



MINNESOTA STATE

Minnesota State Colleges and Universities

Construction Change Directive (CCD)

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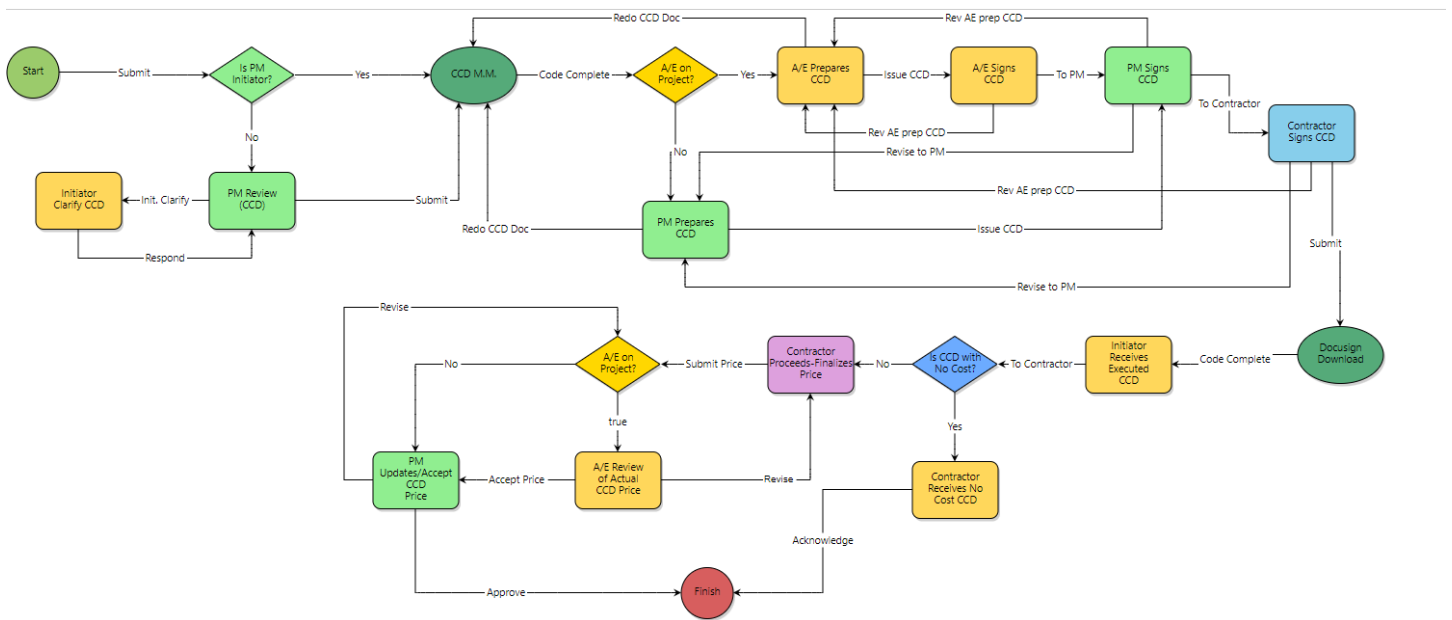
<http://www.minnstate.edu/system/finance/facilities/design-construction/index.html>

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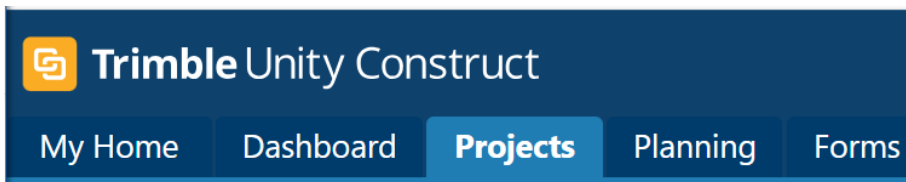
Construction Change Directive (CCD) Process

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).

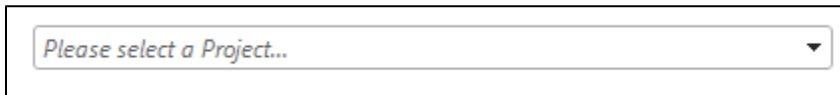


Initiator starts the CCD process (Actor: A/E, Consultant, PM)

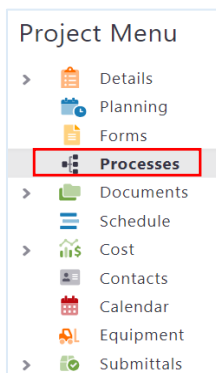
1. Click **Projects** from the Top Navigation tabs.



