

# CHANGE ORDER CHECKLIST

- Required
- As Applicable

CONTRACT #:

DATE:

## CONTRACT CHANGE ORDER BACKUP

### Necessity - The Why

- Review the Contract - What is and isn't in the contract
- The Why - Background Leading to the CCO
- Recommendations and Considerations

### Justifications (Costs)

- Validate Pricing with an ICE Created Prior to Receiving the Contractor's Proposal
- Prepare Pre-Negotiation Objective
- Explain Consequences of Any Findings, Discoveries or Disclosures That Occurred During Negotiations That Led to Agreements
- Summarize the Cost Comparisons
- Prove Completeness and Reasonableness of the Settlement

### Justification (Time Extension)

- Time Impact Analysis from the Contractor Compared to Most Recent Monthly As-Build Schedule
- Impact to Critical Path Narrative  
Reason for Modification of Contract Time:
  - Delay For Permits
  - Reduction in Time
  - Delays in Delivery of Materials or Equipment
  - Delays for Suspension of Work
  - Delays Caused by State
  - Change in Work/Addition of Work

### Document Preparation and Format

- Proper CCO Language
- Proper CCO Numbering
- Estimate of Quantities and Costs
- Plans and/or Sketches
- Specifications Revisions
- Supplemental Change Orders
- Utility Company Authorization

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## THE CONTRACT CHANGE ORDER

### Description of Work to Be Done

- Reference to Attached Sketches and Affected Plan Sheets
- Location of the Changed Work
- Narrative of the Changed Work
- Payment Terms
- Statement with Modifications as Required (**Refer to Below**)
- Remarks with Modifications as Required (**Refer to Below**)

### Verification of Funds

- Amount of Contract
- Extras
- Total Amount Available
- Amount for CCO to Date
- Contract Change Order No.
- Total CCO to Date
- Obligation to Date

#### **Remarks With Modifications as Required:**

The contract price is increased \$\_\_\_\_\_ from \$\_\_\_\_\_. The Contractor agrees that this change order represents complete equitable compensation for all labor, material, equipment markup and overhead, direct and indirect, and all other costs direct and indirect including impacts due to incidental delays and increased time of performance to complete the work described herein.

#### **Statement With Modifications as Required:**

All work and materials shall be performed in accordance with the requirements of the applicable sections of the Special Provisions and Standard Specifications and as directed by the Engineer.

RE SIGN OFF:

PE SIGN OFF: