

CHAPTER 15 – CONTRACT CHANGE ORDERS / FORCE ACCOUNT / WORK BY PUBLIC FORCES

This chapter discusses the different types of Contract Work and modifications to the Contract:

- Changes to the Work are addressed in Sections 00140.30 through 00140.50 and 00195.20 through 00195.40.
- Extra Work is addressed in Sections 00140.60, 00196 and 00197.
- Work by public forces may need to be accomplished by the Agency, other public entities, Utilities, or Railroads, even though it is funded by the Project.

Whenever the Project Manager (PM) orders a change to the Work or orders Extra Work, the PM must assure that appropriate Materials are used and the quality of the affected Material is documented in accordance with this manual. [*Refer to Chapter 12 - Project Records*] The PM must address adjustments to Contract Time according to Section 00180.80. [*Refer to Chapter 13 - Contract Time*]

The PM may have limited delegated authority to approve changes to the Contract through Change Orders, Extra Work Orders, and Force Orders. Refer to *Chapter 3 - Delegation of Authority* to determine who the PM needs to discuss the change with for concurrence, funding, or delegated authority.

All delegated authorities are absolute values of all items on each Change Order. There are situations, however, where the dollar value of the change is small but the magnitude or type of the change is significant. In those cases, the PM must secure all approvals before proceeding with the Changed Work, including the approval of the Engineer of Record (EOR) and the [Specification Technical Expert](#).

The remainder of this chapter is broken down into a discussion about the types of Work, and a discussion about the ways the Contract is modified to include the different types of Work.

15-1 TYPES OF WORK

There are five (5) types of Work in the construction phase of a Project which can be described as follows:

- (a) Contract Work (includes Additional Work);
- (b) Changed Work;
- (c) Extra Work;
- (d) Non Contract Work or Force Work (work performed by public forces, Utilities, or Railroads); and
- (e) Disputed Work.

(A) Contract Work

Contract Work is the Work that is done in accordance with the existing Contract, including Work added to the Contract by Change Order. Contract Work is generally thought of as the Pay Item Work listed in the bid schedule, or on an approved CCO, and all associated incidental Work. In general, minor variations in the estimated Pay Item quantities are considered Contract Work (See Section (b-1) - Insignificant Changed Work below). Additional Work is increased quantities of any existing Pay Item, either in the Bid Schedule or in an approved CCO.

The quantities of the following Contract Pay Items are limited to the bid quantity. Payment for quantities in excess of the bid quantity will be made at the Contract unit price only if the PM determines that the unit price does not exceed the value of the Work as determined on the basis of rates given in Section 00197. If the PM determines that the Contract unit price exceeds the value of the Work, payment for the additional Work will be made according to Section 00196:

- Temporary Removable Tape (00225.93(g))
- Temporary Non-Removable Tape (00225.93(h))
- Temporary Non-Reflective Tape (00225.93(i))
- Temporary Striping (00225.93(j))
- Flaggers (00225.97(a))
- Traffic Control Supervisor (00225.98)
- Pilot Cars (00225.99)

Per Section 00340.91, the quantity of watering is limited to 125% of the bid quantity. Payment for watering items performed beyond 25% of the bid item quantity will be made at the Contract unit price only if the PM determines that the unit price does not exceed the value of the Work as determined on the basis of rates given in Section 00197. If the PM determines that the Contract unit price exceeds the value of the Work, payment for the additional Work will be made according to Section 00196. Under certain circumstances a Contract Change Order may need to be issued to pay for these additional quantities. [*Refer to Chapter 12-D – Quantities*]

(B) Changed Work

Changed Work is Work that is similar or predominately the same as the existing Pay Item Work being done on the Contract, but somehow changed. An example is changing to a different type of inlet when inlets are already included in the Contract. The Contract Work of constructing an inlet is the same; the change is just the different type of inlet. The difference in the material price of the inlet, from the original specified type to the changed type, is added or subtracted from the original unit price to establish the price of the Changed Work.

Changed Work does not include any Work that is Extra Work. Extra Work is Work that was never part of the original Contract. An example of Extra Work would be adding an inlet when the Contract does not already include any type of inlet. See the discussion of Extra Work in Section (c).

The PM will direct the Contractor in writing when Changed Work is required. Payment for changes in the Work will be made according to Section 00195.20; Adjustments in Contract Time, if any, will be made according to Section 00180.80.

Whenever there are Agency required changes to the Work (See Section 00140.30), the PM will meet with the Contractor and discuss the change. It is very important that the PM and the Contractor concur with what the change is, how the Changed Work will be accomplished, what Equipment, Materials and labor will be required, and how the change might impact other Contract Work.

