

Change Order Submittal

Contract No.: 8078

Change Order No.: 2

OK N/A

Change Order Body

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

Cover Memo

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the memo describe: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | the changes made? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | why the change was necessary? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | why there is entitlement/why this is not paid under the Contract? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | if there is a DBE subcontractor involved? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | how the change evolved? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the memo address impacts to the critical path and contract time? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the memo address verbal approvals? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Was Design approval obtained? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the memo address concurrences from Maintenance, Materials Lab, Geologists, BTA, Traffic, etc? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the memo address the net cost of the change order? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the memo address changes to Condition of Award? |

Change Order Checklist

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is the Change Order Checklist attached? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is the line marked "Change Order is Avoidable" filled in? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is the "Value Added" noted on the checklist? |

Attachments

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is a cost justification attached? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is contract time justification attached? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Are documented verbal approvals attached? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Are additional supporting documents attached? |

Other

- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does this change involve a "Lesson Learned"? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Was the "Lesson Learned" entered into the database? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is there appropriate funding for this change? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has Program Management been advised of this change? |

it?