

TO			CONTRACT NUMBER		
FROM			COUNTY - ROUTE - Begin Postmile / End Postmile		
RESIDENT ENGINEER			PROJECT IDENTIFIER NUMBER		
CHANGE ORDER NUMBER		SUPPLEMENT NUMBER	CATEGORY CODE CJSB	FEDERAL NUMBER	
CHANGE ORDER COST IMPACT			CHANGE ORDER CONSIDERATIONS		
CHANGE ORDER AMOUNT \$ ☐ Increase ☐ Decrease ☒ No Cost		SUPPLEMENTAL WORK FUNDS PROVIDED \$ ☐ Yes ☐ No		IS HEADQUARTERS APPROVAL REQUIRED? ☐ Yes ☐ No	
CONTINGENCY BALANCE (Including this change) \$				IS THE REQUESTED CHANGE WITHIN THE PROJECT SCOPE? ☐ Yes ☐ No	
CHANGE ORDER TIME IMPACT			ARE THERE SUFFICIENT UNOBLIGATED CONTINGENCY FUNDS AVAILABLE? ☐ Yes ☐ No		
Original Contract Time working day(s)	Time Adjustment This Change working day(s) ☐ Deferred	Previously Approved Time Adjustments working day(s)		WILL THE TIME ADJUSTMENT CAUSED BY THIS REQUESTED CHANGE CAUSE NEGATIVE IMPACTS? ☐ 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:

Use of American Association of State Highway and Transportation Officials (AASHTO) T 27-approved hot mix asphalt (HMA) job mix formulas (JMF) on projects requiring AASHTO T 30 post-production aggregate gradation (PPG).

Purpose
Implement a contractor-requested, no-cost change order that allows use of valid HMA JMF developed using AASHTO T 27 (pre-plant gradation) for use on projects requiring AASHTO T 30 PPG specifications.

Reason for Change
The 2024 *Standard Specifications* changed the basis for HMA JMF aggregate gradation testing from pre-plant aggregate gradation using AASHTO T 27 to PPG using AASHTO T 30.

To facilitate implementation of the new specifications, contractors may allow using valid AASHTO T 27-approved HMA JMF through a contractor-requested, no-cost change order. The change order provides 2 implementation options:

Option 1—Use existing AASHTO T 27 HMA JMF. The contractor may allow using a valid AASHTO T 27-approved HMA JMF without adjusting the aggregate gradation target values. No additional Caltrans verification of the JMF is required. Production quality control and Caltrans acceptance testing for aggregate gradation will be performed using AASHTO T 30.

Option 2—Adjust aggregate gradation target values. The contractor may elect to adjust the aggregate gradation target values of a valid AASHTO T 27-approved HMA JMF. The adjusted HMA JMF must be submitted to the engineer for verification in accordance with Section 39, "Asphalt Concrete," of the *Standard Specifications*. If the engineer verifies the adjusted HMA JMF, Form DOT CEM-3513, "Caltrans Hot Mix Asphalt Verification," will be issued, and the verified HMA JMF will be valid for 24 months from the verification date.

CHANGE ORDER MEMORANDUM

DOT CEM-4903 (REV 09/2025)

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Under both options, production quality control and Caltrans acceptance testing for aggregate gradation must be performed using AASHTO T 30.

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

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	DATE	PROJECT MANAGER	DATE
CONSTRUCTION ENGINEER	DATE	OTHER	DATE

CHANGE ORDER MEMORANDUM

DOT CEM-4903 (REV 09/2025)

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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.