



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
Frankfort, Kentucky 40622
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Matthew G. Bevin
Governor

Greg Thomas
Secretary

CONSTRUCTION MEMORANDUM

No. 03-2017

TO: Chief District Engineers
TEBMs for Project Delivery and Preservation
Section Engineers

FROM: Ryan Griffith, P.E. *RCG*
Director, Division of Construction

DATE: July 18, 2017

SUBJECT: Agile Point
Electronic Change Order Approval

In an effort to continue the Cabinet’s eConstruction initiative, an application has been developed to make the Change Order process paperless. AgilePoint will allow all of the KYTC approvals and Contractor approvals to be accomplished with digital signatures. With cooperation from the industry, this application will drastically improve the change order process. In the coming weeks, the Division of Construction will be hosting a Webex online training for AgilePoint. It will be available live, but also recorded and posted on the Division of Construction’s website. A basic explanation of the process follows:

Change Orders will still be written and created in SiteManager. Forwarding the change order in SiteManager will initiate the AgilePoint process. The change order creator will receive an email with a link to the approval screen and the opportunity to upload supporting documentation. It will continue in a linear fashion, with each subsequent approver being notified when it is ready for their review. Because it is web-based, it will be accessible from any internet-enabled device. When the Deputy State Highway Engineer has approved the change order in draft, the change order will automatically be placed in Pending and, after CDE approval, will be sent to the Contractor to be approved digitally. When the change order receives final approval, the PDF and supporting documentation will be automatically placed in ProjectWise.

Please address any questions to KYTC.SiteManagerTeam@ky.gov or Matt Looney or Erika Drury at (502)564-4780.

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