

Change Orders (Contract Modifications)

A Change Order is a written order to a contractor for a change to the intent of the original contract, i.e. an increase or decrease in contract quantities, or changes to the plans or specifications.

Change Orders (Contract Modifications)

- LPA Projects
 - IM 6.000 Att. D Section 2.36
Preparation of a Change Order
p. 66 to 80 of 106
- Department Projects
 - CM Ch 2 Contract Modifications
p. 2-59 to 70

Change Orders are used to:

- Change authorized quantities of items (increases or decreases)
- Add a new item or material
- Serve as a Source Document for the Office of Finance to enter changes and additions to Progress Vouchers
- Document changes to the contract documents – once signed by all parties are legally binding

Items Requiring a Change Order

- Any change to the original scope or intent of the project.
- Price adjustment to reduce payment for an item below minimum standards.

Items Requiring a Change Order

- Deletion of item with original contract amount more than \$50,000.
- Overruns and underruns more than \$50,000 based on category amount.

Items Requiring a Change Order

- Any overrun/underrun of items that are defined to be paid at contract quantity.
 - *Note: For changes to Plan quantity items, field measurements are required to document the change in quantity!*

Items Requiring a Change Order

- Incentive/Disincentive Provisions
- Value Engineering proposals
- Plan Revisions with new and/or changes to contract items.

Items Requiring a Change Order

- Adding items to the Contract
- Changes to the Specifications
- Extensions of Contract Time
- Settlement of Liquidated Damages.

Items **NOT** Requiring a Change Order

- Less than \$50,000 Value
 1. Deletion of an item < \$50,000.00
 2. Overruns / Underruns < \$50,000.00

Substantial vs. Non-substantial

- Substantial – the project engineer must obtain **pre-approval** from the Administering Bureau
- Non-substantial – prepared by the project engineer & approved by the DLSE

Justification Checklist for Change Orders

Some acceptable methods to justify change orders are:

- Original copies of material quotes
- Comparable prices to the “Summary of Awarded Prices”
- Independent cost check of area suppliers

Justification Checklist for Change Orders (continued)

- Equipment Watch (for equipment)
- Invoices Prices for Materials
- Contractor's certified payroll (for labor)
- Davis-Bacon wage determinations (for labor)

Justification Checklist for Change Orders (continued)

- Summary of actual costs
- Similar contracted items on previous projects
- Previous Change Order costs for like items

Examples of Statements on C.O. for Prices

- Agreed price is comparable to item xxxx (a similar item)
- Cost is justifiable based on Rental Rate Blue Book values
- Analysis is included in the project file
- Agreed price is based on invoiced prices and estimated labor cost is comparable to item xxxx (a similar item)

Examples of Statements on C.O. for Prices

- Individual costs have been agreed to based on certified payroll expenses, invoiced rental rate charges, and actual material invoiced
- Summary of analysis is attached (Use for very brief analysis)
- Summary of costs and analysis is included in the project file

Contract Time Adjustment

- Every Change Order must address time considerations.
 - Impact on time may be addressed in one of three ways:
 1. No change in contract time
 2. Contract period will be adjusted by “X” working (or calendar) days
 3. Impact on contract time will be reviewed at a later day
- OR
- Impact on the contract time cannot be determined at this time.

Participating vs. Nonparticipating

- Participating or nonparticipating are applicable to both substantial and nonsubstantial
- The Administering Bureau will review the Federal and State potential participation.

CHANGE ORDER
For Local Public Agency Projects

No.: _____

Non-Substantial:

Substantial:

Administering Office
Concurrence Date

Accounting ID No. (5-digit number): _____

Project Number: _____

Contract Work Type: _____

Local Public Agency: _____

Contractor: _____

Date Prepared: _____

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

B - Reason for change:

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):

E - Contract time adjustment: No Working Days added Working Days added: _____ Unknown at this time

Justification for selection:



Accounting ID No.(5-digit number): _____

Change Order No.: _____

F - Items included in contract:

Participating		Line Number	Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid			Unit Price .xx	Quantity .xxx	
				Add Row	Delete Row	TOTAL

G - Items not included in contract:

Participating					For deductions enter as "-x.xx"		
Federal-aid	State-aid	Change Number	Item Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
					Add Row	Delete Row	TOTAL

H. Signatures

Accounting ID No.(5-digit number): _____

Agreed:

Contractor Date

Change Order No.: _____

Recommended:

Project Engineer Date

Approved:

Person in Responsible Charge Date

Other (optional) Title Date

Contracting Authority (optional) Date

Other (optional) Title Date

Iowa DOT Administering Office Date

Approval is contingent upon funds being available under the existing project agreement or upon additional Federal-aid funds being made available by a modified project agreement.