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**

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.

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.

Project: *mallor test
Process Document: CCDS - 5
Current Workflow Step: PM Review (CCD) Show Workflow Diagram
Subject: CCD 1
Status: Submitted

Overall Due Date:
Step Due Date:

Details | Comments (0) | Documents (0) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Expand All | Collapse All

Construction Change Directive (CCD) Details

Project Manager reviewed all information and attached document before moving CCD to the next step.

Directive Number: 001
Detailed Description: Test

Date of Issuance:
CCD Amount:
Proposed Basis of Adjustments:
 Lump Sum
 Unit Price
 Other

Is Construction at Risk Contingency?: Yes
 No

CM@R CCD Amount:
If Other, Describe:

CCD Disclaimer:

... Please select an action ... Take Action Check Spelling Print Copy Delegate Save Cancel

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.

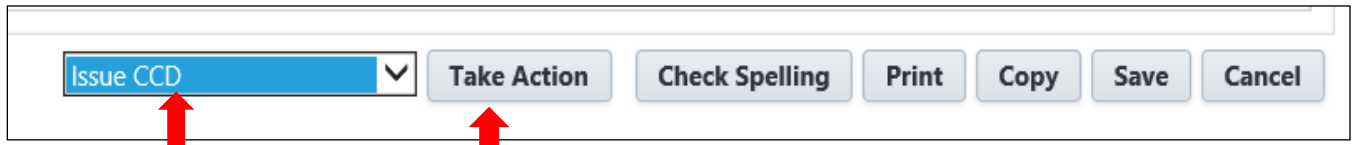
Construction Change Directives (CCD) Document

Please **Download** the "CCD for Final Edits" file below, and complete all proposed adjustments. Once finished please **SAVE AS PDF** and **Upload** to the "CCD for Signatures" field below.

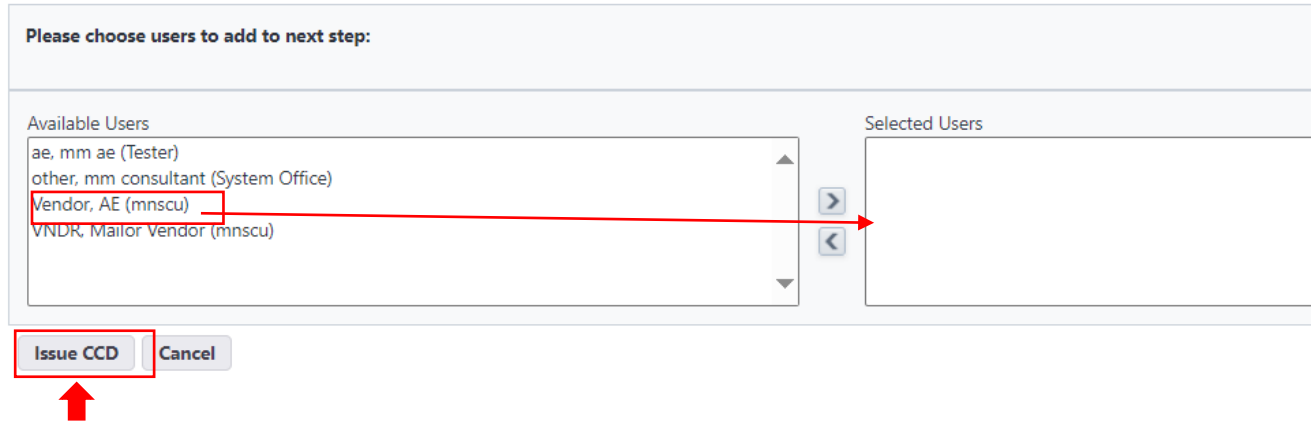
CCD for Final Edits: **CCD-00003 - CCD#1.doc** (version 1)
Properties [Download](#) (0.9KB) | Redline | Remove

