

### Attachment 3

## SAMPLE: Contract Change Order Memorandum—Use of HMAPay

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

### CONTRACT CHANGE ORDER MEMORANDUM

CEM-4903 (REV 06/2006)

Page 1 of 1

DATE \_\_\_\_\_

TO DEPUTY DISTRICT DIRECTOR			FILE E. A. _____ CO-RTE-PM _____ FED NO. _____	
FROM RESIDENT ENGINEER				
CCO NO. _____	SUPPLEMENT NO. _____	CATEGORY CODE _____	CONTINGENCY BALANCE (Including this change): \$ _____	
CCO AMOUNT \$ 0.00 <input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE			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 paragraph 2 of subsection 39-4.03D, "Charts and Records," of the *Standard Specifications*, in accordance with CPD 08-2, as follows:

"Submit quality control test results using Caltrans' statistical evaluation program, HMAPay, available at [www.dot.ca.gov/hq/construc/hma/HMAPay.xls](http://www.dot.ca.gov/hq/construc/hma/HMAPay.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							
FHWA REP.	DATE	AGREED PRICE							
Jason Dietz	3/13/2008	ADJUSTMENT							
ENVIRONMENTAL	DATE	TOTAL	\$0.00 \$0.00						
OTHER (SPECIFY)	DATE	FEDERAL PARTICIPATION							
	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							
HQ OR DISTRICT PRIOR APPROVAL BY	DATE	FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)							
RESIDENT ENGINEER SIGNATURE	DATE	<input type="checkbox"/> CCO FUNDED PER CONTRACT <input type="checkbox"/> CCO FUNDED AS FOLLOWS <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">FEDERAL FUNDING SOURCE</td> <td style="width: 50%; text-align: center;">PERCENT</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>		FEDERAL FUNDING SOURCE	PERCENT				
FEDERAL FUNDING SOURCE	PERCENT								

#### ADA Notice

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