FHWA Concurrence:

Federal Highway Division Administration Date
(if required)

DISTRIBUTION (after fully executed on LPA projects): Original - Finance; Copies - Contractor, Project Engineer, Contracting Authority, Administering Office.

Date distributed: _____

Initials: _____

Or

H. Signatures

Signatures will be applied through DocExpress.



Iowa Department of Transportation

Contract Modification

6/26/2018 9:18 AM

FieldManager 5.3a

Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
1		6/26/2018	\$945.23	\$1,388,040.68
Route IOWA 32 (C34755)				Entered By Charles Seeland
Contract Location NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG				

Short Description

Increase/Decrease Items

Description of Changes

Increase Item 0050, Structural Concrete (Bridge)
Decrease Item 0060, High Performance Structural Concrete
Increase Item 0080, Reinforcing Steel, Epoxy Coated

Contract Modification shall have no impact on working days for this project.

Increases / Decreases

Project: 31-0321-041, 171219 031 TMC

WAIT

Category: 0001, P:DESIGN NO. 1917; 260'-0 X 36'-0 CONTINUOUS WELDED GIRDER B, DGE

Item Description	Item Code	Prop.Ln.	Item Type	Unit	Quantity Chg.	Unit Price	Dollar Value
STRUCT CONC (BRIDGE)	2403-0100010	0050	ORIGINAL	CY	48.700	472.50000	\$23,010.75

Reason: Contractor used the wrong mix for the West abutment footing. Used C-4 mix instead of HPC. It will be paid accordingly. 46.1 cubic yards is the plan quantity for the west abutment footing. 2.6 cubic yards is the quantity that was changed due to having to bump the face of the abutment out to maintain the clearance for the reinforcing steel.

Justification of costs: Contract Unit Price.

HIGH PERFORMANCE STRUC CONC	2403-7000210	0060	ORIGINAL	CY	-43.600	520.00000	\$-22,672.00
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Reason: Contractor used the wrong mix for the West abutment footing. Used C-4 mix instead of HPC. It will be paid accordingly. 46.1 cubic yards will be decreased. Item will be increased by 2.5 cubic yards for the face being bumped out to accomodate the reinforcing steel clearance.

Justification of costs: Contract Unit Price.

REINFORC STEEL, EPOXY COATED	2404-7775005	0080	ORIGINAL	LB	722.000	0.84000	\$606.48
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Reason: When forming the abutment backwall, it was determined that the 5g1 rebar on each abutment was only long enough for half of the roadway and that the 5g2 bars included quantity for only one wing on each abutment. The contractor was given a revised bar listing and the quantity adjustment for each item is provided as shown above.

Justification of costs: Contract Unit Price.

Subtotal for Category 0001: \$945.23

Subtotal for Project 31-0321-041: \$945.23



Contract Modification

When authorized, the contractor agrees to perform the work outlined above in accordance with provisions of the contract documents.

Doc Express Document Signing History

Contract: 31-0321-041 Document: CM 01

Date	Signed By
08/24/2018	Dan Schroeder Jim Schroeder Construction Electronic Signature (Reviewed by Contractor)
08/24/2018	Hugh Holak Iowa DOT Electronic Signature (Reviewed by Resident Engineer)
08/24/2018	Doug McDonald Iowa DOT Electronic Signature (Reviewed by District Construction Engineer)



Iowa Department of Transportation

Contract Modification

8/23/2018 11:01 AM

FieldManager 5.3a

Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
2		8/23/2018	\$37,980.01	\$1,388,040.68
Route IOWA 32 (C34755)				Entered By Charles Seeland
Contract Location NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG				

Short Description

Add Items/Increase Items for reinforcing steel

Description of Changes

Add Item 0425, Extra Transverse Steel, Invoice # 10217

Add Item 0430, Extra Longitudinal Steel, Invoice # 10206

Add Item 0435, Extra Stainless Reinforcing Steel, Invoice # 10242

Increase Item 0080, Reinforcing Steel, Epoxy Coated

Increase Item 0090, Reinforcing Steel, Stainless Steel

Contract Modification will have no impact on working days for this contract.