After the PM and the Contractor have discussed the change, and how the Changed Work will be accomplished, the PM will ask the Contractor to provide a quote to accomplish the change. The PM will also need to generate an estimate for the change.

- If the Contractor agrees to the price listed on the CCO for the Work and the details listed on the CCO, the CCO will be signed by both parties. The Changed Work listed on the CCO then becomes a supplemental agreement and part of the Contract.
- If the Contractor does not agree to the price listed on the CCO for the Work or the details of the CCO, the CCO for the Changed Work will be processed unilaterally; the Work must still be accomplished as ordered and will be paid as an equitable adjustment under the CCO. The PM must issue the CCO unilaterally to facilitate payment. The Changed Work cannot be paid with an Extra Work Order as it is not Extra Work. If the Contractor does not agree with the equitable adjustment, the Contract specified remedy is Section 00199 - Disagreements, Protests and Claims. In the event of a disagreement, Changed Work must be tracked. The [Daily Force Account Record, form 734-3428](#), used to track the Changed Work must be unmistakably marked as “Disputed Work.”

Changed Work can be classed as either “insignificant” or “significant” according to Section 00195.20, and is further discussed below:

(B-1) Insignificant Changed Work

Insignificant Changed Work is covered in 00195.20(a) and covers Agency—required changes in the Work which **do not significantly change the character or unit cost of the Work to be performed under the Contract.** Insignificant Changed Work will be paid for at the Pay Item price.

If the Changed Work is measured on a lump sum basis, payment will be determined:

- As described in the applicable Section of the Specifications;
- If not described there, on a theoretical unit price determined by dividing the Contractor's lump sum price by the estimated quantity of the Pay Item listed in the Special Provisions; or
- If neither of the above apply, the PM will make an equitable adjustment.

The PM does not need to submit a CCO to document these insignificant changes. However, the PM must prepare a source document to support the change to the lump sum pay item. [Refer to Chapter 12 - Project Records] Payment shall be made as an Adjustment (6000 series) item on the pay estimate, including a reference to the Pay Item. [Refer to Chapter 25 - Payments to Contractors/Retainage]

If a lump sum item does not include an estimated quantity and the Work under that item is changed, it may be a significant change, as discussed below.

(B-2) Significant Changed Work

Significant Changed Work is addressed in Section 00195.20(b) and includes any Agency-required changes to bid item or CCO Work **that significantly alters the character, unit cost, or lump sum cost of the Work.**

The increase or decrease must focus on what is different from the existing Contract Work and will be applied to the Pay Item price for the affected Work. Use a CCO to implement the increase or decrease in price. For example, if the Contract includes a certain size of pear trees, and now the EOR wants apple trees of the same size, assuming the trees had not been delivered or planted, the PM may find that the difference in cost of the trees is \$1 each and the transportation, planting, etc. work remains the same. Regardless if the Contractor originally bid \$2 or \$1,000 for each tree planted, the difference in the cost associated with the change is \$1 per changed tree.

In making written changes to the Work the PM must communicate with the Contractor and consider all aspects of the change. The PM needs to negotiate and/or determine a value for the change in cost. The PM must issue a CCO when changes in the unit cost of the Work have been made and the costs can be justified.

The PM should request the necessary information from the Contractor to calculate the change in the unit cost. The PM must perform an independent evaluation and justify any price to be paid or assessed on a CCO. Include a copy of the justification, on or with the Work or Change Order Supporting Data, form 734-1882, and submit it with the CCO. Subsection 00195.20(b) limits the value of any adjustment to the value determined by using rates in Section 00197 - Payment for Force Account Work. If the cost is justified on a time and Materials basis using a Force Account evaluation and the rates specified in Section 00197, it should be organized in a way it can be easily verified. Using the [Cost Estimate, form 734-1877](#) is one method. It is often difficult to

quantify the changed portion of the Work. For complex evaluations, it may be appropriate to use the average bid costs for similar Work. Contact the [Office of Project Letting \(OPL\) Unit in the Traffic-Roadway Section](#) for assistance.

If negotiations with the Contractor are unsuccessful, the PM must determine a fair and equitable adjustment and process a unilateral CCO. The adjustment may either be an increase or decrease in the unit cost. If the PM believes the issue may develop into a claim, the PM should document the disputed Work.

The PM must not order Changed Work to be performed on a Force Account basis.

(C) Extra Work

Extra Work is Work that is different from Work included in the original Contract, yet necessary for completing the Project. For example, adding a required inlet when inlets are not already included in the Contract.

The Contractor shall be directed (ordered) in writing to perform Extra Work. Extra Work can be accomplished in one of two ways:

1. If the PM and the Contractor can agree on the forward priced cost of the Extra Work, a CCO can be written to make the Extra Work Contract Work.
2. If the PM and the Contractor cannot agree on the forward price of the Extra Work, the Extra Work must be accomplished as Extra Work to be Performed on a Force Account Basis. In this case, the PM will issue an Extra Work Order (EWO) to pay for the Extra Work.

Extra Work is addressed in Sections 00140.60, 00196 and 00197. The type of Work that can be classed as Extra Work and ordered to be performed on a Force Account basis is extremely limited by the definition of Extra Work.

If the Extra work can be quantified, the PM should attempt to negotiate a price for the Extra Work, and pay for it on a CCO. If the PM cannot quantify or negotiate a price for the Extra Work, the PM must process an [Extra Work Order -To Be Performed on Force Account Basis, form 734-3208](#). Section 00197 addresses payment and administration of that Work. If a CCO is negotiated, the costs must be justified and included with the [Work or Change Order Supporting Data, form 734-1882](#), as discussed under Significant Changed Work above.

Refer to *Chapter 12-G - Extra Work Performed on Force Account Basis* for a discussion on payment for Extra Work done under a EWO.

**(D) Force Work—Work performed by public forces, Utilities, or Railroads
(Work not performed by the Contractor)**

If the Contractor performs the Work, it is considered Contract Work, Changed Work or Extra Work as discussed above.

Public forces can only perform Work on construction Contracts for one (1) of the following reasons:

- It is an emergency. If it is an emergency, have the Work performed in the most expedient manner possible.
- It is more cost effective to have public forces perform the Work. The PM must perform a cost analysis and include it with the Work or Change Order Supporting Data, form 734-1882, which must accompany the Order for Force Work.

The PM should always offer this Work to the Contractor. It is best to have the Contractor perform the Work when possible. Equipment and manpower are readily available, and this may be the most cost effective.

Utilities and Railroads will generally perform Work on their facilities, or hire their own Contractor for the Work, unless the Work is included in the Contract as a bid item.

Prepare an [Order for Force Work, form 734-1105](#), to allow this type of Work to be performed. The cost of the Work will be charged to the Project and the Work will be done during the construction phase.

All Orders for Force Work are classed as major changes to a Project. The PM must obtain approval from the proper authority as defined in *Chapter 3 - Delegation of Authority*. The PM must also obtain the approval of FHWA on non-exempt Projects.

(E) Disputed Work

Disputed Work is Work performed by the Contractor, under protest, due to an oral or written order given by the PM. See Sections 00140.65, and 00199. [*Refer to Chapter 27 – Disagreements, Disputes and Claims*]

15-2 MODIFYING THE CONTRACT (Types of Change Orders)

Following is a discussion regarding general requirements of the three (3) types of Change Orders the Agency uses:

1. [Contract Change Order \(CCO\), form 734-1169](#)
2. [Order for Extra Work to be performed on Force Account Basis \(EWO\), form 734-3208](#)

3. [Order for Force Work \(FO\), form 734-1105](#). This is commonly referred to as a State Force Order (SFO) and will show up on the pay estimate as a SFO.

All of the above require the [Work or Change Order Supporting Data, form 734-1882](#), to be submitted with the Change Order.

The required supporting data for each Change Order, reason codes, forms, signatures, database, and distribution are further discussed below.

15-3 CHANGE ORDERS – GENERAL REQUIREMENTS

If Work covered by a Change Order will modify any of the design for the Project, the PM must consult with and obtain approval from the EOR for that portion of the Work. Some portions of the Contract Work may require discussion and approval from more than one EOR. The PM must list all EOR approvals on the [Supporting Data Sheet, form 734-1882](#).

The PM must prepare and submit each Change Order, if at all possible, before the affected Work begins. If the Work must begin before the order is approved, the PM must obtain proper verbal approval to allow the Work to start. The PM must record the prior approval on form 734-1882 which will accompany the Change Order. The PM must give detailed written instructions to the Contractor, and must prepare and submit the Change Order soon thereafter.

When Work is ordered, the written instructions to the Contractor must include:

- An accurate, detailed description of the Work to be done, including applicable Specifications and drawings as needed for Materials and processes.
- A description of how payment, under a CCO or EWO, will be made and how information will be recorded.

If Work on a Change Order or any other Contract Work will cause the Contract authorization to be exceeded, the PM must obtain proper approval to overrun the construction authorization or obtain approval for a new construction authorization before the current construction authorization is exceeded. The approvals must be obtained before ordering the Work outlined in the Change Order. [*Refer to Chapter 5 - Construction Authorization*]

Include on Supporting Data Sheet, form 734-1882 (or as an attachment to the Change Order):

- Documentation of prior approvals;
- Reason for the Work;

- Calculation or analysis to justify the cost; and
- Impacts to Contract Time and associated costs.

The PM may estimate the cost of the Work using a [Cost Estimate, form 734-1877](#) and [Wage Determination, form 734-1870](#) , or may use other appropriate means to justify the costs. As stated in 00195.20(b), the amount paid for the Work will not be more than the amount justified on the basis of rates given in Section 00197, Payment for Force Account Work.

The PM shall obtain the necessary approvals, obtain the signature of the Contractor when needed, and route all Change Orders through Region/BDU, or the LAL/Agency PM if applicable, then to the Construction Section. Obtain proper signatures indicating concurrence from local governments when needed.

The fully executed Change Order must be processed and entered into the Contract Payment System (CPS) by the Contract Administration Unit (CAU) in the Construction Section before payment can be made. If the Contractor does not receive payment as described in *Chapter 26 - Prompt Payment/Claims against Contractor's Bond*, the Agency may be responsible to pay interest. Such interest is not eligible for FHWA participation.

If the Work performed under the CCO will exceed the amount authorized on the original CCO, the PM will need to process a new CCO to obtain approval for the overrun amount.

The new CCO should be processed prior to performance of Work in excess of that approved on the original CCO. If the Work must begin before the CCO is approved, the PM must obtain proper verbal approval to allow the Work to start.

There may be instances where, if the overrun is considered insignificant and the dollar value is within the PMs delegated authority, a new CCO **may not** be required. The PM should contact the Contract Administration Engineer (CAE) for guidance if there is any question as to whether a new CCO is required.

(A) Contract Change Order (CCO)

The PM will prepare a CCO ([See Exhibit 15\(A\)](#)) when negotiations have established a price for Changed Work or Extra Work, or if the PM must order Changed Work and needs to make payment with a fair and equitable adjustment (see types of work earlier in this Chapter). If the Contractor does not sign the CCO it then becomes a unilateral CCO.

The CCO must include all information needed to accurately and precisely describe the Work to be done, the Materials that are to be used, and the method of measurement and payment. If revised or new drawings are needed for the CCO work, reference the

drawings in the CCO and attach a copy. Mark all attachments to include Contract number, page numbers, and CCO number. The CCO shall also address additional Contract Time on the CCO granting additional Contract Time if the Work impacts the critical path for the Project, or stating that the CCO Work has no impact on the critical path. [*Refer to Chapter 13 - Contract Time*]

The PM should always try to obtain the Contractor's signature on a CCO. If the Contractor is unwilling to sign and the PM cannot resolve the concern, the PM should write "Unilateral" for the Contractor's signature. Include an explanation of why the Contractor refuses to sign the CCO on the accompanying Supporting Data sheet, and process the unilateral CCO as an order to proceed with the Work which will be paid as an equitable adjustment. Using the Cost Estimate, form 734-1877 ([See Exhibit 15\(B\)](#)) and Wage Determination, form 734-1870 ([See Exhibit 15\(C\)](#)) are useful tools for determining or justifying costs.

If a price can be negotiated for Extra Work, the Contractor must sign the CCO or the PM must order the Work and have it performed under a EWO. Extra Work cannot be ordered with a CCO.

(B) Extra Work Order - To Be Performed On Force Account Basis (EWO)

When the PM is unable to negotiate a price for Extra Work or when the Extra Work is not defined well enough to draft a CCO with a quantified price, the PM will prepare an Extra Work Order (EWO). ([See Exhibit 15\(D\)](#)). Do **NOT** use a EWO for Changed Work, since Changed Work can only be paid by a CCO, according to Section 00195.20. *Refer to Chapter 12-G - Extra Work Performed on a Force Account Basis* for recording information daily, as well as verifying the Contractor's billings for the Extra Work.

If the Work performed under the EWO will exceed the amount authorized on the original EWO, the PM will need to:

- Document the overrun with a revised EWO (which goes through the EWO approval process); or
- Process a new EWO to obtain approval for the overrun amount.

The revised/new EWO should be processed prior to performance of Work in excess of that approved on the original EWO. If the Work must begin before the EWO is approved, the PM must obtain proper verbal approval to allow the Work to start.

There may be instances where, if the overrun of the original EWO is considered insignificant and the dollar value is within the PMs delegated authority, a revised or new EWO **may not** be required. The PM should contact the CAE for guidance if there is any question as to whether a revised or new EWO is required.

(C) Order for Force Work (FO / SFO)

Whenever public forces, Utilities, or Railroads will be performing Work that will be charged against the construction phase of the Project, the PM will need to initiate a State Force Order (SFO) ([See Exhibit 15\(E\)](#)). Construction engineering and Contract administration are charged directly to the Project and do not require a SFO.

When public forces will perform Work on a Project, and the Work is not an emergency, the PM must perform a cost analysis to justify that it is more cost effective to perform the Work with public forces. That analysis must be attached to the SFO, and include a price quote from the Contractor for comparison. It is generally best to have the Contractor perform the Work under a CCO or EWO, whenever possible.

