

Emergency Additional Work User Guide

Updated June 4, 2025

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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

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

蓉	kahua l←	0078 - X423 LLW#136086 R	RED DOT - FIRE DAMAGE REMEDIATION				
ш	Apps	NEW					
ሳ	Getting Started	ALL PROJECTS MY PROJ	JECTS RECENT PROJECTS Q				
£	Project Finder	↑ SCA Training > F ↑ Number	Requirements > Emergency > Emergency Construction	SELECT			
Ħ	Calendar	EMERKELTECH Kel	N-Tech Construction Emergency	1 PROJECT	7	☆	0
Q	Search	EMERMOTIVATED Mo	otivated Security Emergency	1 PROJECT	7	☆	0
		EMERSCATRAINING SC	CA Training Construction Emergency	2 PROJECTS	7	☆	0
		EMERWHITESTONE Wh	hitestone Construction Emergency	1 PROJECT	7	☆	0

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

0078	3 - X423 LLW#1360	086 RED DOT - FIRE DAMAGE REMEDIATION ①				Ê
NEW						
ALL	PROJECTS MY	PROJECTS RECENT PROJECTS Q				
*	> SCA Training	> Requirements > Emergency > Emergency Construction > SCA Training	ng Construction Emer	gency	SELECT	r
	↑ Number	Name				
-	C000015678	SCA Training Construction Corp Sidewalk Bridges & Protective Sheds Program	3 PROJECTS	7	☆	0
	C000016140	SCA Training -EMGY Construction Fire Damage Remediation Program	1 PROJECT	7	\$	0

3. Click on the CM Firm.

0078	8 - X423 LLW#1360	086 RED DOT - FIRE	DAMAGE REM	EDIATION	0					Ê
NEW										
ALL	PROJECTS MY	PROJECTS RECEN	IT PROJECTS	۹						
A	> SCA Training	> Requirements >	Emergency	> Emergency	Construction	> SCA Trainin	g Construction Eme	rgency)	SCA	Training -EM
	↑ Number	Name								
	EMSCAT	CM FIRM 2					1 PROJECT	7	☆	0

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

棘	kahua ⊩-	0078 - X423 LLW#1360	086 RED DOT - FIRE DAMAGE REMEDIATION
	Apps	NEW	
ወ	Getting Started	ALL PROJECTS MY	PROJECTS RECENT PROJECTS Q
Ŷ	Designet Finder	A > Requirements	Emergency > Emergency Construction > SCA Training Construction Emergency
Ľ	Project Finder	↑ Number	Name
Ħ	Calendar	→ 0078	X423 LLW#136086 RED DOT - FIRE DAMAGE REMEDIATION
۹	Search		Ŭ

5. Click Apps> Cost Management> Issues

藜	kahua	←	0078 - X423 LLW#136086 RED D	OT - FIRE DAMAGE REMEDIATION	0	/ Apps
ш	Apps		Recent	۹		
ወ	Getting Started		All Apps	Cost Management		
ĉ	Project Finder		Administration	Budget	>	
Ħ	Calendar		Cost Management	S Expenses	>	
	Guerran		Document Management			
Q	Search		Index Management	Work Breakdown		

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

棘	kahua	←	0078 -	X423 L	_LW#1	36086 RED DOT -	FIRE DAMAGE	REMEDIATION	© /	Issues
	Apps		Issue	s						
(h)	Getting Started	l	Ħ	Ð	NEW					
Ŭ	octang otarted		۹	Default	~ (C				
Ĵ	Project Finder			↓ CI №	Foundatio	endiner on needs rebuilding in lab		Expense Contract		Building ID
Ħ	Calendar			CI00001		Foundation needs	rebuilding in lab	EC00001 - JE Cor	nstruction	
۹	Search									
♪	Issues									

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

Issues					
SEND	EDIT VI	IFW Y H	ISTORY		

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.

