

Minnesota State Colleges and Universities

Construction Change Directive (CCD)

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Construction Change Directive (CCD) Process

A/E, PM, and Haz Mat Consult initiate. CCD documents are routed, signed, and issued to Contractor. Work is completed - Contractor enters final price. Upon acceptance, CCD is moved to the Finish step and available to be selected to bundle into a Change Order (CO).



Initiator starts the CCD process (Actor: A/E, Consultant, PM)

1. Click **Projects** from the Top Navigation tabs.



2. Select a project from the drop-down list.



3. Select **Processes** from the Project Menu on the left-hand side.



4. Click on Start Process

	Unfinished Drafts Import Processes
Project Processes *mailor test	_
Filter Processes	Start process
C A Filter by	= Filters

5. Select the Construction Change Directive (CCD) process from the list. Click "Start CCD."



- 6. Fill out the information in the Construction Change Directive (CCD).
 - a) Fill out the Subject.
 - b) Follow the instructions in the blue section to complete all the fields.
 - c) Select "Submit" to forward it to the next step.

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Project:	"mailor test
Process:	Construction Change Directive
" Subject:	
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struction	
	INSTRUCTIONS FOR INITIATING THIS CCD
1. Enter the CCD Number a 2. PLEASE ENTER THE APPR	and Detailed description. OPRIATE CONTRACT CHANGE AMOUNT NOT TO EXCEED (IF \$0, ENTER 0.00) IN THE CCD Amount field.
3. IF CCD IS CONTRACTION AMOUNT FIELD.	N MANAGER AT RISK CONTINGENCYCHANGE. ENTER THE CCD CHANGE AMOUNT INTO THE CM@R CCD
4. Complete the remaining I	Fields with all known information
nstruction Change Directive (CCD)	Details
	Construction Change Directive (CCD) Details
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Directive Number:	
Directive Number: * Detailed Description:	
Directive Number: * Detailed Description: * CCD Amount:	Enter the CCD amount increase to the Contract sum not to exceed.
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PM Review CCD

If PM is not the initiator, CCD will route to the PM for review.

- 1. PM reviews all information and any attachments in the process.
- 2. Select the action "Submit," click Take action to forward it to the next step.

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		Project:	*mailor test									
	Process	Document:	CCDS - 5			0	erall Due Date:					
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	Current Wo	rkflow Step:	PM Review (CCD) Show W	orkflow Diagram			Step Due Date:					
		* Subject:	CCD 1									
		Status:	Submitted									
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			Cons	truction Cl	na <mark>ng</mark> e Dir	ective (CC	D) Details					
		Project	Manager reviewed a	Il information	and attached	document b	efore moving C	CD to the	e next st	tep.		
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	Direc	tive Number:	001									
	Detailed	Description:	Test									
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	CCI	Amount: 🔽	Enter the CCD amount in	crease to the Contr	act sum not to e	xceed.						
			100.00									
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			Other									
	Is Constru	uction at Risk	Select "Yes" if this CCD	is a Construction M	anager at Risk Ci	ontingency change	This is not an ad	ditional in	rease to	the GMP. Ent	er the CCD)
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A/E Prepares CCD (Actor: A/E)

The A/E download the Draft mail merge change order document and make updates. Convert the final document to PDF file and upload it back to e-Builder into the ***CCD for Signature** field. **Note:** Only PDF version will be routed for e-signature.

- 1. AE download the **"CCD for Final Edits"** file and make update to the content. Once finished **SAVE AS PDF** and Upload to the **"CCD for Signatures"** field.
- 2. Review the rest of the page.



3. Select "Issue CCD" and click "Take Action" to move it to the next step.

Issue CCD	×	Take Action	Check Spelling	Print	Сору	Save	Cancel

4. The AE will sign the CCD first, so select the name of the AE who is authorized to sign the CCD and move it to the Selected Users box. Click "Issue CCD" to move it to the signature step.

Please choose users to add to next step:	
Available Users ae, mm ae (Tester) other, mm consultant (System Office) Vendor, AE (mnscu) VNDR, Mailor Vendor (mnscu)	Selected Users
Issue CCD Cancel	

A/E Signs CCD (Actor: AE)

To electronically sign the CCD, take the action out of the step then follow the instructions below.

