

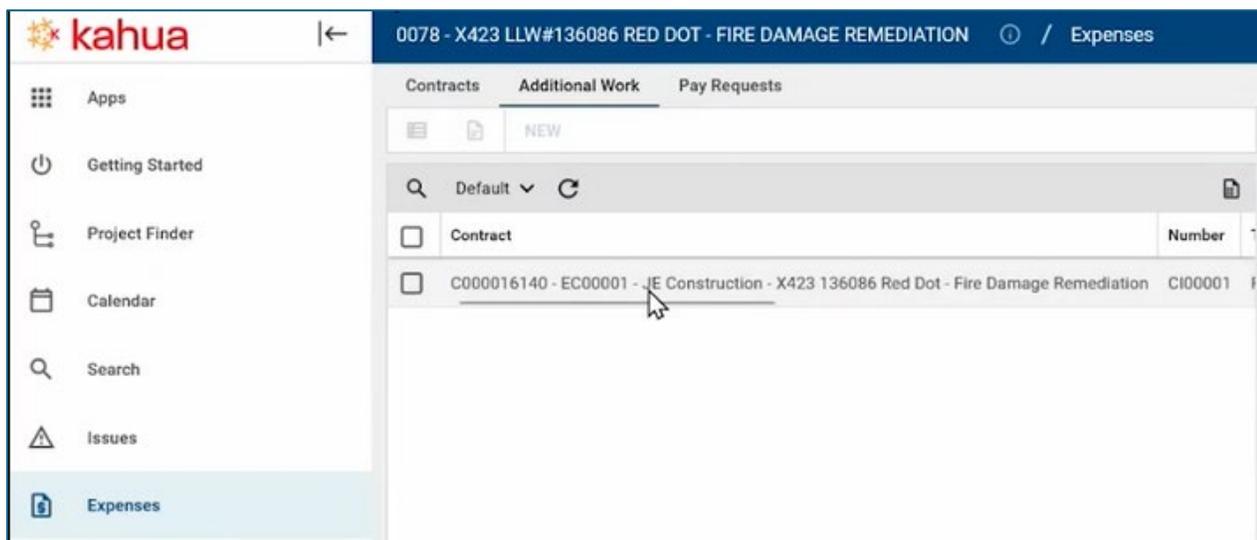
OPS Manager PIN Signs

Under the **Dates and Workflow** section of the **Additional Work** record, the workflow status will read **Pending Review** by the Ops Manager.

For instructions on PIN Signing, refer to the [CM Pin Sign section](#).

CM Final Review

1. Navigate to **Expenses** and select the **Additional Work**.



2. Under **Signatures**, verify that all required signatures are present and complete.

Additional Work - 00001 Preview   

Total \$75,000.00
Original Contract Amount \$200,000.00
Approved Changes \$0.00
Current Contract Amount \$200,000.00

> SECTIONS

- DETAILS
- SCOPE
- DATES & WORKFLOW
- ITEMS
- MARKUPS
- SIGNATURES**
- COMMENTS
- REFERENCES
- INTEGRATION

▼ SIGNATURES

Approver	Approver Role
<input checked="" type="checkbox"/> Esme External REQMT-CM2 - SCA CM Firm 2	CM Firm (CM Project Mana
<input checked="" type="checkbox"/> Noah SCA PM-CM SPO - NYC SCA	Senior Project Officer
<input checked="" type="checkbox"/> Donna SCA PM-CM CPO - NYC SCA	Chief Project Officer
<input checked="" type="checkbox"/> Esme External REQMT-CM2 - SCA CM Firm 2	CM Firm (CM Project Mana
<input checked="" type="checkbox"/> Jordan External Contractor A - JE Construction	To Contact
<input checked="" type="checkbox"/> Alex SCA PM-CM-OPS-MGR - NYC SCA	Operations Manager

3. Under **Integration**, the message will read *“Oracle Call Succeeded.”*

▼ INTEGRATION

Finance Vendor Code
Finance PO Number
Finance Requisition Status
Integration Messages Oracle Call Succeeded
Integration Date Time 5/31/2024 10:05 AM 
RCMS Status
ResoA Budget Check Sent Date
ResoA Budget Check Passed Date
Sent to Finance Date
Finance Approved Date