

CEM-4903 (REV 06/2019)

CHANGE ORDER MEMORANDUM SAMPLE

DATE

TO			FILE	
FROM			CONTRACT NO.	
			CO-RTE-PM	
			FED NO.	
CHANGE ORDER NO.	SUPPLEMENT NO.	CATEGORY CODE CXSA	CONTINGENCY BALANCE (Including this change) \$	
CHANGE ORDER AMOUNT \$			HEADQUARTERS APPROVAL REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SUPPLEMENTAL FUNDS PROVIDED \$			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ORIGINAL CONTRACT TIME DAY(S)	TIME ADJUSTMENT THIS CHANGE DAY(S)	PREVIOUSLY APPROVED TIME ADJUSTMENTS DAY(S)	PERCENTAGE TIME ADJUSTED (Including this change) %	TOTAL # OF UNRECONCILED DEFERRED TIME (Including this change)

THIS CHANGE ORDER PROVIDES FOR (Use additional pages as needed):

Revisions to the Stormwater Pollution Prevention Plan (SWPPP) are due to updates in the 2022 Construction General Permit (CGP) issued by the State Water Resources Control Board.

Reason for change:

The 2022 CGP (Order WQ 2022-0057-DWQ) became effective on September 1, 2023. This project holds a WDID issued before that date and will continue construction beyond August 31, 2025, after which the 2009 CGP coverage will be administratively terminated.

To comply with the 2022 CGP, the following updates are required:

- Replace Section 13 of the Standard Specifications with Section 13 of the 2024 *Standard Specifications*.
- Eliminate "Rain Event Action Plan."
- Add new bid items for Pre-Storm and Post-Storm Event Inspection Reports, SWPPP updates, and Notice of Termination.
- Increased QSD/QSP inspection frequency and documentation requirements.
- Submit updated SWPPP by using the February 2024 Caltrans Template.
- Submit Notice of Intent (NOI) via SMARTS under the 2022 CGP by August 1, 2025.

Method of payment:

Extra Work at Agreed Lump Sum Price: \$X, XXX.XX
Decrease in Bid Item at Bid Item Price: \$(XX, XXX, XX)
Estimate of Force Account: \$XX, XXX.XX

A cost analysis is on file in the project records.

Time adjustment:

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

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CHANGE ORDER NUMBER

SUPPLEMENT NUMBER

CONTRACT NUMBER

CONCURRED BY

CONSTRUCTION ENGINEER/BRIDGE ENGINEER DATE

RESIDENT ENGINEER SIGNATURE

DATE

PROJECT ENGINEER

DATE

PROJECT MANAGER

DATE

FHWA REP.

DATE

ENVIRONMENTAL

DATE

MAINTENANCE

DATE

OTHER (SPECIFY)

DATE

HQ OR DISTRICT PRIOR APPROVAL BY

DATE

ESTIMATE OF COST

THIS REQUEST

TOTAL TO DATE

ITEMS

FORCE ACCOUNT

AGREED PRICE

ADJUSTMENT

TOTAL

\$0.00

\$0.00

FEDERAL PARTICIPATION

☐ PARTICIPATING☐ PARTICIPATING IN PART☐ NONE☐ NON-PARTICIPATING☐ NON-PARTICIPATING

(Maintenance)

FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)

☐ CHANGE ORDER FUNDED PER CONTRACT☐ CHANGE ORDER FUNDED AS FOLLOWS

FEDERAL FUNDING SOURCE

PERCENT