Appendix D: Change Order Examples

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D-1 Introduction

This appendix has been developed to assist field personnel responsible for the administration of change orders for building construction projects. The Building Change Standard Specifics Template is the standard form used by Structure Construction for change request to the Contractor. Change order examples are from past projects, and they are only intended to provide staff with change order wording. The remainder of this appendix contains examples outlined in the preceding table of contents, along with Figures D-1 through D-10, illustrating many of the topics.

For change order information on your specific project, contact your Structure Representative and Bridge Construction Engineer.

D-2 Building Change Request Template

OFFICE OF STRUCTURE CONSTRUCTION

TO: [redacted]

Job Stamp: 02-1H1104

02-Las-299-25.6

Adin M.S.

SUBJECT: BUILDING CHANGE NO. _____ DATE: _____

Please submit the following information within 15 days of receipt of this written order.

( ) Cost estimate of the described work listed below.

( ) Summary of the cost related to the emergency or indeterminate change in accordance with Section 9-1.04 of the Standard Specifications.

You are directed to proceed with the work described in this building change. Provision for payment is as follows:

( ) Building change is of an emergency or indeterminate type. Compensation will be made as Extra Work at Force Account in accordance with Section 9-1.04 of the Standard Specifications.

( ) Compensation for the changed work has been agreed upon and the contract lump sum price will be adjusted as shown below.

( ) Failure to agree on the increased cost of the work change. Compensation for the described work will be established in accordance with Extra Work at Force Account in accordance with Section 9-1.04 of the Standard Specifications.

( ) Failure to agree on the decreased cost of the changed work. The Engineer's estimate cost of $_____ will be deducted from the contract price.

DESCRIPTION OF WORK:

Estimated ( ) Agreed ( ) Adjustment in Compensation $ _____

Time Adjustment _____ Working Days

_____ _____

Structure Rep For Name, Resident Engineer Contractor Date

Figure D-1. Building Change Request Template

D-3 Example of Change Order (CO#29)

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
CHANGE ORDER
CEM-4900 (REV 05/2015)

Sheet 1 of 2

Change Requested by: ☒ Engineer ☐ Contractor

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
29		02-1H1104	Las-299-25.6	

TO
[redacted] , *contractor*

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. ***NOTE: This change order is not effective until approved by the engineer.***

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

Extra work at Agreed Lump Sum:
In accordance with Section 4-1.05, "Changes and Extra Work" of the 2018 Standard Specifications; provide labor, material, equipment, tools, and incidentals to complete the below building changes:

Building Change 38:
Furnish and program 6 each remote controls for over head doors to operate individual doors at building A1 and the wash bay doors at building A3.
For this building change, the contractor will be paid the sum of $626.00. This sum constitutes full and complete compensation, including all markups for this change.
There will be no time adjustment by reason of this change.

Building Change 41:
Furnish and install a water filter with ice machine connection and hose bib for filling water jugs at the ice machine water stub out in building A1 on the wall at grid line C. Provide setup similar to the current ice machine in the existing building A2. Provide 1 spare filter cartridge for the water filter.
For this building change, the contractor will be paid the sum of $1,711.00. This sum constitutes full and complete compensation, including all markups for this change.
There will be no time adjustment by reason of this change.

Building Change 43:
Furnish 2 fire hydrant wrenches 5 point style to fit the valve and caps of the installed fire hydrants.
For this building change, the contractor will be paid the sum of $157.00. This sum constitutes full and complete compensation, including all markups for this change.
There will be no time adjustment by reason of this change.

Building Change 45:
Upsize the valve box for the suction pipe at A13, the fire water tank to a 30"x48" box from the 17"x30" box as shown on the plans.
For this building change, the contractor will be paid the sum of $1,546.63. This sum constitutes full and complete compensation, including all markups for this change.
There will be no time adjustment by reason of this change.

