



Cost Analysis Validation Form

Note: This form shall be utilized for evaluating unique change order item(s) with insufficient Item Bid History and for individual items that are greater than \$20,000 but less than or equal to \$250,000. Form must be attached with signed change order.

Contract No.	
Change Order No.	
Change Order Cost Amount	
Contractor/Sub(s) Associated	
Description of Work	

List of New Unique Pay Item(s):			
New Pay Item	Unit Price	Quantity	Cost

Check each box when completed:

☐ All new pay items have been broken down by: Existing Contract Bid Items, Item Bid History Items, and Unique Items.

Note: Existing Contract Bid items, Item Bid History items shall be handled outside of this form.

☐ The Contractor has provided cost summary of Unique item(s) broken down by Labor, Material, and Equipment.

Cost Breakdown Summary Review

Note: The following questions are used to review and compare against the Contractor's cost summary. If a question is answered "No", stop and request additional justification and continue once received.

Once all questions are answered "Yes", the change order requested amount is considered agreed upon by the Department and Contractor and the change order process can proceed.

Labor Review

	Is the classification of worker marked accordingly to the requested work?
	Is the quantity of workers estimated for requested work found to be reasonable?
	Is the number of regular and overtime hours reasonably estimated?
	Is the pay rate for each worker correspond with contract pay rate requirements and SS 109.05(b)1?
	Is the labor markup and all fringe benefits in accordance with SS 109.05(b)1?
	Is the bond and insurance markup in accordance with SS 109.05(b)2?
	Is there available backup documentation of contractor's current wage rates?
	Are all identified calculation errors resolved?

Material Review

	Is the quantity of material estimated for requested work found to be reasonable and corresponds with initial field measurements or plan revisions?
	Is the cost of material found to be reasonable as compared with past similar material invoice(s)?
	Is the material markup in accordance with SS 109.05(b)3?
	Is there supporting documentation of requested material cost?
	Was the appropriate unit of measure utilized for each item?
	Are all identified calculation errors resolved?

Equipment Review

	Is the type of equipment reasonable for the nature of the requested work?
	Is the quantity of equipment estimated for requested work found to be reasonable?
	Is the equipment markup in accordance with SS 109.05(b)4?
	Is there supporting EquipmentWatch documentation per identified equipment?
	Do the equipment rate(s) correspond with the published FHWA hourly rates?
	Are all identified calculation errors resolved?

Subcontracting Review

	Is the subcontract markup in accordance with SS 109.05(b)6?
	Is there supporting documentation of requested subcontract cost?
	Are all identified calculation errors resolved?

X
PE/S

X
AE