* CCD for Signature(s): or

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



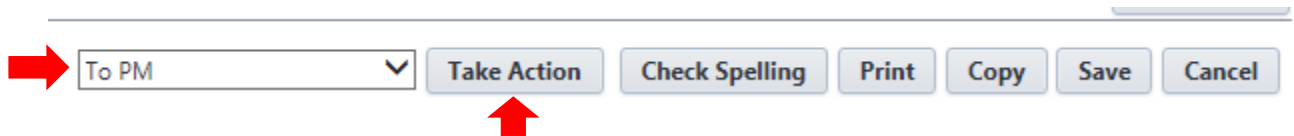
4. The AE will sign the CCD first, so select the name of the AE who is authorized to sign the CCD and move it to the Selected Users box. Click "Issue CCD" to move it to the signature step.



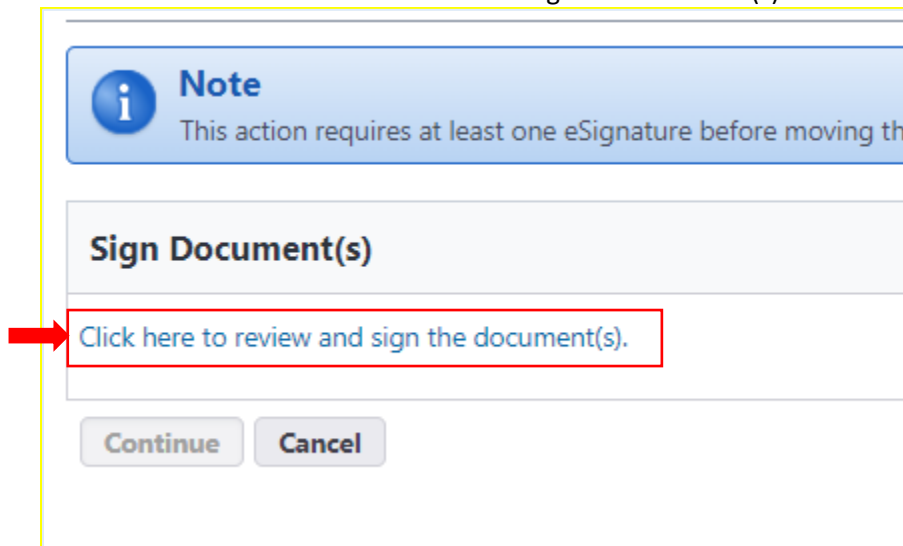
A/E Signs CCD (Actor: AE)

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.



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



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.

PROPOSED ADJUSTMENTS

Determine adjustments to the Contract Sum and the Contract Time as provided in Article 7.3 of AIA Document A201-2007, as modified by the Minnesota State Colleges and Universities.

Increase to: Contract sum not to exceed \$ _____ Contract time _____ calendar days.

Decrease to: Contract sum not to exceed \$ (_____); Contract time _____ calendar days.


Issued By ARCHITECT/ENGINEER:	Authorized by OWNER:	Acknowledged by CONTRACTOR:
Address:	Address:	Address:
By <i>MM AL AL</i>	By	By
Date 2/17/2017 08:42:24 AM CST	Date	Date

6. Click Finish to complete the DocuSign.

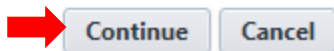


7. Click on **Continue** to move it to the next step.

Construction Change Directive (CCD) - 5

 **Success** ×
You have successfully signed the document(s).

Sign Document(s)
Click the 'Continue' button to move the process to the next step.
[Click here to review the document\(s\).](#)



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 select an action -- Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	*mailor test	Overall Due Date:	
Process Document:	CCDS - 5 Show History Current Actors	Step Due Date:	
Current Workflow Step:	PM Signs CCD Show Workflow Diagram		
* Subject:	CCD 1		
Status:	Pending		

details Comments (0) Documents (1) Attached Processes (0) Attached Forms (0) Attached To (0)

Expand All | Collapse All

Construction Change Directive (CCD) Document

Construction Change Directive (CCD)
Please review the **CCD** below
If acceptable, please Take Action "**Submit**" then you will be prompted to Electronically Sign the CCD

* CCD for Signature(s): First-time e-Builder Users.pdf (version 5)
Properties | Download (257.7KB) | Redline | Remove

Construction Change Directive (CCD) Details

Construction Change 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:
 Lump Sum
 Unit Price
 Other

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.
 Yes
 No

CM@R CCD Amount: Enter the CM@R CCD amount.
[Text Box]

If Other, Describe: [Text Box]

CCD Disclaimer: You are hereby directed to make the following change(s) in this Contract: (Describe briefly any proposed changes or list any attached information in the alternative)
[Text Box]

-- Please select an action -- Take Action Check Spelling Print Copy 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

Note
This action requires at least one eSignature before moving the process to the next step.