Figure D-2. Change Order Example, page 1

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
CHANGE ORDER
CEM-4900 (REV 05/2015)

Sheet 2 of 2

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
29		02-1H1104	Las-299-25.6	

Building Change 51:
At the communication tower, chip out and patch back concrete as necessary for the installation of 4 ground rods and grounding cable as part of Building Change 40 for installing a separate grounding system for the radio communication.
For this building change, the contractor will be paid the sum of $1,427.37. This sum constitutes full and complete compensation, including all markups for this change.
There will be no time adjustment by reason of this change.

For the above 5 Building Changes, the contractor shall receive and accept the agreed lump sum of $5,468.00. This sum constitutes full and complete compensation for providing all labor, material, equipment, tools and incidentals, and includes all markups by reason of this change.

Time:
There will be no time adjustment by reason of this change.

Estimated Cost: ☒ Increase ☐ Decrease $ 5,468.00

For this order, the time of completion will be adjusted as follows: No adjustment

SUBMITTED BY		
SIGNATURE Mike Zdenek	(PRINT NAME AND TITLE) MIKE ZDENEK, Resident Engineer	DATE 2/15/2022
APPROVAL RECOMMENDED BY		
SIGNATURE Christopher Brace Digitally signed by Christopher Brace Date: 2022.02.14 15:58:04 -08'00'	(PRINT NAME AND TITLE) Chris Brace, Structure Representative	DATE 02/14/2022
ENGINEER APPROVAL BY		
SIGNATURE	(PRINT NAME AND TITLE) TIM BADE, Area Construction Engineer	DATE

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. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE [redacted] 2022.02.25 14:21:13-08'00'	(PRINT NAME AND TITLE) [redacted]	DATE

Figure D-3. Change Order Example, page 2

D-4 Example of Change Order Memo

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
CHANGE ORDER MEMORANDUM
CEM-4903 (REV 06/2016)

Lock Data on Form

Page 1 of 3

DATE: 02/14/2022

TO: ANDREW ALVARADO, Chief, North Region Construction
FROM: MIKE ZDENEK, Resident Engineer

FILE
CONTRACT NO. 02-1H1104
CO-RTE-PM Las-299-25.6
FED NO.

CHANGE ORDER NO.	SUPPLEMENT NO.	CATEGORY CODE
29	0	CAXX

CONTINGENCY BALANCE (Including this change) $

CHANGE ORDER AMOUNT $ 3,757.00 ☒ INCREASE ☐ DECREASE

HEADQUARTERS APPROVAL REQUIRED? ☐ YES ☒ NO

SUPPLEMENTAL FUNDS PROVIDED $

IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? ☒ YES ☐ NO

ORIGINAL CONTRACT TIME:	TIME ADJUSTMENT THIS CHANGE:	PREVIOUSLY APPROVED TIME ADJUSTMENTS:	PERCENTAGE TIME ADJUSTED (Including this change)	TOTAL # OF UNRECONCILED DEFERRED TIME (Including this change)
375 DAY(S)	0 DAY(S)	0 DAY(S)	0 %	0

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

the following 4 building changes

Building Change 38:
This change provides for furnishing and programing 6 overhead door remote control units for the overhead doors at building A1 and A3.

This change was requested by maintenance so crew members don't have to get out of the vehicle and walk to one end of the building in bad weather to go inside to operate the push buttons to open the doors. This is a change that has been added post construction to several other maintenance stations in the district. This change will provide increased efficiency and safety for the crew members by minimizing slip and fall opportunities in bad weather.

This change is concurred by construction.

This change will be paid for as an agreed lump sum of $626.00 which can be financed from the contingency balance.

This change will not affect the controlling operation so no adjustment in contract time is warranted.

Building Change 43:

This change provides for furnishing 2 Fire Hydrant Wrenches to go with the 3 fire hydrants installed as part of the contract. These will be given to maintenance for use should they need to use or test the fire hydrants.

