

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 type="checkbox"/> INCREASE <input checked="" 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):

In accordance with Section 9-1.06D, "Eliminated Items," of the *Standard Specifications*, delete planting work and replace with erosion control where required to conserve water during the drought and comply with Caltrans' 2015 Drought Action Plan.

Include the following paragraph and insert name of permitting agency if planting is a permit requirement.

Documentation is on file from _____ that the required planting may be deleted from this contract and installed by a future contract when the drought is declared over.

Reason for Change

The Governor issued a third executive order on April 1, 2015 proclaiming that a continued state of emergency exists throughout California. 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 deleting planting provides for eliminating planting items, eliminating plant establishment 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.

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Payment Methods:

Decrease in Bid Item (Eliminated Items) *(List all highway planting bid items eliminated.)*

The following planting bid items are eliminated:

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

The plant establishment Bid Item No. <bid item number> "Plant Establishment" is eliminated

Payment adjustment will be made in accordance with Section 9-1.06D, "Eliminated Items," of the *Standard Specifications*.

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 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 for Agreed Price for placing erosion control.)*

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

Agreed lump sum price of \$ <total cost>. The agreed lump sum price is based on a force account analysis filed in the project records and represents the costs for placing mulch or compost as erosion control.

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

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>%).

Payment Adjustment at Agreed Lump Sum = \$ -<decrease in LS bid price>

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Time Adjustment

This change order will affect the controlling operation. 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*. Planting was the controlling activity between <starting date> and <ending date>, inclusive. Plant establishment period specified in the notice to bidders of <days> is eliminated. A total time adjustment of <days> days is due to this change.

CONCURRED BY:		ESTIMATE OF COST	
CONSTRUCTION ENGINEER/BRIDGE ENGINEER	DATE	ITEMS	
PROJECT ENGINEER	DATE	FORCE ACCOUNT	
PROJECT MANAGER	DATE	AGREED PRICE	
FHWA REP.	DATE	ADJUSTMENT	
ENVIRONMENTAL	DATE	TOTAL	\$0.00
OTHER (SPECIFY)	DATE		\$0.00
	DATE	FEDERAL PARTICIPATION	
HQ OR DISTRICT PRIOR APPROVAL BY	DATE	<input type="checkbox"/> PARTICIPATING <input type="checkbox"/> PARTICIPATING IN PART <input type="checkbox"/> NONE	
RESIDENT ENGINEER SIGNATURE	DATE	<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