

Attachment 1

SAMPLE: Contract Change Order Memorandum—Use of AcPay3

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CONTRACT CHANGE ORDER MEMORANDUM

CEM-4903 (REV 06/2006)

Page 1 of 1

DATE _____

TO DEPUTY DISTRICT DIRECTOR FROM RESIDENT ENGINEER			FILE E. A. _____ CO-RTE-PM _____ FED NO. _____	
CCO NO.	SUPPLEMENT NO.	CATEGORY CODE	CONTINGENCY BALANCE (Including this change): \$ _____	
CCO AMOUNT \$ 0.00 <div style="display: inline-block; margin-left: 100px;"> <input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE </div>			HEADQUARTERS APPROVAL REQUIRED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SUPPLEMENTAL FUNDS PROVIDED \$ _____			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
ORIGINAL CONTRACT TIME: _____ DAY(S)	TIME ADJUSTMENT THIS CHANGE: 0 DAY(S)	PREVIOUSLY APPROVED CCO TIME ADJUSTMENTS: _____ DAY(S)	PERCENTAGE TIME ADJUSTED (Including this change) _____ %	TOTAL # OF UNRECONCILED DEFERRED TIME CCOs (Including this change) _____

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

Revising Section 11-1, "Quality Control / Quality Assurance," of the special provisions, in accordance with CPD 08-2, as follows:

"For every day of asphalt concrete production, as the Quality Control test results become available, the contractor shall provide an electronic copy of the process and quality control test results using the Caltrans' statistical evaluation program 'ACPay3' available at www.dot.ca.gov/hq/construc/hma/acpay3.xls."

This change has been approved by Mr. Jason Dietz, FHWA, for projects that include federal funding. A copy of the statewide blanket prior approval for this change is attached.

There will be no cost or credit to the state for this change. There will be no time adjustment by reason of this contract change order since the work will not affect the controlling operation.

CONCURRED BY:		ESTIMATE OF COST	
CONSTRUCTION ENGINEER/BRIDGE ENGINEER	DATE	THIS REQUEST	TOTAL TO DATE
PROJECT ENGINEER	DATE	ITEMS	
PROJECT MANAGER	DATE	FORCE ACCOUNT	
		AGREED PRICE	
		ADJUSTMENT	
		TOTAL	\$0.00
FHWA REP.	DATE	FEDERAL PARTICIPATION	
Jason Dietz	3/13/2008		
ENVIRONMENTAL	DATE	<input type="checkbox"/> PARTICIPATING <input type="checkbox"/> PARTICIPATING IN PART <input type="checkbox"/> NONE <input type="checkbox"/> NON-PARTICIPATING (Maintenance) <input type="checkbox"/> NON-PARTICIPATING	
OTHER (SPECIFY)	DATE	FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)	
	DATE	<input type="checkbox"/> CCO FUNDED PER CONTRACT <input type="checkbox"/> CCO FUNDED AS FOLLOWS	
HO OR DISTRICT PRIOR APPROVAL BY	DATE	FEDERAL FUNDING SOURCE	PERCENT
RESIDENT ENGINEER SIGNATURE	DATE		