Utilities, Railroads, and public forces other than ODOT will submit a billing for their work when their work is done, or periodically for long term Projects. The PM must monitor the Work in order to verify the billings and make payment as required. [*Refer to Chapter 24 - Work Done By Utilities and Railroads*]

The PM must access the ODOT accounting system to determine the total expenditures that must be entered into the CPS under the applicable SFO.

The PM must notify the CAU when SFO work is complete. [*Refer to Chapter 37 - Submittal of Final Project Documentation*]

(D) Work or Change Order Supporting Data

Prepare and submit the Supporting Data form which will need to accompany any of the Change Order forms. Examples are shown with each change order document exhibit ([See Exhibits 15\(A\), 15\(D\), and 15\(E\)](#)). Change information to be shown on this form includes the reasons why the Work on the order was needed, as well as budget, prior approval, and other information. Adequately address, and provide information about, the items listed on the form. If the cost information is not included on Form 734-1882, be sure to attach a cost justification for each payment item included in a CCO, a cost analysis for Work by public forces on a SFO, and other information that is needed to support the order.

15-4 REASON CODES

Change Order documents require reason codes to be entered for each Pay or line Item. Each reason code is made up of five (5) elements: Main Reason Code, Time Code, Work Type, Design Source, and Field Contract Administration. A reason code must be entered for each Pay Item on a Change Order. Each element of the reason code is described below:

Main Reason Code: There are pre-established codes that identify the overall reason for the change. In addition, some codes have been broken down to include subcategories. See Exhibit 15(F) for the list of current reason codes.

Time Code: If Contract Time has been adjusted with a CCO, use the codes from the table above on the line item that adjusts Contract Time. All other line items will be coded with a “0” as well as other Change Orders that don’t include adjustments to Contract Time.

Work Type: Each reason code is further identified by Work type. The Work types are as follows:

A	None of the below
B	Bridge
C	Roadway
D	Geotechnical
E	Environmental
F	Traffic
G	Staging
H	Drainage
I	Material Sources/Disposal Sites
J	Hazardous Materials
K	Mobility

Design Source: Identifies external (Consultant, Local Agency, etc.) or internal (ODOT) preparation of the design, Plans and Specifications. Use code “E” for external design and code “I” for internal design.

Field Contract Administration: Identifies whether the Construction PM is external (Consultant, Local Agency, etc.) or internal (ODOT). Use code “E” for external PM and code “I” for internal PM.

Exhibit 15(F) provides further definitions and examples of reason codes.

15-5 FORMS

Change Order forms are available on the ODOT Construction Section’s Form Web site at:

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/ConstForms1.shtml>

NOTE: Underlined forms contained in the body of the text throughout this manual, and in the list below have been hyperlinked to the individual form on the above website.

Forms available are:

Contract Change Orders (CCO)

[Form 734-1169](#) Single Contract Change Order, Reason Codes for Work or Change Order

[Form 734-1169WB](#) 100 Contract Change Orders, Reason Codes for Work or Change Orders, and CCO Summary

Extra Work Orders (EWO)

[Form 734-3208](#) Single Extra Work Order, Reason Codes for Work or Change Order

[Form 734-3208WB](#) 50 Extra Work Orders, Reason Codes for Work or Change Orders, and EWO Summary

Order for Force Work (SFO)

[Form 734-1105](#) Single Order for Force Work, Reason Codes for Work or Change Orders

[Form 734-1105WB](#) 25 Orders for Force Work, Reason Codes for Work or Change Order, and SFO Summary

Work or Change Order Supporting Data Sheet

[Form 734-1882](#) Single Supporting Data Sheet to accompany each CCO, EWO and SFO

15-6 SIGNATURES

After the PM has completed the appropriate Change Order and Supporting Data forms, the Contract Order will need to be routed for signature. The signature process is outlined below and shown on the flowchart in [Exhibit 15\(H\)](#).

- a) For CCO's only, the PM will submit a hard copy of the CCO and corresponding attachments to the Contractor for review and signature. ***Do not send the Reason Code or Supporting Data Sheet forms to Contractor.***
- b) For CCO's only, the Contractor will sign and returns the original CCO to the PM. If the Contractor refuses to sign the CCO, the PM will write the word "Unilateral" on the Contractor's signature line and add an explanation of why the Contractor refused to sign on the Supporting Data Sheet.
- c) The PM then signs the Change Order (CCO, EWO, SFO). Once signed by the PM, attach the Supporting Data Sheet, Reason Code form and other applicable attachments to the Change Order.

- d) If the project is a Local Agency project, the PM will obtain the Local Agency's review and signature.
- e) For outsourced or Consultant administered Projects, the PM will send the Change Order to the ODOT PM or the Local Agency Liaison (LAL).
- f) The Change Order is then forwarded to the Region/BDU for review and signature.
- g) The Region/BDU sends the Change Order to the Construction Section for final review/approval and signature by the CAE.

15-7 CHANGE ORDER DATABASE

Once the signature process is completed, the CCO is approved and entered into the CPS. The Agency maintains an electronic database of the Change Orders.

The Construction Section provides this information to ODOT Management to identify recurring problems and improve its project development processes. Agency personnel may access and view the Change Order database at: \\Scdata2\oper\CService\mdb\ChangeOrders_Users.mdb (See Exhibit 15(G)). Upon request, the CAE can generate reports from the database.

15-8 DISTRIBUTION

The Construction Section will distribute scanned copies of signed Change Orders via e-mail. The scanned copies are also maintained electronically in a central location by Contract number. These can be viewed or retrieved at: \\Scdata2\oper\CService\mdb\ChangeOrders_Users.mdb

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**



CONTRACT CHANGE ORDER (Page 1)

NOTICE: THIS FORM MUST BE TYPEWRITTEN

PROJECT NAME (SECTION) CONSTRUCTION MANUAL FORM EXAMPLE		REGION 3	CONTRACT NO. C12345
HIGHWAY MAIN HIGHWAY	PROJECT MANAGER Rhoda Head	ODOT LIAISON (if PM is non-ODOT)	F.A. PROJECT NO. X-STP-S001(2)
CONTRACTOR NAME AND ADDRESS PRIME CONSTRUCTION COMPANY 123 Business Avenue Centerville, OR 99999		CONSULTANT OR LOCAL AGENCY PM NAME AND ADDRESS	
		CHANGE ORDER # CCO #2	

THIS CONTRACT IS HEREBY MODIFIED AS FOLLOWS (DESCRIPTION AND LOCATION OF WORK COVERED BY THIS ORDER):

Southbound I-205 Phase 3, Broadway Bridge clearance. Add variable depth cold plane pavement removal and installation of Level 4, 1" Dense Graded HMAC tapers and inlay paving in both shoulders.

SPECIFICATIONS AND PROVISIONS - THE WORK TO BE DONE UNDER THIS ORDER IS TO BE PERFORMED, MEASURED, AND PAID FOR IN ACCORDANCE WITH THE TERMS FOR THE ABOVE CONTRACT EXCEPT AS MODIFIED AS FOLLOWS -

The cold plane pavement removal and paving to reflect Option B of Attachment A, and the south end temporary AC replacement shown on Attachment B. Includes median and outside shoulder cold plane pavement removal and inlay paving to match Phase 2 PCC finish grade.

Payment shall include all equipment, materials, and labor to perform the work, except for traffic control which shall be paid separately under CCO #1.

One (1) Calendar Day shall be added to the Contract Time for this work. The modified completion date is January 2, 2009.

PAY ITEM	Sub Job	DESCRIPTION	EST. QTY.	UNIT	UNIT PRICE	AMOUNT	
4002A	011	Phase 3 Broadway Bridge Clearance Paving	1.00	LS	\$32,778.37	\$32,778.37	
4002B	011	Modify Contract Completion date to December 12, 2009	0.00		\$0.00	\$0.00	
<input type="checkbox"/> Additional items listed on attached Page 2						TOTAL FROM PAGE 2	\$0.00

ESTIMATED NET COST EFFECT OF THIS AGREEMENT ON THE CONTRACT:

INCREASE \$32,778.37
DECREASE

CONTRACTOR SIGNATURE IS IS NOT NECESSARY (EXPLAIN IN SUPPORTING DATA)
CONTRACTOR SIGNATURE MAKES THIS CONTRACT CHANGE ORDER A SUPPLEMENTAL AGREEMENT

FOR SUPPLEMENTAL AGREEMENTS ONLY: Contractor: Please indicate your agreement by signing, dating and returning the original to the Project Manager. Work shall not begin until you are notified that the agreement has either been approved or that work may commence under advance approval. Your signature further indicates agreement that payments in accordance with the agreement constitute full and complete compensation for all costs, both direct and indirect, arising out of the described work covered by this agreement, and releases and discharges the State from other costs except as provided herein.