1. A/E select "To PM" action and click **Take Action** to move it to the next screen.

		To PM	Сору	Save	Cancel
2. (Clic	k on the link "Click here to review and sign the document(s)"			
		Note This action requires at least one eSignature before moving the			
_		Sign Document(s)			
		Continue Cancel			

- 3. The PDF document screen will appear. Click on "Continue" to open the document.
- 4. Scroll down to the signature section on the page.

5. Drag and drop the Signature, Date, and Title from the FIELDS pallet into the appropriate signature block.

FIELDS			
Signature	PROPOSED ADJUSTMENTS		
<u>bs</u> Initial	Determine adjustments to the Contra A201-2007, as modified by the Min	act Sum and the Contract Time as pro nesota State Colleges and Universities	vided in Article 7.3 of AIA Document s.
Date Signed	Increase to: Contract sum not to exc	eed \$	Contract timecalendar days.
	Decrease to: Contract sum not to ex-	ceed \$ ();	Contract timecalendar days.
First Name	Issued By	Authorized by OWNER:	Acknowledged by
Last Name	ARCHITECT/ENGINEER:		CONTRACTOR:
Email Address			
Company	Address:	Address:	Address:
Title	By MAR at at	Ву	Ву
Text	Dat. 2,17/2017 08:42:24 AM C	Date	Date
Checkbox			

6. Click Finish to complete the DocuSign.



7. Click on **Continue** to move it to the next step.



Project Manager Signs CCD (Actor: PM)

The Project Manager reviewed the information on the page and the attached CCD document. Verify that the change amount is correct.

			Please selec	t an action 💙	Take Action	Check Spelling	Print	Сору	Delegate	Save	Cancel
Projec Process Documen Current Workflow Step * Subjec Statu:	*mailor test CCDS - 5 Show History Cur PM Signs CCD Shi CCD 1 Pending	rent Actors ow Workflow Diagram			Overall D Step D	ue Date: ue Date:					
Vetails Comments (0) Documents (1)	Attached Processes (0)	Attached Forms (0)	Attached To (0)								
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Construction Change Directiv	e (CCD) Document										
If	acceptable, pleas	Cons e Take Action	struction Chan Please review t "Submit" then y	ge Directi the CCD bel ou will be p	ive (CCD) ow rompted to	Electronically	Sign th	e CCD			
* CCD for Signature(s): 🔁 First-time e- Properties Down	Builder Users.pdf (v load (257.7KB) Redline	ersion 5) Remove								
Construction Change Directiv	e (CCD) Details										^
Directive Numb	er 001										
Detailed Descriptic	n: Test	-									1,
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CCD Amount	100.00	iount increase to the	contract sum not to exce	eu.							
Proposed Basis of Adjustmen	s: OLump Sum OUnit Price OOther										
Is Construction at Risk Contingency	2: Select "Yes" if the CCD Amount be O Yes No	his CCD is a Construct elow.	tion Manager at Risk Conti	ingency change. T	his is not an ad	ditional increase to	the GMP	Enter the	CCD Amount	into the Cl	M@R
CM@R CCD Amount:	Enter the CM@R	CCD amount.									
If Other, Describ	e:										
CCD Disclaimer:	You are hereby o	directed to make the f	following change(s) in this	Contract: (Descril	e briefly any pro	oosed changes or list	any attach	ed informa	ation in the alte	emative)	
											/i
			Please select	t an action 💙	Take Action	Check Spelling	Print	Сору	Delegate	Save	Cancel

- 1. PM select the action "To Contractor," click Take Action.
- 2. Click the link "Click here to review and sign the document(s)."

Construction Change Directive (CCD) - 5



3. Click "**Continue**" to remove the grey box cover. Scroll down to the signature section in the PDF. Drag and drop the Signature, Date, and Title from the FIELDS pallet into the appropriate signature block.

FIELDS		Attachments:		
Signature				
DS Initial		PROPOSED ADJUSTMENTS		
Date Signe	d	Determine adjustments to the Contract S	Sum and the Contract Time as provided	in Article 7.3 of AIA Document
Name		A201-2007, as mounted by the winnest	a state coneges and oniversities.	
First Name		Decrease to: Contract sum not to exceed	\$ Co	ontract time calendar days.
E Last Name		Level By	Authorized by OWNED:	t almorriladaed by
Email Add	ess	ARCHITECT/ENGINEER:	Authorized by OWNER:	CONTRACTOR:
Company				
Title		Address:	Address:	Address:
Text		By MM at at	By mm pm pm	Ву
Checkbox		Date 2/17/2017 08:46:03 AM CST	Date 2/17/2017 09:41:01 AM CST	Date
_		-,,		1

4. Click **Finish** to complete the DocuSign.



- 5. Select a contractor from the **Available Users box**, click the arrow to move to the **Selected Users** box.
- 6. Click **Continue** to move it to the next step.