Sign Document(s)

[Click here to review and sign the document\(s\).](#)

Watch 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.

Attachments:

PROPOSED ADJUSTMENTS

Determine adjustments to the Contract Sum and the Contract Time as provided in Article 7.3 of AIA Document A201-2007, as modified by the Minnesota State Colleges and Universities.

Increase to: Contract sum not to exceed \$ _____ Contract time _____ calendar days.

Decrease to: Contract sum not to exceed \$ (_____); Contract time _____ calendar days.

Issued By ARCHITECT/ENGINEER:	Authorized by OWNER:	Acknowledged by CONTRACTOR:
Address:	Address:	Address:
By <i>mm al al</i> <small>FF39EC292508468</small>	By <i>mm pm pm</i> <small>4E11286C1D6E47C</small>	By
Date 2/17/2017 08:46:03 AM CST	Date 2/17/2017 09:41:01 AM CST	Date

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.

Construction Change Directive (CCD) - 5 Instructions

Success ×

You have successfully signed the document(s).

Sign Document(s)

Click the 'Continue' button to move the process to the next step.

[Click here to review the document\(s\).](#)

Add actors to the next step

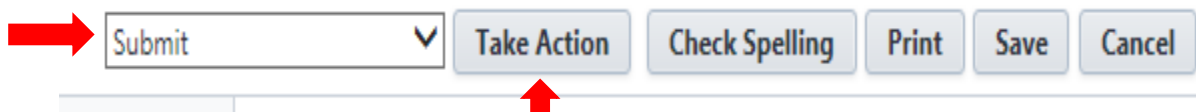
Available Users	Selected Users
<div style="border: 1px solid gray; padding: 5px;"> <p>con, mm contractor (Tester)</p> <p>VNDR, Mailor Vendor (mnsu)</p> </div>	<div style="border: 1px solid gray; padding: 5px; height: 40px;"> </div>

Continue
Cancel

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

Note ×

This action requires at least one eSignature before moving the process to the next step.

Sign Document(s)

[Click here to review and sign the document\(s\).](#)

Watch 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

- Signature
- Initial
- Date Signed
- Name
-
- First Name
- Last Name
- Email Address
- Company
- Title
-
- Text
- Checkbox

Attachments:

PROPOSED ADJUSTMENTS

Determine adjustments to the Contract Sum and the Contract Time as provided in Article 7.3 of AIA Document A201-2007, as modified by the Minnesota State Colleges and Universities.

Increase to: Contract sum not to exceed \$ _____ Contract time _____ calendar days.

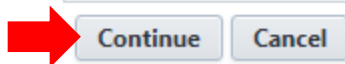
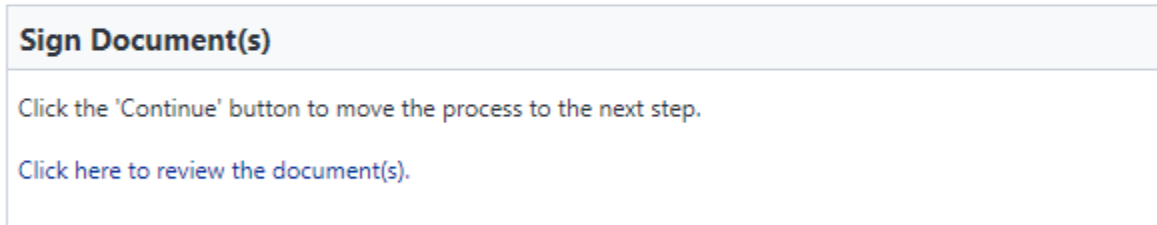
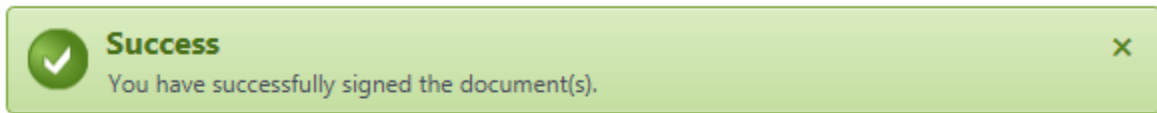
Decrease to: Contract sum not to exceed \$ (_____); Contract time _____ calendar days.