CONTRACTOR SIGNATURE Print <u>Joe Smiley, Superintendent</u> Sign <u>Joe Smiley</u>	DATE <u>2/13/2009</u>	ODOT PM or LAL Print <u>Rhoda Head, Project Manager</u> Sign <u>Rhoda Head</u>	<input type="checkbox"/> RECOMMENDED <input checked="" type="checkbox"/> APPROVED DATE <u>2/18/2009</u>
RECOMMENDED BY LOCAL AGENCY Print _____ Sign _____	DATE	AREA MANAGER: <input type="checkbox"/> NOTED <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> APPROVED Print _____ Sign _____	DATE
RECOMMENDED BY CONSULTANT AGENCY PM Print _____ Sign _____	DATE	CONSTRUCTION SECTION: <input type="checkbox"/> NOTED <input type="checkbox"/> APPROVED DATE	

ODOT (Internal): After obtaining Contractor's signature, the Project Manager signs and submits the original through the Area Manager to Construction Section
ODOT (Outsourced): After obtaining Contractor's signature, the Project Manager submits original to ODOT CPM or Local Agency Liaison, as appropriate, who then submits through the Area Manager to Construction.

All Projects: Construction will distribute fully signed copies to PM, CPM, Contractor, and others as appropriate.
734-1169 (6-2008) Contractor: Sign all pages.

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

734-1169 (6-2008)



WORK OR CHANGE ORDER SUPPORTING DATA (Page 1)

PROJECT NAME (SECTION) CONSTRUCTION MANUAL FORM EXAMPLE				CONTRACT NO. C12345	
HIGHWAY MAIN HIGHWAY			F.A. PROJECT NO. X-STP-S001(2)		
NET EFFECT OF ORDER ON PROJECT <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease		AMOUNT \$32,778.37	CONSTRUCTION AUTH. \$37,045,465.63	EST. PROJECT COST W/ORDER \$36,692,313.96	OVERRUN % -0.95%
ESTIMATED STARTING DATE* OR DATE WORK WAS STARTED* 3/5/2009		WORK/CHANGE IS MAJOR? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		TO ACCOMPANY (ORDER TYPE & NUMBER) CCO #2	
PREPARED BY Rod Lenker, Asst. PM		DATE 2/17/2009	REVIEWED BY AREA MANAGER Rich Watanabe		DATE 2-23-09
WORK OR CHANGE HAS BEEN DISCUSSED WITH					
Name	Title	Name	Title	DATE	
Rich Watanabe	Area Manager	BY Rhoda Head	Project Manager	2/9/2009	
Name	Title	Name	Title	DATE	
Mark Mason, FHWA	Area Engineer	BY Rhoda Head	Project Manager	2/11/2009	
Name	Title	Name	Title	DATE	
		BY			
Name	Title	Name	Title	DATE	
		BY			
PRIOR APPROVAL TO PROCEED WITH THE WORK OR CHANGE HAS BEEN OBTAINED FROM*					
Name	Title	Name	Title	DATE	
		BY			
Name	Title	Name	Title	DATE	
		BY			
Name	Title	Name	Title	DATE	
		BY			
WORK OR CHANGE HAS BEEN DISCUSSED WITH FHWA					
Name	Title	Name	Title	DATE	
Mark Mason	Area Engineer	BY Rhoda Head	Project Manager	2/11/2009	
FHWA TENTATIVE APPROVAL OBTAINED FROM					
Name	Title	Name	Title	DATE	
Mark Mason	Area Engineer	BY Rhoda Head	Project Manager	2/11/2009	
FOR CONTRACT CHANGE ORDERS THAT CHANGE A CONTRACT PRICE OR DETERMINE A NEW PRICE --					
PM's COST ESTIMATE IS ATTACHED: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, Explain below					
ADDITIONAL INFORMATION THAT IS NOT INCLUDED ON ORDER (Additional Description; Who requested; Why necessary; Why cost is not a contractor responsibility; Parties other than State or FHWA that have agreed to share the costs; Emergency work prior to approval; Estimate effect on project time; Significant discussions; References to supporting and/or attached documents, including cost estimates for "Extra Work Orders" and "Force Orders"; Why contractor refuses to sign). List all previously approved overruns.					
<p>This CCO is the third part of a correction to the SB I-205 lanes under the Broadway Bridge, just south of the Abernathy Bridge. This work will remove the temporary AC wedges and replace with permanent AC tapers in the travel lanes, as well as shoulder inlays. The prior work was to ensure clearance on an emergency basis and left the temporary AC wedges</p> <p>The cost was negotiated with the Contractor due to a short work window and limited contractor availability.</p> <p>The Contractor has requested one (1) additional Calendar Day be added to the contract time for this work.</p>					
<input type="checkbox"/> Continued on additional sheets					

734-1882 (6-2008)

*EXCEPT IN EMERGENCY SITUATIONS, THE WORK OR CHANGE MAY NOT PROCEED WITHOUT PROPER PRIOR APPROVAL(S)



COST ESTIMATE (2008 Specs)