	Instructio
×	
<u></u>	
Selected Users	
	X Selected Users

Contractor Signs CCD (Actor: Contractor)

Contractor review and sign the CCD. Follow the instructions in the blue area.

1. Contract select "Submit" and click **Take Action** to move to the next screen.



2. Click the link "Click here to review and sign the document(s)"

Construction Change Directive (CCD) - 5

0	Note This action requires at least one eSignature before moving the process to the next step.	×
Sign	Document(s)	
Click h	ere to review and sign the document(s).	
Cont	this brief video to see the signing process in action so you know exactly what to expect.	

3. Click "**Continue**" to remove the grey box cover. Scroll down to the signature section in the PDF. Drag and drop the Signature, Date, and Title from the FIELDS pallet into the appropriate signature block.

FIELDS	Attachments:		
Signature	PROPOSED ADJUSTMENTS		
Date Signed	Determine adjustments to the Contract S A201-2007, as modified by the Minnes	Sum and the Contract Time as provided in the state Colleges and Universities.	n Article 7.3 of AIA Document
	Increase to: Contract sum not to exceed	\$ Co	ontract timecalendar days.
Last Name	Decrease to: Contract sum not to exceed	d \$ (); Co	ontract timecalendar days.
Email Address Company	ARCHITECT/ENGINEER:		CONTRACTOR:
Title	Address:	Address:	Address:
Text	By MM at at	By mm pm pm defa128990CD5E4C8	By mm contractor con
Checkbox	2/17/2017 08:46:03 AM CST	2/17/2017 09:44:16 AM CST	2/17/2017 10:07:32 AM CST

4. Click Finish to complete the DocuSign.



5. Click on Continue to move it to the next step.

Construction Change Directive (CCD) - 5

0	Success You have successfully signed the document(s).	×
Sign	Document(s)	
Click th Click he	ne 'Continue' button to move the process to the next step. ere to review the document(s).	
Cont	tinue Cancel	

Initiator Receives Executed CCD (Actor: A/E)

1. The initiator reviews and confirms that the CCD document has been signed.

	To Contractor 🗸	Take Actio	on Check Spelling	Print	Сору	Delegate	Save	Cancel
Project: Process Document: Current Workflow Step: * Subject:	*mailor test CCDS - 5 Show History Current Actors Initiator Receives Executed CCD Show Worldh Diagram [CCD 1	low	Overall Due Date: Step Due Date:					
Status:	Pending							
Comments (0) Documer	nts (1) Attached Processes (0) Attached Forme	s (0) Attached	d To (0)					
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traction Change Directive (CC	D) Details							
Directive Number	001							
Detailed Description:	Test							
Date of Issuance:	01.09.2025							
CCD Amount:	Enter the CCD amount increase to the Cont 100.00	tract sum not ti	loua, Mailor K (ap7743np@ o exceed.	minnstate	e.edu) is sig	ned in		
Proposed Basis of Adjustments:								
Is this a No Cost Change?:	No							
Is Construction at Risk Contingency?: 😰	Select "Yes" if this CCD is a Construction N Enter the CCD Amount into the CM@R CCI No	Vlanager at Risk D Amount bel	k Contingency change. Th i Iow.	is is not a	an additio	nal increase	to the GN	1P.
CM@R CCD Amount: 🛙	Enter the CM@R CCD amount.							
If Other, Describe:								
CCD Disclaimer:	You are hereby directed to make the follow information in the alternative)	ving change(s) i	in this Contract: (Describe	briefly an	y proposed	l changes or lis	st any atta	ched
	To Contractor 🗸 🗸	Take Actio	n Check Spelling	Print	Сору	Delegate	Save	Cancel

2. Select "To Contractor" and click **Take Action**.



- 3. Select a contractor from the Available Users box, click the arrow to move to the Selected Users box.
- 4. Click "To Contractor" to move it to the next step.

