

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?		
\$0.00		\$0.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> No Cost		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IS THE REQUESTED CHANGE WITHIN THE PROJECT SCOPE?		
CONTINGENCY BALANCE (Including this change)			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
\$			ARE THERE SUFFICIENT UNOBLIGATED CONTINGENCY FUNDS AVAILABLE?		
CHANGE ORDER TIME IMPACT			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Original Contract Time	Time Adjustment This Change	Previously Approved Time Adjustments	WILL THE TIME ADJUSTMENT CAUSED BY THIS REQUESTED CHANGE CAUSE NEGATIVE IMPACTS?		
_____	0	_____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
working day(s)	working day(s)	working day(s)	IS THE REQUESTED CHANGE IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS?		
	<input type="checkbox"/> Deferred		<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)		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:

At the contractor's request, allow the use of 10 percent recycled asphalt pavement (RAP) in rubberized hot mix asphalt-gap graded (RHMA-G) mixes.

Caltrans has introduced new nSSPs permitting the use of 10 percent RAP in RHMA-G mixes. However, for all other projects approved before the development of these nSSPs, RAP is not allowed in RHMA-G mixes. With CPD 26-2, contractors may request to incorporate the updated nSSPs allowing 10 percent RAP in RHMA-G for ongoing projects with less than 10,000 tons of RHMA-G.

Background: The Pavement and Materials Partnering Committee formed a work product group comprised of industry representatives and Caltrans with the goal to revise Section 39, "Asphalt Concrete," of the Caltrans *Standard Specifications* to allow 10 percent RAP in RHMA-G. The initial effort was to produce nSSPs for use on pilot projects. Based on the initial findings from completed pilots' testing and field evaluation, the nSSPs have become available as a contractor option for projects with less than 10,000 tons of RHMA-G.

It is mutually agreed that there is no adjustment of cost as a result of this change order.

It is mutually agreed that no time adjustment is warranted, since this change order did not result in a critical delay.

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CONCURRENCE BY

PROJECT ENGINEER	DATE	PROJECT MANAGER	DATE
CONSTRUCTION ENGINEER	DATE	OTHER	DATE <input type="checkbox"/>

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	\$0.00			
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.

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.