

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

**CHANGE ORDER**

CEM-4900 (REV 05/2015)

Sheet 1 of 3

Change Requested by: ☒ Engineer ☐ Contractor

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
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TO \_\_\_\_\_

, 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.

To meet the Governor's third executive order signed on April 1, 2015 proclaiming a continued state of emergency due to the drought, and in accordance with Sections 4-1.05, "Changes and Extra Work," and 9-1.06D, "Eliminated Items," of the *Standard Specifications*, delete planting work and replace with erosion control where required.

Permanent irrigation systems are to be completed, but all planting bid items associated with the permanent irrigation system covered under Section 20, "Landscape," of the *Standard Specifications*, are eliminated. The plant establishment work for <insert plant establishment working days> working days specified in the notice to bidders is eliminated. The eliminated items are listed below.

*Revise the following paragraph as necessary to meet the requirements developed by the district landscape architect and district construction stormwater coordinator.*

As shown on the attached revised highway planting plan sheets, after completion of the permanent irrigation system, place erosion control in areas where highway planting has been eliminated.

Meet with the engineer to determine modifications necessary to address additional temporary erosion control best management practices required, if any, that are due to the deleted planting work items and are not covered by permanent erosion control measures added by this change order or temporary controls already required. Modify the storm water pollution prevention plan (SWPPP) to address the identified changes.

Upon completion of the permanent irrigation system, install and maintain the additional temporary erosion control practices identified in the SWPPP modification defined by this change order.

**Payment Methods:**

**Decrease in Contract Item at Contract Price (Eliminated items):**

The following Section 20, "Landscape," planting and plant establishment contract bid items are eliminated

*List all eliminated Section 20, "Landscape," bid items.*

Item No <bid item number>, <Item Description>(-100%)(<contract bid price>)(-100%)

Item No <bid item number>, Plant Establishment (LS)(-100%)(<contract bid price>)(-100%)

Total Decrease in Contract Item work: \_\_\_\_\_

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**Payment Adjustment (Eliminated Items of Work):**

In accordance with Section 9-1.06D, "Eliminated Items," of the *Standard Specifications*, the contractor shall receive and accept the following payment adjustment for costs incurred before the Engineer's item elimination notification date:

*List all eliminated items that require a cost adjustment, and the applicable cost adjustment.*

Item No <XX>, <Item Description>, \$<cost incurred for the item>

For the remaining items eliminated by the change, the costs incurred before the Engineer's item elimination notification date is zero.

Total Adjustment of Compensation for eliminated items: \$ \_\_\_\_\_

**Extra Work at Agreed Lump Sum Price:**

For modifying the SWPPP as necessary to address the eliminated planting, the contractor shall receive and accept the agreed lump sum price of \$ \_\_\_\_\_. This sum constitutes full and complete compensation including all markups for the authorized SWPPP modification.

Total Extra Work at Agreed Lump Sum Price: \$ \_\_\_\_\_

**Extra Work at Force Account:**

For meeting with the engineer to identify changes to the SWPPP, implementing and maintaining the additional temporary erosion control best management practices defined by the SWPPP modification required by this change order, the contractor will be compensated on a force account basis.

*Use the following when there are no bid items that can be used to place either temporary or permanent erosion control at areas where highway planting has been eliminated.*

Place additional erosion control best management practices at eliminated planting locations shown on the attached revised highway planting plan sheets. The additional erosion control best management practices will consist of the following:

1. <insert erosion control best management practice>

Estimated Cost of Extra Work at Force Account: \$ \_\_\_\_\_

*Use the following when there are bid items that can be used to place either temporary or permanent erosion control at areas where highway planting has been eliminated.*

**Increases in Bid Items at Bid Item Prices**

Place erosion control at the locations shown on the attached revised highway planting plan sheets.

Item No. <bid item number>, <item description>: <quantity and measurement unit> (<percent increase>%) @ \$ <unit price> = \$ <extended price> (<total percent increase to date>%)

Increases in Bid Items at Bid Item Prices = \$ \_\_\_\_\_

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*Include the following for projects with a time-related overhead bid item and this change order affects the completion date of the contract.*

**Time-Related Overhead Adjustment**

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>

**Time Adjustment**

This change order will affect the controlling activity for planting. A time adjustment of <days> working days is confirmed by a time impact analysis in accordance with Section 8-1.02D(8), "Time Impact Analysis," of the *Standard Specifications*, from <start date> to <end date>.

This change eliminates the required plant establishment period which was considered controlling activity for <number of days due to plant establishment> days.

A total time adjustment of <insert number of days> days is taken due to this change.

Estimated Cost: ☐ Increase ☒ Decrease \$

For this order, the time of completion will be adjusted as follows:

SUBMITTED BY		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
APPROVAL RECOMMENDED BY		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
ENGINEER APPROVAL BY		
SIGNATURE	(PRINT NAME AND TITLE)	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	(PRINT NAME AND TITLE)	DATE