Work Order request Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CONTRACT NO.  | Click here to enter text. |  | DATE OF SUBMISSION | [Select Date] |

|  |  |
| --- | --- |
| PROJECT DESCRIPTION *(route / intersection / bridge no(s).)* | Click here to enter text. |
| WORK ORDER REQUEST SUMMARY DESCRIPTION  | Click here to enter text. |
| PROPOSED SOLUTION SUMMARY | Click here to enter text. |
| *NOTE: Upon request from Engineer, enter detailed description on page 2.* |
| ONSET DATE OF CHANGE | **[Select Date]** | CHANGE ORDER TYPE | **Choose an item.** |

# pROPOSED COST AND TIME

|  |  |  |  |
| --- | --- | --- | --- |
| COST |  | $ | Click here to enter text. |

The cost shall include lump sum and/or estimated totaled unit-priced item costs. Attach a separate sheet of unit price items including item description, unit of measurement, estimated quantity and unit price.

**PROPOSED COST CHANGE INCLUDES:** [ ]  Labor [ ]  Material [ ]  Equipment [ ]  Lease Agreement [ ]  Subcontractor

|  |  |  |  |
| --- | --- | --- | --- |
| TIME PROPOSED |  | (work days) | Click here to enter text. |

# supplemental information

# Additional information.

|  |  |
| --- | --- |
| DOCUMENTS AFFECTED: |  |
|  [ ]  Contract Specifications (ref. doc name/no.) | Click here to enter text. |
|  [ ]  Contract Plans (ref. doc name/no.) | Click here to enter text. |
| WORK order Affects dbe participation:  | [ ]  yes [ ]  no (if yes, attach details) |

|  |  |
| --- | --- |
| CONTRACT NO.  | Click here to enter text. |

# UPON WRITTEN REQUEST FROM THE ENGINEER, PROVIDE ADDITIONAL DETAIL

|  |  |  |  |
| --- | --- | --- | --- |
| DATE RECEIVED REQUEST FOR ADDITIONAL DETAIL | [Select Date] | SUBMITTAL DATE OF ADDITIONAL DETAIL | [Select Date] |

**DETAILED DESCRIPTION:**

*(Include location(s), actions of contractor, owner, and other stakeholders, key events, discoveries, discussions, meetings. Also include references to key documents attached or available to support this work change order request.)*

|  |
| --- |
| Click here to enter text. |

**PROPOSED SOLUTION – ADDITIONAL DETAILS:**

*(Include proposed scope of work, means & methods, materials, equipment, subcontracted scope and the work order schedule. Also include references to attached documents including, but not limited to, sketches, calculations, photos, material information, and submittals and meeting minutes.)*

|  |
| --- |
| Click here to enter text. |

# Signature

**Contractor:**

Name: (print)

(signature) Date:

**Project Engineer/Supervisor:** *(signature is to acknowledge receipt of the document and does not signify agreement of the change order)*

Name: (print)

(signature) Date:

*NOTE: The Contractor and PE/S should retain a signed copy of this document for record.*

|  |  |
| --- | --- |
| CONTRACT NO.  | Click here to enter text. |

**ATTACHMENT: UNIT PRICE ITEMS DETAIL**

Attach or paste a unit price item detail.