PROJECT INFORMATION	
Expense Contract	
EC00001 - JE Construction	•
Building ID	X423
Design Number / Package Number	P003685
LLW	136086 - RED DOT FIRE DAMAGE REMEDIATION
Architect	Adam SCA In House AE AEoR - NYC SCA

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.

TEMS											
				DETAILS			POTENTIAL	COST	DATE	E	
		COST CODE	DESCRIPTION	LINE STATUS	LINKED AW	AW STATUS	ESTIMATE	AW	ESTIMATE	AW	
Ø	INITIATE ADDITIONAL WORK CLOSE LINE			Active			\$75,000.00		5/29/2024		

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

Ir	nsert	1 item(s) Select Affected	d Vendors				
				DETAILS			POTENTIA	COST
1		COST CODE	DESCRIPTION	LINE STATUS	LINKED AW	AW STATUS	ESTIMATE	AW
1		91						

- 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.)

ITEM	IS									
Insert	1 item(s) Select	Affected Vendors								
		DETAILS		POTENTI	AL COST	DATE				
		DESCRIPTION	LINE STATUS	LINKED AW	AW STATUS	ESTIMATE	AW	ESTIMATE		AW
	AGE REMEDIATION 🙁 -	X423 RED DOT FIRE DAMAGE REMEDIATION	Active			\$ 75,000.0	\$7500 4 	5/29/2024	Ō	

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.

✓ REF	ERENCE	S							
i	i:	UPLOAD	ADD K	AHUA DOC	EDIT	MARKUP	UPDATE	REMOVE	
	↓ тү	PE		DESCRIP	TION			CONTRIBU	JTOR
~	✓ Supporting Document								
	Suppo	orting Docu	ument	🗅 Backi	ng Do	cumentati	on.pdf	Evelyn Ca	rrigan

- 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**.

			COST CODE	DESCRIPTION
[7]	INITIATE ODDITIONAL WORK	CLOSE LINE	2112-136086-8E1	X423 RED DOT FIRE DAMA

14. Click Start Processing in the Process window.

Select target partition	and document type:	
Source	01 - X423 RED DOT FIRE DAMAGE REMEE	NOITAIO
Target Application		
Additional Work	-	
Select copies to inclu	de in references:	
	an desument (surrent state) on the Destination	document
- POP OF INITIAL	ig document (current state) on the pestination	document
PDF of Destin	ation document (current state) on the Initiating	document
0		
Select references to i	iciude:	
Туре	Description	Reference Type

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.

蓉	kahua	←	0078	3 - X423	LLW#1360	186 REI	D DOT - FIRE DAM	MAGE REME	DIATIO	N 🛈 / Expenses	
	Apps		Con	tracts	Additional	Work	Pay Request				
da			•	Ð	NEW	0					
0	Getting Started		٩	Default	~ C						
Ê	Project Finder			Contract	t Number	Title	Workflow Status	Assigned To	Total	Current Contract Amount	Re
▲	Issues										
•	Expenses						1	P			

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

		Total Save To Calculate
		Total Save To Calculate
DETAILS		
Contract	EC00001 - JE Construction	
CI Number	CI00001	
Date		
5/31/2024		
Title		
Foundation n	eeds rebuilding in lab	
Justification for Ch	ange	
Unexpected f	oor damage upgn further investig	jation 😣
Field is required.		
Date Execute	d	

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	-
۹	
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.

Extension (Days	
Course of Minds	T
outpe of work	

18. Items Section: Ener 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).

atus	Projec	ted						
.	temel	clude	Duantity					
	tems i	ciude	200mily					
nsert	1	item(s)		_		_		Ø
nsert	1	item(s)	COST CODE	DESC	CSI CODE	TATUS	TOTAL	Ľ

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.



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.

✓ REF	ERENCES	S							
:=	F	UPLOAD	ADD KA	AHUA DOC	EDIT	MARKUP	UPDATE	REMOVE	DOWN
	↓ түр	e O		DESCRIPTION					ITOR
~	Supporti	ing Docun	nent						
	Suppor	rting Docu	iment	🗅 Backi	ng Do	cumentati	on.pdf	Evelyn Ca	rrigan

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.

