



Compliance Review Change Orders of the Dulles Metrorail Project – Phase 1

- **Objective:**

The objective of this audit was to determine whether the change order process is in compliance with established policies and procedures of the Airports Authority, and Federal Transit Administration requirements.

- **Background:**

A change order is used to implement changes in the scope of work agreed to by the Airports Authority and a contractor. Change orders can be initiated by the contractor or the Airports Authority.



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- **Conclusion:**

We concluded that change order policies and procedures are in place and being appropriately followed. All change orders tested had the required documentation with the appropriate approval signatures. The required documents included:

- Change order justification
- Executed change order
- Contingency drawdown form
- An independent estimate
- Detailed contractor proposal
- Pre-negotiation position
- Cost analysis
- Negotiation memorandum

In addition, estimated costs for equipment rentals were properly proposed and adequately supported.