The fire hydrants take a special 5-point wrench to operate the valve and remove the caps and prevent rounding off, of the valve fitting that would occur if trying to operate with a standard pipe wrench. The contract called for installation of 3 fire hydrants but did not include provisions for the wrenches to operate the hydrants.

The Maintenance Crew does not currently have one of these wrenches. Construction determined that it would be best to supply these, so maintenance can operate the new facilities.

This change will be paid for as an agreed lump sum of $157.00 which can be financed from the contingency balance.

This change will not affect the controlling operation so no adjustment in contract time is warranted.

Building Change 45:

This change provides for increasing the size of the valve box on the suction pipe at the fire water tank, A13 from the 17”x30” shown on the plans to a 30”x48” box.

This change is necessary because the valve in this valve box is an 8” OS&Y valve and planned box size was too small to allow someone to grasp the valve handle and turn it to open or close the valve. The larger size valve box will allow room to operate the valve handle.

This change will be paid for as an agreed lump sum of $1,546.63 which is based on invoices for the changed materials and can

Figure D-4. Change Order Memorandum Example, page 1

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
CHANGE ORDER MEMORANDUM
CEM-4903 (REV 06/2016)

Page 2 of 3

DATE
02/14/2022

CHANGE ORDER NUMBER	SUPPLEMENT NO	CONTRACT NUMBER
29	0	02-1H1104

be financed from the contingency balance.

This change did not affect the controlling operation and therefore no adjustment in contract time is warranted.

Building Change 51:

This change provides for chipping concrete and patching back for the installation of 4 ground rods and grounding cable that was installed under building change 40 for a separate grounding system for the radio communications.

This change is the prime contractor's portion of the work of the separate ground system for the radio and building change 40 (part of CO 17) was the electrical subcontractor's portion of the work.

This change is necessary to reduce or eliminate noise in the radio system from electrical grounding.

This change will be paid for as an agreed lump sum of $1,427.37 which is the cost based on force account tracking of the work.

There is no adjustment of contract time by reason of this change as the project was under suspension due to material shortage delay at the time this work was done.

Method of payment:
These changes will be paid for as Extra Work at an Agreed Lump sum of $3,757.00. The funds will be provided from the contingency balance. Records and calculations supporting this change are on file in the project records.

Time adjustment:
This change order will not affect the controlling activity. No time adjustment is warranted.

Figure D-5. Change Order Memorandum Example, page 2

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
CHANGE ORDER MEMORANDUM
CEM-4903 (REV 06/2016)

Page 3 of 3

DATE
02/14/2022

CHANGE ORDER NUMBER	SUPPLEMENT NO	CONTRACT NUMBER
29	0	02-1H1104

CONCURRED BY:	
CONSTRUCTION ENGINEER/BRIDGE ENGINEER	DATE
TIM BADE	
PROJECT ENGINEER	DATE
PROJECT MANAGER	DATE
FHWA REP.	DATE
ENVIRONMENTAL	DATE
MAINTENANCE	DATE
OTHER (SPECIFY)	DATE
Sonny Fereira, BCE	09/30/2021
HQ OR DISTRICT PRIOR APPROVAL BY	DATE
RESIDENT ENGINEER SIGNATURE	DATE
MIKE ZDENEK	

ESTIMATE OF COST

	THIS REQUEST	TOTAL TO DATE
ITEMS		
FORCE ACCOUNT		
AGREED PRICE	$3,757.00	$3,757.00
ADJUSTMENT		
TOTAL	$3,757.00	$3,757.00

FEDERAL PARTICIPATION

☐ PARTICIPATING ☐ PARTICIPATING IN PART ☐ NONE
☐ NON-PARTICIPATING (Maintenance) ☒ NON-PARTICIPATING

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

Figure D-6. Change Order Memorandum Example, page 3

D-5 Example of Building Change Request Signed (CO#38)

OFFICE OF STRUCTURE CONSTRUCTION

TO: [redacted]

Job Stamp: 02-1H1104
02-Las-299-25.6
Adin M.S.