				You can only have one active do approval.	ocument to se	end for	
	UPLOAD ADD K	AHUA DOC EDIT MARKAP UPDATI	REMOVE DOWNLOAD ADD C	COMPOSITE ADD APPROVAL	DOC		
	↓ TYPE	DESCRIPTION	CONTRIBUTOR	DATE	SIZE	MARKUP?	INCLUDE ON SE
-	Supporting Document						
	Supporting Document	Emergency NTP.msg	Esme External REQMT-CM2	5/31/2024 9:48:01 AM	1 MB	No	Yes
	Supporting Document	Backing Documentation.pdf	Esme External REQMT-CM2	5/31/2024 9:51:31 AM	150 KB	No	Yes

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	e Approval Document					×
Step 1	1 of 2 Name your docum	ent and check the files you would like to inclu	ude. Upload or Add a Kah	ua document	to this approval docur	ment Upload Add Kahua Doc
File Na C000	#*** 00X - BDLG # - EC000X - L	LW - AW0000X				
	Include this approval doc	ument when sending 00001 - JE Construction	on - K017 060502 SIDEWA	LK BRIDGE (MASONRY) 00006	
-		2				
Q	Search					Only show selected
	Туре	Description	Page Count	Size	Is Current	
~	View	Request for Amendment	0	0 KB	Yes	
	View	Amendment	0	0 KB	Yes	
~	Supporting Document	Emergency NTP.msg	0	0 KB	Yes	
~	Supporting Document	Backing Documentation.pdf	0	0 KB	Yes	
						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 Docu	ment				×
Step 2 of 2 Review and	d reorder selected documents. File Name C0000X - I	BDLG # - EC000X - L	LW - AWO	0000X 0 paç	ges 0 KB
Q Search					
Move to Top Mov	re to Bottom Remove				
Туре	Description	Page Count	Size	Is Current	
View	Request for Amendment	0	0 KB	Yes	^ ~
Supporting Document	Emergency NTP.msg	0	0 KB	Yes	~ ~
Supporting Document	Backing Documentation.pdf	0	0 KB	Yes	~ ~
			Р	revious	Complete

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

=	UPLOAD ADD K	AHUA DOC EDIT MARKUP UPDATE REMOVE DOW	NLOAD ADD COMPOSITE ADD A		
	↓ түре	DESCRIPTION	CONTRIBUTOR	DATE	SIZE
~	Supporting Document				
	Supporting Document	C Emergency NTP.msg	Esme External REQMT-CM2	5/31/2024 9:48:01 AM	1 M
	Supporting Document	Backing Documentation.pdf	Esme External REQMT-CM2	5/31/2024 9:51:31 AM	150
~	Approval Document				
	Approval Document	C16140-X423-EC0001-136086-AW00001.pdf		5/31/2024 9:52:49 AM	

- **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.

	ADD COMPOSITE	ADD APPROVAL DOC				
MARKUP?	INCLUDE ON SEND	INCLUDE MARKUP ON SEND	IS CURRENT	PREVIEW STATUS	COMMENTS	
No	Yes	Yes	Yes	Uploaded		
No	Yes	Yes	Yes	Uploaded		
No	No	No	Yes	Rendering		More

21. Click Save / Close.

Review the Approval Document

NOTE: As a <u>best practice</u> 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**.

