

# CHANGE ORDER REQUEST FORM

CONTRACT NO.

DATE OF SUBMISSION

PROJECT DESCRIPTION <i>(route / intersection / bridge no(s).)</i>	
CHANGE ORDER REQUEST SUMMARY DESCRIPTION	
PROPOSED SOLUTION SUMMARY	

NOTE: Upon request from Engineer, enter detailed description on page 2.

ONSET DATE OF CHANGE			
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## PROPOSED COST AND TIME ADJUSTMENT

**COST**

COST INCREASE / (DECREASE):

\$

The cost adjustment shall include lump sum and 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)

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 may be entered by the contractor.

CHANGE ORDER ORIGATION:	<input type="checkbox"/> INDOT / LPA <input type="checkbox"/> Contractor
DOCUMENTS AFFECTED:	
<input type="checkbox"/> Contract Specifications (ref. doc name/no.)	
<input type="checkbox"/> Contract Plans (ref. doc name/no.)	
CHANGE ORDER AFFECTS DBE PARTICIPATION:	<input type="checkbox"/> yes <input type="checkbox"/> no   (if yes, attach details)

**UPON WRITTEN REQUEST FROM THE ENGINEER, PROVIDE ADDITIONAL DETAIL**

<b>DATE RECEIVED REQUEST FOR ADDITIONAL DETAIL</b>		<b>SUBMITTAL DATE OF ADDITIONAL DETAIL</b>	
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**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.)*

**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.)*

**SIGNATURES**

**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.*

**ATTACHMENT: UNIT PRICE ITEMS DETAIL**

Attach or paste a unit price item detail.