Increases / Decreases

Project: 31-0321-041, 171219 031 TMC

WAIT

Category: 0001, P:DESIGN NO. 1917; 260'-0 X 36'-0 CONTINUOUS WELDED GIRDER B, DGE

Item Description	Item Code	Prop.Ln.	Item Type	Unit	Quantity Chg.	Unit Price	Dollar Value
REINFORC STEEL, EPOXY COATED	2404-7775005	0080	ORIGINAL	LB	35,489.000	0.84000	\$29,810.76

Reason: There were 552 pieces of # 6 epoxy coated rebar, 40' 7" in length, totaling 33468 lbs., left out of the bar list in the project plans. This is shown on invoice #10206, dated 7-12-2018. There was 2021 lbs. of transverse steel on the skewed bridge ends that were left out of the bar list also. These are shown on Invoice # 10217, dated 7-18-2018. These were both Design errors.

Justification of costs: Contract Unit Price.

REINF STEEL, STAINLESS STEEL	2404-7775009	0090	ORIGINAL	LB	743.000	3.15000	\$2,340.45
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Reason: Plans called for epoxy coated reinforcing in the top of the wings for the Barrier Rail. This was a design error. Stainless bars are to be used in the rail.

Justification of costs: Contract Unit Price.

Subtotal for Category 0001: \$32,151.21

Subtotal for Project 31-0321-041: \$32,151.21



Contract Modification

Iowa Department of Transportation

8/23/2018 11:01 AM

FieldManager 5.3a

New Items

Project: 31-0321-041, 171219 031 TMC

Category: 0001, P:DESIGN NO. 1917; 260'-0 X 36'-0 CONTINUOUS WELDED GIRDER B, DGE

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
('LUMP SUM' ITEM) Extra Transverse Steel, Invoice # 10217	2599-9999010	0425	SUPPLEMENTLS		1.000	1,133.58000	\$1,133.58

Reason: There was an error in the plan that omitted 2021 lbs. of epoxy reinforcing steel. The cost of the reinforcing steel increased by \$0.3135 and there was a \$500.00 freight cost.

Justification of costs: 2021 lbs. X \$0.3135 = \$633.58. Plus freight cost of \$500.00 equals \$1133.58.

('LUMP SUM' ITEM) Extra Longitudinal Steel, Invoice #10206	2599-9999010	0430	SUPPLEMENTLS		1.000	3,662.92000	\$3,662.92
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Reason: There was an error in the plan that omitted 33,468 lbs. of epoxy reinforcing steel for the deck. The cost of the steel increased by \$0.094 and there was a \$500.00 freight charge.

Justification of costs: 33648 lbs. X \$0.094 = \$3162.92. Plus \$500.00 freight charge equals \$3662.92

('LUMP SUM' ITEM) Extra Stainless reforc. Invoice #10242	2599-9999010	0435	SUPPLEMENTLS		1.000	1,032.30000	\$1,032.30
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Reason: There was an error in the plan that omitted 743 lbs. of Stainless Reinforcing Steel. The cost of the Reinforcing steel increased by \$1.10 plus a freight charge of \$215.00.

Justification of costs: 743 lbs. X \$1.10 = \$817.30. Plus \$215.00 freight equals \$1032.30.

Subtotal for Category 0001: \$5,828.80

Subtotal for Project 31-0321-041: \$5,828.80

When authorized, the contractor agrees to perform the work outlined above in accordance with provisions of the contract documents.

Doc Express Document Signing History

Contract: 31-0321-041 Document: CM 02

Date	Signed By
08/24/2018	Dan Schroeder Jim Schroeder Construction Electronic Signature (Reviewed by Contractor)
08/24/2018	Hugh Holak Iowa DOT Electronic Signature (Reviewed by Resident Engineer)
08/24/2018	Doug McDonald Iowa DOT Electronic Signature (Reviewed by District Construction Engineer)



Iowa Department of Transportation

Contract Modification

11/14/2018 8:49 AM

FieldManager 5.3a

Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
3		11/14/2018	\$3,300.00	\$1,388,040.68
Route IOWA 32 (C34755)				Entered By Charles Seeland
Contract Location NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG				

Short Description

Add Item for Special Ditch Control, Wood Excelsior Mat

Description of Changes

Add Item 0440, Special Ditch Control, Wood EXcelsior Mat

Contract Modification will have no impact on working days for this contract.

