

CHANGE ORDER MEMORANDUM

DOT CEM-4903 (REV 09/2025)

Lock Form

DATE

TO

CONTRACT NUMBER

FROM

COUNTY - ROUTE - Begin Postmile / End Postmile

RESIDENT ENGINEER

PROJECT IDENTIFIER NUMBER

CHANGE ORDER NUMBER

SUPPLEMENT NUMBER

CATEGORY CODE

FEDERAL NUMBER

CHANGE ORDER COST IMPACT

CHANGE ORDER CONSIDERATIONS

CHANGE ORDER AMOUNT

SUPPLEMENTAL WORK FUNDS PROVIDED

IS HEADQUARTERS APPROVAL REQUIRED?

\$
☐ Increase ☐ Decrease ☐ No Cost ☐ Yes ☐ No

☐ Yes ☒ No

CONTINGENCY BALANCE (Including this change)

IS THE REQUESTED CHANGE WITHIN THE PROJECT SCOPE?

\$
☐ Yes ☐ No

☒ Yes ☐ No

CHANGE ORDER TIME IMPACT

ARE THERE SUFFICIENT UNOBLIGATED CONTINGENCY FUNDS AVAILABLE?

Original Contract Time

Time Adjustment
This Change

Previously Approved
Time Adjustments

☒ Yes ☐ No

working day(s)

working day(s)

working day(s)

WILL THE TIME ADJUSTMENT CAUSED BY THIS REQUESTED CHANGE CAUSE NEGATIVE IMPACTS?

☐ Deferred

☐ 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 ENVIRONMENTAL DOCUMENTS?

%

☒ Yes ☐ No

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:

A method for accepting concrete pavement that is non-compliant with strength requirements is needed to reduce contractor disputes and improve statewide consistency in contract administration. Section 40-1.01D(8)(c)(v), "Determining Compressive Strength from Pavement Cores," of the *Standard Specifications* allows for verifying and accepting non-compliant concrete pavement strength with cores. For projects advertised before October 19, 2026, or projects that do not include these specifications, the contractor may request use of the specifications for an ongoing project by submitting a change order request to the resident engineer.

The change order provides modifications to the specifications to make them applicable to such projects where concrete pavement acceptance is based on 42-day compressive strength correlated to the 42-day modulus of rupture (MOR) of 650 psi.

There is no cost to the State of California for Option 1 of this change order, but the State of California may receive a credit due to the pay deduction described in Option 2 on form DOT CEM-4900, "Change Order."

No time adjustment will be made since this change order did not result in a critical delay.

TO			CONTRACT NUMBER
FROM			COUNTY - ROUTE - Begin Postmile / End Postmile
RESIDENT ENGINEER			PROJECT IDENTIFIER NUMBER
CHANGE ORDER NUMBER	SUPPLEMENT NUMBER	CATEGORY CODE	FEDERAL NUMBER

CONCURRENCE BY				
PROJECT ENGINEER		DATE	PROJECT MANAGER	DATE
CONSTRUCTION ENGINEER		DATE	OTHER	DATE +

FEDERAL PARTICIPATION			FUNDING SOURCE SEGREGATION	
☐ PARTICIPATING	☐ PARTICIPATING IN PART		☐ CHANGE ORDER FUNDED PER CONTRACT	
☐ NON-PARTICIPATING	☐ NON-PARTICIPATING (Maintenance)		☐ CHANGE ORDER FUNDED AS FOLLOWS	
☐ NO FEDERAL FUNDS				
ESTIMATE OF COSTS			FUNDING SOURCE	PERCENT
	THIS REQUEST	TOTAL TO DATE		
ITEMS				
ITEM ADJUSTMENTS				
FORCE ACCOUNT				
AGREED PRICE				
ADJUSTMENTS				
TOTAL	\$0.00	\$0.00		

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.

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.