	Additional work	Pay Requests
SEND EDIT	VIEW ~ DELETE	HISTORY
Additional W	Request for Amendm	ent
	Request for Amendm	ent w/ REFERENCES

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

0078 - X423 LLW#136086 RED	DOT - FIRE DAMAGE REMEDIATION	③ / Expenses		Ê	da d	ESTRE External REQU	мт-сма _	• ×
Contracts Additional Work	Pay Requests							
\								
View File							e	:: ×
↑ 1 of 5 ↓ 🖑 2283	• 53 ↔ E Q @	000						
N								
45								
	5.	Con	structi	on Manager F	Reaue	est for Ame	endment	
	\sim		onaou	en munuger i	007	78 FC0000	1 00001	
	éca)	30-30 Thomson Av	/enue		Type	of Work: DSI	F Red Dot	
Department of	JUA	Long Island City, N	IY 11101-3	3045	i ype i	of Work. Do	5/31/2024	
Project:	C000016140	SCA Tr	aining Fir	re Damage Reme	diation	n Master Cont	tract	2
			J	5				
Job:	0078	X423 LI	_W#1360	86 RED DOT - FI	RE DAI	MAGE REME	DIATION	
Change:	00001	Founda	tion need	ds rebuilding in I	ab			
Contract:	C000016140	SCA Tr	aining Fi	re Damage Reme	diation	n Master Cont	tract	
To:	Esme External REQMT	-CM2		SCA Work Aut	horizat	tion No.: 0002	2	
Contractor:			CM-PM:	Esme External RE	QMT-	Boro:	BRONX	
			PO:	CIVIZ		District:		
	Manhattan, NY10451		SPO:	Noah SCA PM-CM	1 SPO	School:	X423	
			CPO:	Donna SCA PM-C	M CPO	Start Date:	5/23/2024	
				Foreca	on (Cal	pletion Date:	5/30/2025	
				Durau	on (Cal	cildar Days).		

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

		Em	ergency		
PLA Eligible:	Yes	Contrac	tor to be Back-Cha	arged:	
					(If applicable)
In ord	this Request for Amendment	to emergency situations at nt must be completed with	which the public well-be in 48 hours and sent to th	eing and / or property may t he assigned Operations Mana	ie at risk, ger.
Cost Estimate	by LLW:	Work Type -			Amount
item # LLW D	Description (School)	LLW - Category	Description		Distributed
01		2112-136086-8E1	X423 RED DOT FI DAMAGE REMED	IRE Total: DIATION	\$75,000.00
				Contract Total:	\$75,000.00
Jnexpected floor d	famage upon further inve	estigation			
CONSTRUCTION	lamage upon further inve INSIBLE FOR THE MONITORIA	istigation NG OF WORK TO BE PERFO	RMED AND WHO WILL RE	VEW ALL INVOICES ASSOCIAT	ED WITH THIS WORK
CONSTRUCTION MANAGER	lamage upon further inve INSIBLE FOR THE MONITORI I	Instigation	RMED AND WHO WILL RE	VEW ALL INVOICES ASSOCIAT	ED WITH THIS WORK
Signatures: PERSON RESPO CONSTRUCTION MANAGER	Ismage upon further inve INSIBLE FOR THE MONITORI I - Authorized Tignature	estigation NG OF WORK TO BE PERFO Date	RIMED AND WHO WILL RE CONCUR: SPO < \$25K	VEW ALL INVOICES ASSOCIAT	ED WITH THIS WORK
CONCUR	Iamage upon further inve NaBLE FOR THE MONTORI 4 Authorized Digneture	estigation NG OF WORK TO BE PERFO Date	RMED AND WHO WILL RE CONCUR: BPO < \$25k CONCUR:	VEW ALL INVOICES ASSOCIAT Nonh SCA PM-CM SPO	ED WITH THIS WORK
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CONCUR PO (If Applicable	Iamage upon further inve INSIBLE FOR THE MONITORI Authorized Digneture	estigation NG OF WORK TO BE PERFO Date Date	CONCUR:_ SPO < \$25% CONCUR:_ CONCUR:_ CONCUR:_ CPO \$ \$100% APPROVED:	VEW ALL INVOICES ASSOCIAT North SCA PM-CM SPO Donna SCA PM-CM CPO	ED WITH THIS WORK
CONCUR PO (If Applicable	Samage upon further inve INSIBLE FOR THE MONITORI Authorized Signature	estigation NG OF WORK TO BE PERFO Date	RMED AND WHO WILL RE	VIEW ALL INVOICES ASSOCIAT North SCA PM-CM SPO Donna SCA PM-CM CPO Ryan SCA PM-CM VP	ED WITH THIS WORK
CONCUR POINT NUCLO	Samage upon further inve INSIBLE FOR THE MONITORIA Authorized Signature	estigation NG OF WORK TO BE PERFO Dute Dute	REMED AND WHO WILL RE	VEW ALL INVOICES ASSOCIAT Nonh SCA PM-CM SPO Donns SCA PM-CM CPO Ryan SCA PM-CM VP	ED WITH THIS WORK