New Items

Project: 31-0321-041, 171219 031 TMC

Category: 0002, P:ROADWAY ITEMS

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
SPECIAL DITCH CONTROL,WOOD EXCELSIOR MAT	2601-2640350	0440	SUPPLEMENT SQ		100.000	33.00000	\$3,300.00

Reason: It was decided to use Wood Excelsior Mat instead of the Turf Reinforced Mat in the ditches leading to the Creek.

Justification of costs: Agreed Unit Price. Price compares favorably when comparing to the (037), Menard's Road project, project being administered by this RCE. Price includes all materials, labor and equipment costs associated with the completion of this work. Also includes the Prime Contractor's markup.

Subtotal for Category 0002: \$3,300.00

Subtotal for Project 31-0321-041: \$3,300.00

When authorized, the contractor agrees to perform the work outlined above in accordance with provisions of the contract documents.

Doc Express Document Signing History

Contract: 31-0321-041 Document: CM 03

Date	Signed By
12/18/2018	Dan Schroeder Jim Schroeder Construction Electronic Signature (Reviewed by Contractor)
12/18/2018	Hugh Holak Iowa DOT Electronic Signature (Reviewed by Resident Engineer)
12/18/2018	Doug McDonald Iowa DOT Electronic Signature (Reviewed by District Construction Engineer)



Iowa Department of Transportation

Contract Modification

11/29/2016 4:11 PM

FieldManager 5.0a

Contract: 44-C044-077, PCC PAVEMENT - GRADE & REPLACE

Cont. Mod. Number 6	Revision Number	Cont. Mod. Date 11/29/2016	Net Change \$2,080.00	Awarded Contract Amount \$3,849,653.76
Route (C33023)				Entered By Jelen G McCall
Contract Location HENRY STP-S-C044(77)--5E-44				



Form 831240 (12-15)

CHANGE ORDER

For Local Public Agency Projects

No.: 6

Non-Substantial:

Substantial:

Administering Office
Concurrence Date

Accounting ID No. (5-digit number): 33023

Project Number: STP-S-C044(77)--5E-44

Kind of Work: PCC Pavement-Grade/Reple

Local Public Agency: Henry County

Contractor: Cedar Valley Corp., LLC

Date Prepared: 11/29/2016

You are hereby authorized to make the following changes to the contract documents.

Short Description

Non-participating item

Description of Changes

Subdrain incorporated into project was from an unapproved source; however, contracting authority approved placement of subdrain.

Adding an item as non-participating.

A - Description of change to be made:

8003 - Non-participating Item. Subdrain incorporated into the project was from an unapproved source; however, Contracting Authority approved placement of subdrain.

B - Reason for change:

8003 - Adding an item as non-participating, Item from an unapproved source.

New Items

Project: 44-C044-077, 151215 030 KAM

Category: 0003, CONTRACT ADMINISTRATION (NON-PARTICIPATING ITEMS)

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
SUBDRAIN, PVC, STD, NON-PERFORATED, 10"	2502-8213110	0480	SUPPLEMENT LF		104.000	20.00000	\$2,080.00

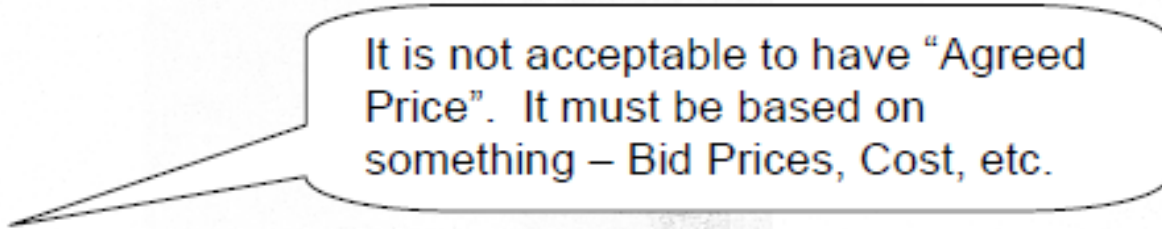
Reason: Item from unapproved source.

Subtotal for Category 0003: \$2,080.00

Subtotal for Project 44-C044-077: \$2,080.00

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

8003 - 104.000 LF x \$20.00000/LF = \$2,080.00



It is not acceptable to have "Agreed Price". It must be based on something – Bid Prices, Cost, etc.