CCD With NO Cost Change.

If the **CCD** is not a cost change, after taking the action, it will route to the Contractor for acknowledgment of receiving the fully executed No Cost CCD. Once Contractor takes the action in this step, Contractor Receives No Cost CCD, it will move to the Finish and can be included in a Change Order process.

Contractor Proceeds – Finalizes Price (Actor: Contractor)

A CCD with Cost will route to the Contractor to enter the final pricing for the CCD after the work has been completed.

- 1. Upload Contractor's Finalized Detailed Pricing
- 2. Enter the Actual dollar amount into the Final Price of the work field.
- 3. Select "Submit Price" and click on Take Action.

Project: *mailor test Process Document: CCD 5 - 5 Show History Current Actors Overall Due Date: Show History Current Actors Step Due Date: Current Workflow Step: Contractor Proceeds-Finalizes Price Show Workflow Diagram * Subject: CCD 1 Status: Pending Details Comments (0) Documents (1) Attached Processes (0) Attached To (0) Expand All Collapse All CCD Document CCD Document Construction Change Directive (CCD) Document CCD (Fully Executed): First-time e-Builder Users.pdf (version 1) Properties Download (267.1K8) Redline Properties Download (267.1K8) Redline	
Process Document: CCDS - 5 Overall Due Date: Show History Current Actors Contractor Proceeds-Finalizes Price Show Workflow Step Due Date:	
Show History Current Actors Contractor Proceeds-Finalizes Price Show Workflow Step Due Date: * Subject: [CCD 1 [CCD 1 Status: Pending Pending	
Current Workflow Step: Contractor Proceeds-Finalizes Price Show Workflow Step Due Date: Diagram Diagram DicCD 1 ECD 1 ECD 1 Diagram etails Comments (0) Documents (1) Attached Processes (0) Attached Forms (0) etails Comments (0) Documents (1) Attached Processes (0) Attached Forms (0) Expand All Collapse All CCD Document Construction Change Directive (CCD) Document CCD (Fully Executed): First-time e-Builder Users.pdf (version 1) Properties Download (267.1K8) Redline	
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Properties Download (267.1KB) Redline	
Final Pricing	
Final Duising	
Final Pricing	
Contractor upload supporting documents for the final pricing and enter actual dollar amount.	
A contractory from Data for	
Work: Work:	
* Contractor's Finalized	
Detailed Pricing:	
Construction Change Directive (CCD) Details	
Directive Number: 001	
Detailed Description: Test	
Date of Issuance: 01.09.2025	
CCD Amount: I Enter the CCD amount increase to the Contract sum not to exceed.	
100.00	
100.00 Proposed Basis of Adjustments:	
100.00 Proposed Basis of Adjustments: Is Construction at Risk Select "Yes" if this CCD is a Construction Manager at Risk Contingency change. This is not an additional increase to the GMP . Enter t	the CCD
Proposed Basis of Adjustments: 100.00 Is Construction at Risk Contingency?: Select "Yes" if this CCD is a Construction Manager at Risk Contingency change. This is not an additional increase to the GMP. Enter the Amount into the CM@R CCD Amount below. No	the CCD
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Proposed Basis of Adjustments: 100.00 Is Construction at Risk Contingency?? Select "Yes" if this CCD is a Construction Manager at Risk Contingency change. This is not an additional increase to the GMP. Enter the Amount into the CM@R CCD Amount below. No CM@R CCD Amount: Enter the CM@R CCD amount. If Other, Describe: CCD Disclaimer: You are hereby directed to make the following change(s) in this Contract: (Describe briefly any proposed changes or list any attached informal alternative)	the CCD mation in th

A/E Review of Actual CCD Price (Actor: A/E)

Contractor has entered the final cost of the work. AE review the final dollar in the "Contractor's Final Price for Work:" field. Follow the instructions in the blue section below. Select the action "Accept Price," click **Take Action** to move it to the next step.