SUBJECT: BUILDING CHANGE NO. 38 DATE: September 1, 2021

Please submit the following information within 15 days of receipt of this written order.

(X) Cost estimate of the described work listed below.

( ) Summary of the cost related to the emergency or indeterminate change in accordance with
Section 9-1.04 of the Standard Specifications.

You are directed to proceed with the work described in this building change. Provision for payment is as follows:

( ) Building change is of an emergency or indeterminate type. Compensation will be made as Extra Work at Force Account in accordance with Section 9-1.04 of the Standard Specifications.

( ) Compensation for the changed work has been agreed upon and the contract lump sum price will be adjusted as shown below.

( ) Failure to agree on the increased cost of the work change. Compensation for the described work will be established in accordance with Extra Work at Force Account in accordance with Section 9-1.04 of the Standard Specifications.

( ) Failure to agree on the decreased cost of the changed work. The Engineer's estimate cost of $_____ will be deducted from the contract price.

DESCRIPTION OF WORK:

Furnish and program 6 each remote controls for over head doors to operate individual doors at building A1 and the wash bay doors at building A3.

Estimated (X) Agreed ( ) Adjustment in Compensation $_____

Time Adjustment 0 Working Days

Chris Brace
For M. Zdenek, Resident Engineer

Contractor Date

Figure D-7. Example of Signed Building Change Request

D-6 Example of Building Change Agreed – Signed & Executed (#38)

OFFICE OF STRUCTURE CONSTRUCTION

TO: [redacted]

Job Stamp: 02-1H1104
02-Las-299-25.6
Adin M.S.

SUBJECT: BUILDING CHANGE NO. 38 DATE: September 15, 2021

Please submit the following information within 15 days of receipt of this written order.

( ) Cost estimate of the described work listed below.

( ) Summary of the cost related to the emergency or indeterminate change in accordance with
Section 9-1.04 of the Standard Specifications.

You are directed to proceed with the work described in this building change. Provision for payment is as follows:

( ) Building change is of an emergency or indeterminate type. Compensation will be made as Extra Work at Force Account in accordance with Section 9-1.04 of the Standard Specifications.

(X) Compensation for the changed work has been agreed upon and the contract lump sum price will be adjusted as shown below.

( ) Failure to agree on the increased cost of the work change. Compensation for the described work will be established in accordance with Extra Work at Force Account in accordance with Section 9-1.04 of the Standard Specifications.

( ) Failure to agree on the decreased cost of the changed work. The Engineer's estimate cost of $_____ will be deducted from the contract price.

DESCRIPTION OF WORK:

Furnish and program 6 each remote controls for over head doors to operate individual doors at building A1 and the wash bay doors at building A3.

Estimated ( ) Agreed (X) Adjustment in Compensation $ 626.00

Time Adjustment 0 Working Days

Chris Brace
For M. Zdenek, Resident Engineer

Contractor Date

Figure D-8. Example of Signed – Executed Change

D-7 Sample Wording for Building Change Memo (#38)

This change provides for furnishing and programming six overhead door remote control units for the overhead doors at buildings A1 and A3.

This change was requested by the Maintenance Division, so crew members don't have to get out of the vehicle and walk to one end of the building in bad weather to access the wall-mounted remote control located inside. This is a change that has been added post-construction to several other maintenance stations in the district. This change will provide increased efficiency and safety for the crew members by minimizing slip and fall hazards in bad weather.

This change is concurred by Construction.

This is a minor change and can be financed from the contingency balance.

No time extension is warranted as this change will not affect the controlling operation.

D-8 Example of Building Change Agreed & Signed (#41)

OFFICE OF STRUCTURE CONSTRUCTION

TO: [redacted]

Job Stamp: 02-1H1104
02-Las-299-25.6
Adin M.S.

