Change Order Submittal

Contract No.: _____8078_____ **Change Order No.:** _____1_____

OK	N/A	

Change Order Body

OK	N/A	
☑	☐	Does the change order address construction requirements, materials requirements, measurement, and payment
☑	☐	Does the scope of the change stay within the verbal commitment or approval?
☐	☑	Do the proposed changes by the Contractor have acceptable credit or substitutions?
☑	☐	Does the change order address contract time? Stating contract time will be addressed later is not acceptable!
☐	☑	Are change order items entered with appropriate standard item numbers and groups?
☑	☐	Can the change order be approved/executed by the Area Engineer?
☑	☐	Are the correct approval boxes checked?
☐	☑	Does the change order revise the Condition of Award?
☑	☐	All required data entered into CCIS, including all applicable change order reason codes?
☐	☑	Is consent of surety required?

Cover Memo

Does the memo describe:

OK	N/A	
☑	☐	the changes made?
☑	☐	why the change was necessary?
☐	☑	why there is entitlement/why this is not paid under the Contract?
☐	☑	if there is a DBE subcontractor involved?
☑	☐	how the change evolved?
☑	☐	Does the memo address impacts to the critical path and contract time?
☑	☐	Does the memo address verbal approvals?
☑	☐	Was Design approval obtained?
☐	☑	Does the memo address concurrences from Maintenance, Materials Lab, Geologists, BTA, Traffic, etc?
☑	☐	Does the memo address the net cost of the change order?
☐	☑	Does the memo address changes to Condition of Award?

Change Order Checklist

OK	N/A	
☑	☐	Is the Change Order Checklist attached?
☐	☑	Is the line marked "Change Order is Avoidable" filled in?
☐	☑	Is the "Value Added" noted on the checklist?

Attachments

OK	N/A	
☐	☑	Is a cost justification attached?
☐	☑	Is contract time justification attached?
☑	☐	Are documented verbal approvals attached?
☑	☐	Are additional supporting documents attached?

Other

OK	N/A	
☐	☑	Does this change involve a "Lesson Learned"?
☐	☑	Was the "Lesson Learned" entered into the database?
☐	☑	Is there appropriate funding for this change?
☐	☑	Has Program Management been advised of this change?

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