Issued By ARCHITECT/ENGINEER:	Authorized by OWNER:	Acknowledged by CONTRACTOR:
Address:	Address:	Address:
By <small>DocuSigned by: FF30EC202508468</small>	By <small>DocuSigned by: 4E812690CD5E4C8</small>	By <small>DocuSigned by: D4917781E77453</small>
Date 2/17/2017 08:46:03 AM CST	Date 2/17/2017 09:44:16 AM CST	Date 2/17/2017 10:07:32 AM CST

4. Click Finish to complete the DocuSign.

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

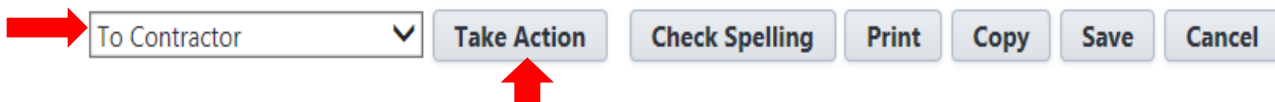
Construction Change Directive (CCD) - 5



Initiator Receives Executed CCD (Actor: A/E)

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

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



- Select a contractor from the **Available Users** box, click the arrow to move to the **Selected Users** box.
- 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	Overall Due Date:	
Process Document:	CCDS - 5 Show History Current Actors	Step Due Date:	
Current Workflow Step:	Contractor Proceeds-Finalizes Price Show Workflow Diagram		
* Subject:	<input type="text" value="CCD 1"/>		
Status:	Pending		

Details | Comments (0) | Documents (1) | Attached Processes (0) | Attached Forms (0) | Attached To (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 \(267.1KB\)](#) | [Redline](#)

Final Pricing

Contractor upload supporting documents for the final pricing and enter actual dollar amount.

* Contractor's Final Price for Work:

* Contractor's Finalized Detailed Pricing:

or

Construction Change Directive (CCD) Details

Directive Number:	001
Detailed Description:	Test
Date of Issuance:	01.09.2025
CCD Amount:	<input type="text" value="100.00"/> Enter the CCD amount increase to the Contract sum not to exceed.
Proposed Basis of 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:	<input type="text"/> 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 information in the alternative)

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:	CCDS - 5 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	A/E Review of Actual CCD Price Show Workflow Diagram	Step Due Date:	
* Subject:	<input type="text" value="CCD 1"/>		
Status:	Pending		

[Details](#) [Comments \(0\)](#) [Documents \(2\)](#) [Attached Processes \(0\)](#) [Attached Forms \(0\)](#) [Attached To \(0\)](#)

[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 enter Comments to explain 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 work. 150.00
Contractor's Finalized Detailed Pricing: ?	CCA.docx (version 1) Properties Download (1.0MB) Redline

Construction Change 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. 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:	
CCD Disclaimer: ?	You are hereby directed to make the following change(s) in this Contract: (Describe briefly any proposed changes or list any attached information in the alternative)

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.

Project: *mailor test
Process Document: CCDS - 5
Current Workflow Step: PM Reviews/Accept CCD Price
Subject: CCD 1
Status: Pending

Overall Due Date:
Step Due Date:

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 enter Comments to explain your disagreement

CCD Document

Fully executed Construction Change Directive (CCD) Document

CCD (Fully Executed): First-time e-Builder Users.pdf (version 1)

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 work.
150.00

Contractor's Finalized Detailed Pricing: CCA.docx (version 1)

Construction Change 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. 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: CCD Disclaimer: You are hereby directed to make the following change(s) in this Contract: (Describe briefly any proposed changes or list any attached information in the alternative)

Approve Take Action Check Spelling Print Copy Delegate Save Cancel

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.