

CHANGE ORDER MEMORANDUM

CEM-4903 (REV 06/2016)

Page 1 of 2

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	
SUPPLEMENTAL FUNDS PROVIDED \$ _____			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ORIGINAL CONTRACT TIME: _____ DAY(S)	TIME ADJUSTMENT THIS CHANGE: _____ DAY(S)	PREVIOUSLY APPROVED TIME ADJUSTMENTS: _____ DAY(S)	PERCENTAGE TIME ADJUSTED (Including this change) _____ %	TOTAL # OF UNRECONCILED DEFERRED TIME (Including this change) _____

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

Revising the concrete specifications to reduce concrete bridge deck cracks caused by volumetric changes of concrete.

REASON FOR CHANGE:

New construction specifications have been implemented to prevent bridge deck cracking as described in the memorandum from the State Bridge Engineer dated August 11, 2016 with the subject, "Construction Specifications for Bridge Deck Crack Prevention." The State Bridge Engineer recommends that these changes be incorporated by change order for ongoing construction projects if it is administratively appropriate.

CONCURRENCE:

This change order is in accordance with the direction provided by the Division of Construction in the Construction Procedure Directive dated October 11, 2016. The Federal Highway Administration gave blanket prior approval for this change on August 26, 2016.

METHOD OF PAYMENT:

Option 1: Extra Work at Agreed Lump Sum Payment (delete if option 2 is used)

Backup information and a force account analysis supporting the lump sum for the extra work are on file in the project records.

Option 2: Extra Work at Force Account Payment (delete if option 1 is used)

This work will be paid for as extra work at force account in accordance with the *Standard Specifications*.

Estimate of Extra Work at Force Account \$ _____.

TIME ADJUSTMENT:

Option 1: No Time Adjustment (delete if option 2 or option 3 is used)

This change order will not affect the controlling activity. No time adjustment is warranted.

Option 2: Time Adjustment (delete if option 1 or option 3 is used. Insert the number of working days.)

This change order will affect the controlling activity. A time adjustment of ____ working days is warranted by this change order.

Option 3: Time Adjustment Deferred (delete if option 1 or option 2 is used)

A determination of a time adjustment will be deferred until completion of concrete placement as specified in this change order.

		DATE
CHANGE ORDER NUMBER	SUPPLEMENT NO	CONTRACT NUMBER

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