SUBJECT: BUILDING CHANGE NO. 41 DATE: September 8, 2021

Please submit the following information within 15 days of receipt of this written order.

(X) Cost estimate of the described work listed below.

( ) Summary of the cost related to the emergency or indeterminate change in accordance with
Section 9-1.04 of the Standard Specifications.

You are directed to proceed with the work described in this building change. Provision for payment is as follows:

( ) Building change is of an emergency or indeterminate type. Compensation will be made as Extra Work at Force Account in accordance with Section 9-1.04 of the Standard Specifications.

( ) Compensation for the changed work has been agreed upon and the contract lump sum price will be adjusted as shown below.

( ) Failure to agree on the increased cost of the work change. Compensation for the described work will be established in accordance with Extra Work at Force Account in accordance with Section 9-1.04 of the Standard Specifications.

( ) Failure to agree on the decreased cost of the changed work. The Engineer's estimate cost of $_____ will be deducted from the contract price.

DESCRIPTION OF WORK:

Furnish and install a water filter with ice machine connection and hose bib for filling water jugs at the ice machine water stub out in A1 on the wall at grid line C. Provide setup similar to the current set up in the existing building A2. Provide 1 spare filter cartridge for the water filter.

Estimated (X) Agreed ( ) Adjustment in Compensation $_____

Time Adjustment 0 Working Days

Chris Brace
For M. Zdenek, Resident Engineer

Contractor Date

Figure D-9. Example of an Agreed and Signed Change

D-9 Example of Building Change Agreed – Signed & Executed (#41)

OFFICE OF STRUCTURE CONSTRUCTION

TO: [redacted]

Job Stamp: 02-1H1104
02-Las-299-25.6
Adin M.S.

SUBJECT: BUILDING CHANGE NO. 41 DATE: September 15, 2021

Please submit the following information within 15 days of receipt of this written order.

( ) Cost estimate of the described work listed below.

( ) Summary of the cost related to the emergency or indeterminate change in accordance with
Section 9-1.04 of the Standard Specifications.

You are directed to proceed with the work described in this building change. Provision for payment is as follows:

( ) Building change is of an emergency or indeterminate type. Compensation will be made as Extra Work at Force Account in accordance with Section 9-1.04 of the Standard Specifications.

(X) Compensation for the changed work has been agreed upon and the contract lump sum price will be adjusted as shown below.

( ) Failure to agree on the increased cost of the work change. Compensation for the described work will be established in accordance with Extra Work at Force Account in accordance with Section 9-1.04 of the Standard Specifications.

( ) Failure to agree on the decreased cost of the changed work. The Engineer's estimate cost of $_____ will be deducted from the contract price.

DESCRIPTION OF WORK:

Furnish and install a water filter with ice machine connection and hose bib for filling water jugs at the ice machine water stub out in A1 on the wall at grid line C. Provide setup similar to the current set up in the existing building A2. Provide 1 spare filter cartridge for the water filter.

Estimated ( ) Agreed (X) Adjustment in Compensation $ 1,711.00

Time Adjustment 0 Working Days

Chris Brace
For M. Zdenek, Resident Engineer

Contractor Date

Figure D-10. Example of Signed and Executed Change

D-10 Sample Wording for Building Change Memo (#41)

This change provides for adding a water filter with an ice machine and hose bib connections at the ice machine water stub-out on the wall at grid line C in building A1.

This will copy the current setup that the Maintenance Division has for their ice machine and make the transition for maintenance to the new building seamless without requiring additional plumbing work for the installation of the existing ice machine.

This change will allow all parts of the ice machine plumbing to be chlorinated at the same time as the rest of the plumbing system.

This change was requested by Construction to simplify the move to the new building for the maintenance crew.

This change will be paid for as an agreed lump sum of $xxx.xx and can be financed from the contingency balance.

This change will not affect the controlling operation, so no time adjustment is warranted.