

REQUEST FOR CHANGE ORDER

AGENCY: _____
(Name)

PROJECT: _____
(Number) (Name)

The undersigned hereby submits, in accordance with the terms and conditions of the Contract for Construction, this Request for Change Order with supporting documentation as required. Contract Date: _____
Change Order Request No. _____

Description of Changed Work : _____

Proposed Adjustment of the Contract Time: _____
(Provide justification based upon the current Contract Schedule. Reference attachments as necessary) (Days)

Proposed Adjustment of the Contract Sum: _____
(Total Change Order Cost from Cost Proposal Summary) (Amount)

Submitted: _____
(Contractor)

By: _____

Title: _____

Date: _____

Received: _____
(Architect/Engineer)

By: _____

Title: _____

Date: _____

- Instructions to the General Contractor:**
1. Complete this form by providing all information required above, either in the spaces provided or by reference to attachments.
 2. Attach a single Cost Proposal Summary and supporting information in sufficient detail to clearly establish the basis for the Contractor's request for an adjustment in the Contract Sum or Contract Time, or both.
 3. Attach separate "Supporting Documentation" sheets and backup as required to identify the proposed adjustment for each subcontractor for each distinct work activity.
 4. Submit this form and all attachments to the A/E or as directed by the Agency.

COST PROPOSAL SUMMARY

PROJECT: _____
(Number)

CHANGE ORDER REQUEST NO.: _____

Contractor's Name: _____

DATE PREPARED: _____

| | | (1) Contractor | (2) 1st Tier Subs | (3) 2nd Tier Subs | (4) Total |
|-------------------|--|-------------------|----------------------|----------------------|--------------|
| Direct Cost | 1. Straight Time Wages or Salary | | | | |
| | 2. Fringe Benefits & Payroll Taxes on Line 1 | | | | |
| | 3. Overtime Wages or Salary | | | | |
| | 4. Fringe Benefits & Payroll Taxes on Line 3 | | | | |
| | 5. Materials and Consumable Items | | | | |
| | 6. Sales Taxes | | | | |
| | 7. Rental Charges | | | | |
| | 8. Royalties | | | | |
| | 9. Permits | | | | |
| | 10. Subtotal Direct Costs (Sum Lines 1-9) | | | | |
| Bonding | 11. Bonds and Insurance (applied to line 10) | | | | |
| Contractor Markup | 12. 2nd Tier Subs Overhead (10% of line 10, col. 3) | | | | |
| | 13. 2nd Tier Subs Profit (7% of line 10, col. 3) | | | | |
| | 14. 1st Tier Subs Overhead (10% line 10, col. 2 + col. 3) | | | | |
| | 15. 1st Tier Subs Profit (7% of line 10, col. 2) | | | | |
| | 16. 1st Tier Subs Commission (3% of line 10, col. 3) | | | | |
| | 17. Contractor's Overhead (10% line 10, col. 1 + col. 2) | | | | |
| | 18. Contractor's Profit (7% of line 10, col. 1) | | | | |
| | 19. Contractor's Commission (3% of line 10, col. 2) | | | | |
| | 20. Total Contractors' Markup (sum lines 12-19) | | | | |
| TOTAL | 21. Change Order Cost (sum of lines 10, 11 and 20, col. 4) | | | | |

Instructions to the General Contractor:

1. Complete this form by providing the project information required above and the proposed Change Order Cost, as supported by the attached form titled, "Supporting Documentation for the Cost Proposal Summary."
2. A separate form titled "Supporting Documentation for the Cost Proposal Summary" shall be completed by the Contractor and each first or second tier Subcontractor involved in each distinct work activity. Each such form shall be complete and signed by Contractor or Subcontractor actually performing the work identified on the form. Attach supporting data to each form to substantiate the individually listed costs. The costs provided on these forms shall be used to substantiate the Change Order Cost shown on the Cost Proposal Summary.
3. The Contractors' Markup shall be computed on the cost of Extra Work of Contractor and each Subcontractor involved in the Extra Work; and shall constitute full compensation for all costs and expenses related to the subject change and not listed in the supporting Documentation for the Cost Proposal Summary, including overhead and profit.
4. Refer to Paragraph 7.5 of the General Conditions for the method of computing the Contractor Markup.
5. Round all amounts to the nearest dollar.

One of the best ways to avoid construction disputes is negotiate and follow a well-written construction contract. Most construction disputes can be traced back to the parties' failure to write, understand, and follow a well-written contract.

Well-written construction contracts often include the following provisions:

- ✓ 1. Full name and CCB license number of the general contractor as it appears on the CCB web site. [Click here](#) to search for your contractor.
- ✓ 2. Full name of the owner, the job address and contact information such as phone numbers.
- ✓ 3. A detailed description of the scope of construction work
- ✓ 4. List of specific building materials to be used in the project.
- ✓ 5. Start and completion dates.
6. Total price of the project, including labor and materials, and a payment schedule.
7. List of allowance items (lighting, fixtures, plumbing fixtures, appliances, etc.) and the budgeted amount, if any.
8. List of required permits, including who will be responsible for obtaining them.
9. Agreement that any changes to the contract will only be done upon written "change orders" signed by both the contractor and the homeowner.
10. Signature of both parties to the contract.

We recommend that you keep a signed copy of your contract, and all related materials in a safe place.

All consumer protection notices should be read, understood, and maintained with your contract documents. One of the best ways to avoid construction disputes is negotiate and follow a well-written construction contract. Most construction disputes can be traced back to the parties' failure to write, understand, and follow a well-written contract.

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