

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CHANGE ORDER MEMORANDUM

CEM-4903 (REV 2/2014)

Page 1 of 3

DATE _____

TO _____			FILE	
FROM _____			CONTRACT NO. _____	
			CO-RTE-PM _____	
			FED NO. _____	
CHANGE ORDER NO.	SUPPLEMENT NO.	CATEGORY CODE	CONTINGENCY BALANCE (including this change)	
			\$ _____	
CHANGE ORDER AMOUNT			HEADQUARTERS APPROVAL REQUIRED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
\$ _____ <input checked="" type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE				
SUPPLEMENTAL FUNDS PROVIDED			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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)
_____ DAY(S)	_____ DAY(S)	_____ DAY(S)	_____ %	_____

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

Edit November 16, 2016 if planting will be delayed to a later date.

Delaying planting until November 16, 2016 to conserve water during the drought and comply with Caltrans' 2015 Drought Action Plan.

Reason for Change

The Governor signed a third executive order on April 1, 2015 proclaiming that a continued state of emergency exists throughout California due to the ongoing drought. The executive order directs all urban water users to reduce consumption by 25 percent compared to amounts used in 2013. Caltrans has set a goal of 50 percent reduction for water consumption.

This executive order continues the requirements of the first two executive orders which include the provision that state agencies, led by the Department of General Services, will immediately implement water use reduction plans for all state facilities. These plans will include immediate water conservation actions, and a moratorium will be placed on new, non-essential landscaping projects at state facilities and on state highways and roads. The Caltrans 2015 Drought Action Plan is Caltrans' response to the executive order requirement for a water reduction plan. With the continuing drought and to reduce future potable water usage, it is necessary to delay or delete planting on all ongoing projects that are not using recycled water.

This change order delaying planting provides for revising the Storm Water Pollution Prevention Plan (SWPPP) if necessary, continuing SWPPP activities during the delay period, placing additional erosion control best management practices required to protect the planting areas of the project site affected by this change, and a contract time adjustment.

Concurrence

This change order is in accordance with Division of Construction CPD 15-5, dated December 7, 2015. FHWA gave blanket approval for this change on September 21, 2015.

Payment Methods:

Payment Adjustment

Use for Adjustment of Compensation for SWPPP modification and additional temporary erosion control.

For payment adjustment due to the delay of the work resulting from this change, the contractor will be paid the sum of \$ _____. The adjustment compensates the contractor for the direct costs for revising the SWPPP and continuing SWPPP activities during the delay period determined in accordance with Section 8-1.02D(8), "Time Impact Analysis," and 8-1.07, "Delays," of the *Standard Specifications*.

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Extra Work at Bid Item Price *(Use if bid items are used for erosion control).*

The contractor will be paid for additional erosion control best management practices required to protect the planting areas of the project site affected by this change.

This change order increases the following erosion control items:

Bid Item No. <bid item number> <item description>

For the following bid items, consideration of a payment adjustment for the overrun is deferred until the completion of the item work:

Bid Item No. <bid item number> <item description>

Extra Work at Agreed Lump Sum *(Use Agreed Price or Force Account for placing erosion control)*

The contractor will be paid for additional erosion control best management practices required to protect the planting areas of the project site affected by this change.

Increase in Bid Item (Time-Related Overhead) *Use the following for TRO projects when there is a time adjustment due to the planting delay.*

In accordance with section 9-1.11, "Time-Related Overhead," of the *Standard Specifications*, a payment adjustment of \$<total savings> is warranted due to the decrease of <days> working days as a result of this change.

Bid Item No. <bid item number>, "Time-Related Overhead," <days> days (<percentage>%) @ \$<daily cost> /day = \$<total savings> (+<percentage>%).

Use the following two paragraphs for TRO projects when time adjustment is deferred to provide an estimate for TRO costs.

Estimated time-related overhead payment adjustment is based on dividing the lump sum of Bid Item No. <bid item number> "Time-Related Overhead" (LS) by the number of days bid (<working days bid> working days) equals a daily overhead cost of \$.

The estimated payment adjustment is \$ for time-related overhead and is based on a time adjustment of <estimated delay days>. The time adjustment estimate is based on the current project schedule and the planting delay becoming the controlling operation on <insert date> until planting can begin on November 16, 2016.

Time Adjustment

Use for time adjustment based on a time impact analysis.

Edit November 16, 2016 if planting will be delayed to a later date.

This change order will affect the controlling activity. A time adjustment of <days> working days was determined by a time impact analysis in accordance with Sections 8-1.02D(8), "Time Impact Analysis," of the *Standard Specifications*. The contractor shall be granted <days> working days from <starting date> to November 16, 2016.

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Use the following paragraphs for a deferred time change order.

This change order will affect the controlling activity. A determination of time adjustment is deferred until completion of the planting work.

Delete "and time-related overhead" if project does not have TRO.

Edit November 16, 2016 if planting will be delayed to a later date.

A time impact analysis based on a critical path method schedule will be used to verify that the contractor should be granted working days and time-related overhead based on the date when planting becomes the controlling operation until the delayed start of planting on November 16, 2016.

Based on the current project schedule an estimated time adjustment of *<days>* working days will be necessary because of the delay of planting work.

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	
ENVIRONMENTAL	DATE	ADJUSTMENT	
OTHER (SPECIFY)	DATE	TOTAL	\$0.00
			\$0.00
		FEDERAL PARTICIPATION	
		<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
		FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)	
		<input type="checkbox"/> CHANGE ORDER FUNDED PER CONTRACT	<input type="checkbox"/> CHANGE ORDER FUNDED AS FOLLOWS
		FEDERAL FUNDING SOURCE	PERCENT
HQ OR DISTRICT PRIOR APPROVAL BY	DATE		
RESIDENT ENGINEER SIGNATURE	DATE		