|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHANGE ORDER MEMORANDUM**  DOT CEM-4903 (REV 09/2025) | | | | | DATE |
| TO | | | | CONTRACT NUMBER | |
| COUNTY - ROUTE - Begin Postmile / End Postmile | |
| FROM  RESIDENT ENGINEER | | | |
| PROJECT IDENTIFIER NUMBER | |
| CHANGE ORDER NUMBER | SUPPLEMENT NUMBER | | CATEGORY CODE | FEDERAL NUMBER | |
|  | | | |  | |
| CHANGE ORDER AMOUNT |  | SUPPLEMENTAL WORK FUNDS PROVIDED | | IS HEADQUARTERS APPROVAL REQUIRED? | |
| **$** |  | **$** | | Yes No | |
| Increase Decrease | No Cost | Yes No | | IS THE REQUESTED CHANGE WITHIN THE PROJECT SCOPE?  Yes No | |
| CONTINGENCY BALANCE (Including this change)  **$** | | | |
|  | |
|  | | | | ARE THERE SUFFICIENT UNOBLIGATED CONTINGENCY FUNDS AVAILABLE? | |
|  | | | |
| Original Contract Time | Time Adjustment This Change  zero working day(s)  Deferred | | Previously Approved Time Adjustments | Yes No | |
| WILL THE TIME ADJUSTMENT CAUSED BY THIS REQUESTED CHANGE CAUSE NEGATIVE IMPACTS? | |
|  |  | Yes No | |
| working day(s) | working day(s) |
| IS THE REQUESTED CHANGE IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? | |
|  |  | Yes No | |
|  | |  | |
| Percentage Time Adjustment (Including This Change) | | Total Number of Unreconciled Deferred Time Change Orders (Including This Change) | |
| IS THE REQUESTED CHANGE IN ACCORDANCE WITH PROJECT AGREEMENTS OR PERMITS?  Yes No | |
| % | |  | | DOES THE REQUESTED CHANGE REQUIRE A COST EFFECTIVENESS OR PUBLIC INTEREST FINDING? | |
|  | |  | | Yes No | |
|  | |  | | IS THE REQUESTED CHANGE A RESULT OF A RISK IDENTIFIED IN THE PROJECT RISK REGISTER? | |
|  | |  | | Yes No | |

# THIS CHANGE ORDER PROVIDES FOR:

Lock Form

**CHANGE ORDER COST IMPACT**

**CHANGE ORDER CONSIDERATIONS**

**CHANGE ORDER TIME IMPACT**



SAMPLE

This change order modifies the contract documents, specifically the Standard Specifications and the Special Provisions, to bring ongoing Caltrans construction contracts into compliance with recent changes made to the Disadvantaged Business Enterprise (DBE) program.

On September 30, 2025, the U.S. Department of Transportation (U.S. DOT) issued an interim final rule (IFR), effective October 3, 2025, which, among other things, implemented changes to the DBE Program via modifications to 49 Code of Federal Regulations Part 26. (Docket Number DOT-OST-2025-0897.)

+

-

There will be no additional payment to you or credit to the Department as a result of the work described.

No time adjustment will be made, since the work described in this change order will not result in a critical delay.

# CONCURRENCE BY

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT ENGINEER | DATE | PROJECT MANAGER | DATE |
| CONSTRUCTION ENGINEER | DATE | OTHER | DATE + |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CHANGE ORDER MEMORANDUM**  DOT CEM-4903 (REV 09/2025) | | | | | | | | DATE |
| TO | | | | | | CONTRACT NUMBER | | |
| COUNTY - ROUTE - Begin Postmile / End Postmile | | |
| FROM  RESIDENT ENGINEER | | | | | |
| PROJECT IDENTIFIER NUMBER | | |
| CHANGE ORDER NUMBER | | SUPPLEMENT NUMBER | | CATEGORY CODE | | FEDERAL NUMBER | | |
| **FEDERAL PARTICIPATION**  PARTICIPATING PARTICIPATING IN PART  NON-PARTICIPATING NON-PARTICIPATING  NO FEDERAL FUNDS (Maintenance) | | | | | **FUNDING SOURCE SEGREGATION** CHANGE ORDER FUNDED PER CONTRACT CHANGE ORDER FUNDED AS FOLLOWS | | | |
| **ESTIMATE OF COSTS** | | | | | **FUNDING SOURCE** | | **PERCENT** | |
|  | **THIS REQUEST** | | **TOTAL TO DATE** | |  | |  | |
| ITEMS |  | |  | |  | |  | |
| ITEM ADJUSTMENTS |  | |  | |  | |  | |
| FORCE ACCOUNT |  | |  | |  | |  | |
| AGREED PRICE |  | |  | |  | |  | |
| ADJUSTMENTS |  | |  | |  | |  | |
| **TOTAL** |  | |  | |  | |  | |

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

SAMPLE

|  |  |  |  |
| --- | --- | --- | --- |
| **District or Headquarters Prior Approval By** | | **Submitted by** | |
| NAME | DATE | SIGNATURE | DATE |

# GENERAL INFORMATION

Form DOT CEM-4903, "Change Order Memorandum," is an internal Department document that must be prepared for each change order to document what the change is, the reason the change is being made and concurrences for the change.