D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):

8003 - Bid Price for Item 0300, 2502-8213110, Subdrain, PVC, STD, Non-Perforated, 10"

E - Contract time adjustment:



No Working Days added



Working Days added:



Unknown at this time

Justification for selection:

No change to Working Days as a result of this funding change.

Page 1 of 3

Make sure to address Working Days with either:

1. No effect on Working Days.
2. An additional "X" Working Days will be needed to perform this work, or
3. The effect on Working Days is unknown at this time and will be addressed by a future Change Order.

New Items

Project: 44-C044-077, 151215 030 KAM

Category: 0003, CONTRACT ADMINISTRATION (NON-PARTICIPATING ITEMS)

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
SUBDRAIN, PVC, STD, NON-PERFORATED, 10"	2502-8213110	0480	SUPPLEMENT LF		104.000	20.00000	\$2,080.00

Reason: Item from unapproved source.

Subtotal for Category 0003: **\$2,080.00**

Subtotal for Project 44-C044-077: **\$2,080.00**

G - Items not included in contract:

Participating				For deductions enter as "-x.xx"		
Federal-aid	State-aid	Change Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
		8003	2502-8213110 Subdrain, PVC,STD, Non-Perforate	\$20.00	104.000	\$2,080.00
				Add Row	Delete Row	TOTAL
						\$2,080.00

Doc Express Document Signing History

Contract: 44-C044-077 Document: CO 06

This document is in the process of being signed by all required signatories using the Doc Express service. Following are the signatures that have occurred so far.

Date	Signed By
12/05/2016	Tom Bonner Cedar Valley Corp Electronic Signature (Approved by Contractor)
12/06/2016	Jake Hotchkiss Iowa Local Systems Electronic Signature (Recommended by Engineer)
12/13/2016	Christy VanBuskirk Iowa Local Systems Electronic Signature (Approved by Administering Office or designee)
	(Approved by FHWA (when applicable))

H. Signatures

Agreed: **Tom Bonner** 12/05/2016
Contractor Date

Recommended: **Jake Hotchkiss** 12/06/2016
Project Engineer Date

Approved: [Redacted] [Redacted] [Redacted]
Person in Responsible Charge Date Other (optional) Title Date

[Redacted] [Redacted] [Redacted]
Contracting Authority (optional) Date Other (optional) Title Date

Christy VanBuskirk 12/13/2016
Iowa DOT Administering Office Date

Approval is contingent upon funds being available under the existing project agreement or upon additional Federal-aid funds being made available by a modified project agreement.

FHWA Concurrence: [Redacted] [Redacted]
Federal Highway Division Administration Date
(if required)

DISTRIBUTION (after fully executed on LPA projects): Original - Finance; Copies - Contractor, Project Engineer, Contracting Authority, Administering Office.

Date distributed: [Redacted] Initials: [Redacted]

Knowledge Check – Change Orders / Contract Modifications



Knowledge Check – Change Orders / Contract Modifications

- Where would you look to find the Accounting ID Number that the Office of Finance needs to identify the Contract that the Change Order is modifying?
 - On the Contract, it can be found on the second page under the Contract Project(s) heading.

Knowledge Check – Change Orders / Contract Modifications

- What should you do if the number of working days will need to be adjusted, but at the time that the Change Order is written it is unknown how long the extra work will take?
 - Check the box that says “Unknown at this time” and write in the comments that the working days needed for the work will be addressed in a future Change Order.

Knowledge Check – Change Orders / Contract Modifications

- When increasing or decreasing an existing item, what number should be used for the item number?
 - The item number on the contract of the original item that is being modified?
- When adding new items to a contract, how should the items be numbered?
 - Consecutively starting with 8001.

Knowledge Check – Change Orders / Contract Modifications

- Is it OK to use the statement “Agreed Price” to justify the cost of a new item added to a contract?
 - No, that is not sufficient
- Why is it not acceptable?
 - Cost of new items must be based on a comparison of similar items or be broken down into actual costs of materials, labor, equipment, etc.

Knowledge Check – Change Orders / Contract Modifications

- What is the difference between Participating and Non-Participating?
 - Participating indicates that the change to the contract may be eligible for federal funding. Non-participating items are funded by either state or local funding.
- What should you do if you do not know what the funding source for the change will be?
 - Contact the district or regional office.