Process Document: Current Workflow Step: * Subject: Status: Details Comments (0) Documents (2) Attac Expand All Collapse All INSTRUCTIONS	CCDS - 5 Show History Current Actors A/E Review of Actual CCD Price Show Workflow Diagram [CCD 1 Pending hed Processes (0) Attached Forms (0) Attached To (0)	Overall Due	Date: Date:			
INSTRUCTIONS The Contractor has indicated their Final Pricing below and have attached Supporting Documentation. Review and confirm that						
The contractor has mult	YOU AGREED	with the final pricing.	botumentation. Neview and commit that			
IF YOU	DISAGREE, Take Action "Revise" a	and enter Comments to ex	olain your disagreement			
CCD Document			^			
Fully executed Construction Change Directive (CCD) Document						
CCD (Fully Executed):	First-time e-Builder Users.pdf (version 1) Properties Download (267.1KB) Redline					
Final Pricing			^			
Final Pricing Contractor upload supporting documents for the final pricing and enter actual dollar amount.						
Contractor's Final Price for Work:	Enter the dollar amount for the contractor's final price for we	ork.				
Contractor's Finalized Detailed Pricing:	CCA.docx (version 1) Properties Download (1.0MB) Redline					
	Construction Char	nge Directive (CCD) Detail	;			
Directive Number:	001					
Date of Issuance:	01.09.2025					
CCD Amount: 😰	Enter the CCD amount increase to the Contract sum not to e	xceed.				
Proposed Basis of Adjustments:	100.00					
Proposed basis or Adjustments: Is Construction at Risk Contingency?: Select "Yes" if this CCD is a Construction Manager at Risk Contingency change. This is not an additional increase to the GMP. Enter the CCD Amount into the CM@R CCD Amount below. No						
CM@R CCD Amount:	Enter the CM@R CCD amount.					
If Other, Describe:	You are hereby directed to make the following change(s) in t	his Contract. (Describe briefly any proposed char	oes or list any attached information in the alternative)			
	The second second to make the renorming change(s) in t	and entry only proposed that				
		Accept Price Take Action	Check Spelling Print Copy Delegate Save Cancel			

PM Reviews and Accept final CCD Price. (Actor: PM)

The Project Manager reviews the final price of the CCD. Follow the directions in the INSTRUCTIONS section in the blue area below. Confirm that the final price is correct then select the action "Approve," click **Take Action** to move it to the Finish step. The CCD is ready to be included in a Change Order process.

		Induce	non			
Project:	*mailor test					
Process Document:	CCDS - 5	Overall Due Date:				
	Show History Current Actors					
Current Workflow Step:	PM Reviews/Accept CCD Price Show Workflow Diagram	Step Due Date:				
* Subject:	CCD 1					
Status:	Pending					
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Expand All Collapse All						
INSTRUCTIONS			^			
INSTRUCTIONS The Contractor has indicated their Final Pricing below and have attached Supporting Documentation. Review and confirm that YOU AGREED with the final pricing.						
	IF YOU DISAGREE, Take Action "Revise" and e	enter Comments to explain your	disagreement			
CCD Document			*			
	Fully executed Construction Ch	ange Directive (CCD) Document	t			
CCD (Fully Executed):	First-time e-Builder Users.pdf (version 1) Properties Download (267.1K8) Redline					
Final Briting			^			
That Friding						
	Final F	Pricina				
	Contractor unload compating decompating for t	ha final unising and autor actual dallar .				
	contractor upload supporting documents for t	the final pricing and enter actual uonar a	amount.			
Contractor's Final Price for Work:	Enter the dollar amount for the contractor's final price for work.					
	150.00					
Contractor's Finalized Detailed Pricing:	CCA docx (version 1)					
	Properties Download (1.0MB) Redline					
	Construction Change I	Directive (CCD) Details				
Directive Number:	001					
Detailed Description:	Test					
Date of Issuance:	01.09.2025					
CCD Amount:	Enter the CCD amount increase to the Contract sum not to exceed. 100.00					
Proposed Basis of Adjustments:						
Is Construction at Risk Contingency?	Select "Yes" if this CCD is a Construction Manager at Risk Contingency change. T	his is not an additional increase to the GMP. Enter the	e CCD Amount into the CM@R CCD Amount below.			
	No					
CM@R CCD Amount:	Enter the CMI@K CCD amount.					
If Other, Describe:						
CCD Disclaimer.	You are hereby directed to make the following change(s) in this Contract: (Describe	e briefly any proposed changes or list any attached informa	ation in the alternative)			
		Approve V Take Act	tion Check Spelling Print Copy Delegate Save Cancel			
		T				

Finish Step (Actor: None)

This CCD process sits in the Finished step and will be available to be select and bundle into a Change Order (CO) process.