Change 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. |
| CHANGE 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 ADJUSTMENT

|  |  |  |  |
| --- | --- | --- | --- |
| COST | COST INCREASE / (DECREASE):  | $ | Click here to enter text. |

The cost adjustment 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.

**CHECK APPROPRIATE BOXES PER APPROPRIATE BASIS OF COST CHANGE:**

[ ]  109.03 Altered Quantities [ ]  109.05(a) Agreed Price [ ]  109.05(b) Force Account [ ]  109.05.02 Delay Costs

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

|  |  |  |  |
| --- | --- | --- | --- |
| TIME ADJUSTMENT | INCREASE / (DECREASE):  | (work days) | Click here to enter text. |

**CHECK APPROPRIATE BOXES PER APPROPRIATE BASIS OF TIME CHANGE:**

[ ]  108.08(a) Excusable, Non-Compensable [ ]  108.08(b) Excusable, Compensable

*NOTE: If* ***Compensable****, attach details based on 109.05.2(a) Allowable Delay Costs.*

# supplemental information

# Additional information.

|  |  |
| --- | --- |
| CHANGE ORDER ORIGINATION: | [ ]  INDOT / LPA [ ]  Contractor |
| DOCUMENTS AFFECTED: |  |
|  [ ]  Contract Specifications (ref. doc name/no.) | Click here to enter text. |
|  [ ]  Contract Plans (ref. doc name/no.) | Click here to enter text. |
| Change 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 / JUSTIFICATION:**

*(Include location(s), actions of contractor, owner, and other stakeholders, key events and related cause(s), discoveries, discussions, meetings, and effect on the contract if no action is taken. Also include references to key documents attached or available to support this change order request.)*

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

**PROPOSED SOLUTION – ADDITIONAL DETAILS:**

*(Include proposed scope of work, means & methods, materials, equipment, utility relocation required, subcontracted scope and the effect on the contract 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:

*NOTE: The Contractor 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.