• 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."

SEND VIEW V HIST	ORY		G	Ð URI	
Additional Work - 0000	D1 Pre	eview	۵	::	×
	Total \$75,000.00 Original Contract Amount \$200,000.00		>	SECTI	ON
	Approved Changes \$0.00 Current Contract Amount \$200,000.00	DET	AILS		
V DATES & WORKFL	ow	sco	PE		
		DAT	ES & W	ORKFL	.ow
Net Zero	No	DAT	TES & W	ORKFL	.ow
Net Zero Workflow Status	No Pending Review	DAT	es & W Ms Rkups	ORKFL	.ow
Net Zero Workflow Status Assigned To	No Pending Review Esme External REQMT-CM2 - SCA CM Firm 2	DAT ITE MA	TES & W MS RKUPS NATUR	ORKFL	.ow
Net Zero Workflow Status Assigned To Submission Date	No Pending Review Esme External REQMT-CM2 - SCA CM Firm 2 5/31/2024	DAT ITE2 MAI SIG	ES & W MS RKUPS NATUR	ORKFL	.ow
Net Zero Workflow Status Assigned To Submission Date Submitter Name	No Pending Review Esme External REQMT-CM2 - SCA CM Firm 2 5/31/2024 Esme External REQMT-CM2 - SCA CM Firm 2	DAT ITE MAI SIG	ES&W MS RKUPS NATUR MMENT	ORKFL ES S	wo.
Net Zero Workflow Status Assigned To Submission Date Submitter Name SCA Approval Date	No Pending Review Esme External REQMT-CM2 - SCA CM Firm 2 5/31/2024 Esme External REQMT-CM2 - SCA CM Firm 2	DAT ITE MAI SIG COM	ES & W MS RKUPS NATUR MMENT ERENC	ES ES	.ow

2. Click on the desired Additional Work item.

Tasks			EE Esme E	External REQMT-CM2 Firm 2	- (o ×
≡ List ✓ 🔳	<					
Q Active ~ C						۵
From	Subject	Date Assigned	Due Date	Арр	Project	
Esme External REQMT-CM2	Additional Work 00001 Foundation needs rebuilding in lab in 0078 X423 LLW#136086 RED DOT - FIRE DAMAGE REMEDIATION	5/31/2024		Additional Work	X423 LLW#13	6086 RED

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.

