

CHANGE ORDER REQUEST FORM

State and Federal Infrastructure Projects

Project Name:			
Grant/Contract #:		CO Number:	
Date Submitted:		Priority:	

1. Change Description

Describe the proposed change in clear, specific terms:

2. Reason for Change

<input type="checkbox"/> Unforeseen site conditions	<input type="checkbox"/> Design error or omission
<input type="checkbox"/> Owner-requested change	<input type="checkbox"/> Regulatory requirement
<input type="checkbox"/> Value engineering	<input type="checkbox"/> Other: _____

3. Cost Impact

Original Contract Amount:		\$
Previous Change Orders:		\$
This Change Order Amount:		\$
New Contract Total:		\$

4. Schedule Impact

Original Completion Date:	
Days Added/Reduced:	
New Completion Date:	

5. Federal Compliance Checklist

▲ Complete for all federally funded projects. Failure to comply may result in disallowed costs.

<input type="checkbox"/> Change is within original scope (no new scope requiring additional environmental review)
<input type="checkbox"/> BABA (Buy America Build America) requirements verified for any new materials
<input type="checkbox"/> Davis-Bacon wage rates apply to additional work (if applicable)
<input type="checkbox"/> Funding agency notification/approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cost documentation (quotes, estimates) attached

6. Approvals

Role	Signature	Date
Project Manager		
Engineer/Architect		
Contractor		
Funding Agency (if required)		