

**CHANGE ORDER MEMORANDUM**

DATE

DOT CEM-4903 (REV 09/2025)

TO			CONTRACT NUMBER		
FROM			COUNTY - ROUTE - Begin Postmile / End Postmile		
RESIDENT ENGINEER			PROJECT IDENTIFIER NUMBER		
CHANGE ORDER NUMBER	SUPPLEMENT NUMBER	CATEGORY CODE CX SX	FEDERAL NUMBER		
<b>CHANGE ORDER COST IMPACT</b>			<b>CHANGE ORDER CONSIDERATIONS</b>		
CHANGE ORDER AMOUNT \$		SUPPLEMENTAL WORK FUNDS PROVIDED \$		IS HEADQUARTERS APPROVAL REQUIRED?	
<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> No Cost		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
CONTINGENCY BALANCE (Including this change) \$			IS THE REQUESTED CHANGE WITHIN THE PROJECT SCOPE?		
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>CHANGE ORDER TIME IMPACT</b>			ARE THERE SUFFICIENT UNOBLIGATED CONTINGENCY FUNDS AVAILABLE?		
Original Contract Time  _____ working day(s)	Time Adjustment This Change  0 _____ working day(s) <input type="checkbox"/> Deferred	Previously Approved Time Adjustments  _____ working day(s)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Percentage Time Adjustment (Including This Change)  _____ %		Total Number of Unreconciled Deferred Time Change Orders (Including This Change)  _____		WILL THE TIME ADJUSTMENT CAUSED BY THIS REQUESTED CHANGE CAUSE NEGATIVE IMPACTS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
			IS THE REQUESTED CHANGE IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
			IS THE REQUESTED CHANGE IN ACCORDANCE WITH PROJECT AGREEMENTS OR PERMITS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
			DOES THE REQUESTED CHANGE REQUIRE A COST EFFECTIVENESS OR PUBLIC INTEREST FINDING? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
			IS THE REQUESTED CHANGE A RESULT OF A RISK IDENTIFIED IN THE PROJECT RISK REGISTER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

**THIS CHANGE ORDER PROVIDES FOR:**

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 is no cost or credit to the State by reason of this change.

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

**CONCURRENCE BY**

PROJECT ENGINEER (NOT REQUIRED)	DATE	PROJECT MANAGER (NOT REQUIRED)	DATE
CONSTRUCTION ENGINEER	DATE	DISTRICT DBE COORDINATOR	DATE

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**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**

ITEMS	ESTIMATE OF COSTS		FUNDING SOURCE	PERCENT
	THIS REQUEST	TOTAL TO DATE		
ITEMS				
ITEM ADJUSTMENTS				
FORCE ACCOUNT				
AGREED PRICE				
ADJUSTMENTS				
<b>TOTAL</b>				

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
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**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.