↑ 1 of 5 ↓ 76% · ** ↔ E Q O C
Construction Manager Request for Amendment
SCA SCA ST-30 Transfor Avenue Umg isseed City, MY (1)01-3043 Type of Work: DSF Red Dot S31/2024
Project: C000016140 SCA Training Fire Damage Remediation Master Contract
Job: 0016 X422 LLW#136688 RED DOT - FIRE DAMAGE REMEDIATION Change: 00001 Pounsation needs robuilding in tab
Contract: C000016140 SCA Training Fire Damage Romediation Master Contract
To: Exms External REGMT-CM2 SCA Work Authoritzation No. 2002 Codeparture Charge External REGMT-CM2 External RECMT Barrier External
PO: District
Marhatsas, Ny10451 BPD: Heats SCA PM-CALB/PC Bahadi X423 CPD: Deven SCA PM-CALB/PC Bahadi X423 CPD: Deven SCA PM-CALB/PC Bahadi X423 Forecast Completion Date: 5102005
Duration (Catandar Days):
Environmenty Bit & Elizable: Vec
In order to respond to contracting to contracting a balances of which the public and disc presents must be at task.
Cost Estimate by LLW Work Type - Arrows
Benn # LLW Description (School) LLW - Calegory Description Distributed 51 2112-116066-851 X423 RED DOT FillE Tuted, \$75,000.00
DAMAGE REMEDIATION
Contract Total: 575,000.00
Scope of Work:
Need to rebuild the damaged floor pror to comparing the tounderion/set reconstruction
Unexpected from demage upon further investigation
Engentures: PERSONAL STATES OF THE ADDRESS OF ADDRESS OF PERSONAL ADDRESS OF ADDRESS ADDRESS OF THE BALL BOOK
CONSTRUCTION
CONSTRUCTION CONCUR- MANAGER: Low ECONDUR: Authorid System Else Econstant Auto Else
CONSTRUCTION CONCURT MANAGER: Concurt Even Automatilization function Even
CONSTRUCTION MANAGER CONCUR: Autroint System Eve EVF - Site: Nate ECATEGOLISTIC Eve CONCUR: Eve EVE - Site: Nate ECATEGOLISTIC Eve CONCUR: Eve EVE - Site: Nate ECATEGOLISTIC Eve CONCUR: Eve EVE - Site: Nate ECATEGOLISTIC Eve
CONSTRUCTION MANAGER CONCUR- EPT - Data Sub-BCARGORADO Data CONCUR
CONSTRUCTION MANAGER CONCUR: E011-E01 CONCUR: E011-E01 En CONCUR: En En En CONCUR: En En En F0174-En En En En APPROVED En En En
CONSTRUCTION MARKAGE CONCUR: CONCUR: CONCUR: EVE EVE EVE EVE EVE EVE CONCUR: EVE EVE <td< td=""></td<>

- 4. In the Add Signature Window, enter your PIN.
- 5. Click **Continue**.

Enter PIN:	ø
	Continue Cancel

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).

Net Zero	No	
Workflow Status	Pending Review	
Assigned To	Noah SCA PM-CM SPO - NYC SCA	
Submission Date	5/31/2024	
Submitter Name	Esme External REQMT-CM2 - SCA	CM Firm
SCA Approval Date		
SCA Approver Name		

For instructions on PIN Signing for the SPO and CPO roles, refer to the <u>CM Pin Sign section</u> 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 <u>here</u> 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.

CONTINUE	OTHER ACTIONS
Finish Later	0
Print & Sign	
Assign to Some	one Else
Decline to Sign	

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 and present and complete.

dditional	Work - 00001	Pre	view 🛄 🖸 🗙
	Original C Ap Current C	Total \$75,000.00 Contract Amount \$200,000.00 proved Changes \$0.00 Contract Amount \$200,000.00	> SECTIONS DETAILS SCOPE
01014	ATORES		DATES & WORKFLOW
	N		ITEMS
	Approver	Approver Role	MARKUPS
	Esme External REQMT-CM2 - SCA CM Firm 2	CM Firm (CM Project Mana	COMMENTS
	Noah SCA PM-CM SPO - NYC SCA	Senior Project Officer	REFERENCES
	Donna SCA PM-CM CPO - NYC SCA	Chief Project Officer	INTEGRATION
	Esme External REQMT-CM2 - SCA CM Firm 2	CM Firm (CM Project Mana	
	Jordan External Contractor A - JE Construction	To Contact	
12	Alex SCA PM-CM-OPS-MGR - NYC SCA	Operations Manager	

3. Under Integration, the message will read "Oracle Call Succeeded."

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 D	ate
ResoA Budget Check Passed	Date
Sent to Finance Date	
Finance Approved Date	