

CONSTRUCTION CHANGE ORDERS

DOCUMENT CHECKLIST

Contract Registration No. _____ Change Order No. _____

Check all that apply: [] <=\$50,000 [] >\$50,000 [] No Cost Change Order [] Credit Change Order
[] Client/Sponsor Request [] Non-material Scope Change [] CM Build/Design Build [] Requirements Contract

The following documents constitute a complete change order package:

<u>ORIG.</u>	<u>COPIES</u>	<u>DOCUMENT</u>	<u>ENCLOSED/AT SITE</u>
1	1	Document Checklist (this form) ☼	[]
0	2	Change Order Log Entry for this Change Order ☼	[]
1	1	Contract Change Form (Parts A, B, C and D) ☼	[]
0	2	Contractor's/CM's Cost Proposal ☼	[•]
1	1	DDC Estimate ☼ (or DDC review copy of Contractor's Cost Proposal)	[]
0	2	Specs and/or drawings relative to CO condition ☼ (if applicable)	[]
0	2	Pertinent Correspondence (if applicable)	[]
1	0	Change Order Log(s) (at site for EAO Audit)	[]
0	2	Proposed Task Order/Supplemental Task Order (for change orders on requirements contracts only if applicable)	[]
0	2	125% Overrun Justification Report (for change orders on unit-priced contracts and requirements contracts, if applicable)	[]
0	2	Bid Analysis (Top 3 bidders unit prices) (back-up to 125% Overrun Report, if applicable)	[]
1	1	Cost Proposal For Unit Price (if applicable) ☼	[] or [•]
0	2	Last Approved Time Extension (if applicable)	[]
0	2	Letter documenting Emergency Situation (if applicable)	[]
0	2	Client/Sponsor Agency Letter (if client requested change)	[]
1	1	Certification Memo (if applicable)	[]
		Note: This form can be used <u>only</u> when a contract's time has expired and a Time Extension <u>cannot</u> be approved.	
0	2	Comptroller's or Agency Head's Dispute Determination (if applicable)	[]
IF CM BUILD/CM DESIGN BUILD**:			
0	2	Staffing numbers and schedules tied into project phase ☼ (if applicable)	[•]
0	2	Staffing rates ☼ (if applicable)	[•]
0	2	Bids, estimates for material & labor, specs and/or drawings, approved Subcontractor CO/OR Authorizations ☼ (when CM change orders on construction allowances are due to or include previously approved subcontract change orders or overruns)	[•]
0	2	Letter of Approval for Allowance Transfer (if applicable)	[•]
1	0	CM Change Order Log (at site for EAO Audit)	[•]
0	2	Subcontract CO/OR Authorization (Parts A & B) ☼ (for Subcontract CO/OR)	[•]
1	1	Notarized cost pricing certificate (for Subcontract CO/OR)	[•]
0	2	Subcontractor's cost proposal (for Subcontract CO/OR) ☼	[•]
0	2	Bids, if applicable (for Subcontract CO/OR) ☼	[•]

NOTES: 1. An original is a document with an original signature. All originals must be signed with blue ink.

2. []: Submitted by RE/CPM; [•]: Submitted by Contractor; ☼: Required at negotiations.

3. ** Additional requirements.

Note: RE/CPM to check off [0] all documents enclosed/at site.