

CHANGE ORDER

DOT CEM-4900 (REV 06/2026)

Lock Form

Change Requested By: ☒ Contractor ☐ Engineer

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

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract.

In accordance with Section 4-1.05, "Changes and Extra Work", of the *Standard Specifications*, allow the hot mix asphalt (HMA) job mix formula (JMF) approved with American Association of State Highway and Transportation Officials (AASHTO) T 27 on this project.

(This is instruction to the resident engineer to select one of the following options.)

Option 1:

Allow the HMA JMF approved with AASHTO T27 on this project.

Use the existing approved AASHTO T 27 HMA JMF without adjusting the aggregate gradation target values. No additional Caltrans verification of the JMF is required. Quality control testing and Caltrans acceptance testing will be performed using AASHTO T 30 in accordance with the contract specifications.

Option 2:

Use the HMA JMF approved with AASHTO T 27 on this project with adjustment of the aggregate gradation target values. The adjusted JMF must adjust only the aggregate gradation target values which must remain within the target value limits specified in Section 39-2, "Hot Mix Asphalt," of the *Standard Specifications*. The adjusted HMA JMF must be submitted to the engineer for verification in accordance with Section 39-2.01A(3)(b)(i), "General," of the *Standard Specifications*. The failed verification test results are not required. The engineer verifies the adjusted HMA JMF in accordance with Section 39-2.01A(4)(d), "Job Mix Formula Renewal," of the *Standard Specifications* using AASHTO T 30. Upon successful verification and acceptance, the engineer furnishes an HMA verification form DOT CEM-3513, "Caltrans Hot Mix Asphalt Verification," valid for 24 months. Following verification, quality control testing and Caltrans acceptance testing will be performed using AASHTO T 30 in accordance with the contract specifications.

[Customize the standard clauses to read what is appropriate for the change order being written. NOTE: Any [items in brackets] are not part of the clause, but are instructions for using the clause.]

It is mutually agreed that 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.

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CHANGE ORDER SUMMARY

Estimated Cost: \$	For this order, the time of completion will be adjusted as follows:
☐ Increase ☐ Decrease ☐ No Cost	_____ days ☐ Increase ☐ Decrease
	☐ No Time Adjustment ☐ Time Adjustment Deferred

REQUIRED FOR ALL CHANGE ORDERS

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.

SUBMITTED BY		
SIGNATURE	PRINT NAME AND TITLE	DATE

RECOMMENDED APPROVAL BY		
SIGNATURE	PRINT NAME AND TITLE	DATE

CONTRACTOR ACCEPTANCE BY		
We, the undersigned Contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above.		
SIGNATURE	PRINT NAME AND TITLE	DATE

This change order is not effective until approved by the Engineer. If you do not sign this order and you receive an approved change order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.

CHANGE ORDER APPROVAL

ENGINEER APPROVAL BY		
SIGNATURE	PRINT NAME AND TITLE	DATE