NOTICE: FORM MUST BE
TYPEWRITTEN

Prepared by Joe Smiley, Prime Construction	Project CONSTRUCTION MANUAL FORM EXAMPLE	Contract No. C12345
Reviewed by Rod Lenker, Asst. PM	Highway Main Highway	County Marion
Description of Work CCO #2 - Grind and replace AC at Broadway Bridge		Sheet 1 of 1

CHECK BOX IF SUBCONTRACTED

ITEM DESCRIPTION	Unit	Materials, Equipment, and Special Services			Labor		
		Quantity	Unit Price	Amount	Quantity	Unit Price	Amount
1 Forman	Hour				8	\$45.35	\$362.80
2 Pickup	Hour	8	\$14.75	\$118.00			
3 Screed Operator - 2 ea x 6 hr	Hour				12	\$45.35	\$544.20
4 Raker - 2 ea x 6 hr	Hour				12	\$38.74	\$464.88
5 Dump Man	Hour				6	\$37.10	\$222.60
6 AC Paver	Hour	6	\$209.47	\$1,256.82			
7 Paver OE	Hour				6	\$45.35	\$272.10
8 Roller - 2 ea x 6 hr	Hour	12	\$24.66	\$295.92			
9 Asphalt	Ton	32	\$62.26	\$1,992.32			
10 HMAC Oil	Ton	3.8	\$335.00	\$1,273.00			
11 Tack Oil	Ton	0.28	\$414.00	\$115.92			
12							

ATTACHMENTS

- WAGE DETERMINATION, FORM 734-1870
- OTHER (EXPLAIN BELOW)

EXPLAIN	Subtotal	A	\$5,051.98	Subtotal	B	\$1,866.58
	Allowance (Ax17%)	C	\$858.84	Allowance (Bx22%)	D	\$410.65
	Total (A+C)	E	\$5,910.82	Total (B+D)	F	\$2,277.23

SUBCONTRACTOR SUPPLEMENTAL MARKUP	10% FOR FIRST \$2,000	G	#REF!	8% ABOVE \$2,000	H	#REF!	TOTAL MATERIAL EQUIPMENT, SPECIAL SERVICES, LABOR ALLOWANCE AND SUBCONTRACTORS MARK UP	#REF!
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REMARKS, ASSUMED PRODUCTION RATES, SPECIAL CONDITIONS

OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL

CHAPTER 15 - EXHIBIT 15(B)

Updated 06/09



WAGE DETERMINATION

NOTICE: FORM MUST BE
TYPEWRITTEN

CONTRACTOR		PROJECT NAME (SECTION)						CONTRACT NO.		
PRIME CONSTRUCTION		CONSTRUCTION MANUAL FORM EXAMPLE						C12345		
PREPARED BY		DATE	HIGHWAY			COUNTY		E.A. NO.		
			Main Highway			Marion		CON004321		
		WAGE DETERMINATION FOR				TO ACCOMPANY		F.A. PROJECT NO.		
		Asphalt removal and replacement				CCO #2		X-STP-S001(2)		
	JOB DESCRIPTION	Forman	Operator	Raker	Dumpman	Paver	Roller			
	LABOR CRAFT	OE	OE	Laborer	Laborer	OE	OE			
	AREA OR ZONE	1	1	1	1	1	1			
	GROUP	4	4	4	1	4	5			
A	BASIC RATE	OT	\$42.89	\$42.89	\$35.09	\$33.08	\$42.89	\$41.85		
		ST	\$28.59	\$28.59	\$23.39	\$22.05	\$28.59	\$27.90		
B	VACATION									
C	LINE A+B	OT	\$42.89	\$42.89	\$35.09	\$33.08	\$42.89	\$41.85		
		ST	\$28.59	\$28.59	\$23.39	\$22.05	\$28.59	\$27.90		
D	TAX & INSUR (LINE C X K)	OT	\$9.35	\$9.35	\$7.65	\$7.21	\$9.35	\$9.13		
		ST	\$6.24	\$6.24	\$5.10	\$4.81	\$6.24	\$6.08		
E	HEALTH & WELFARE									
F	PENSION									
G	EDUCATION & TRAINING									
H	CONSTRUCTION INDUSTRY ADVANCEMENT									
I	OTHER (EXPLAIN)									
J	TOTAL (LINES C THRU I)	OT	\$52.24	\$52.24	\$42.74	\$40.29	\$52.24	\$50.98		
		ST	\$34.83	\$34.83	\$28.49	\$26.86	\$34.83	\$33.98		
TAXES AND INSURANCE						REMARKS:				
SOCIAL SECURITY -- FICA						7.65%				
ACCIDENT INSURANCE BASE RATE						12.86%				
REDUCTION AS % OF BASE RATE						0.79%				
OREGON UNEMPLOYMENT COMPENSATION						3.20%				
FEDERAL UNEMPLOYMENT COMPENSATION						0.80%				
K	TOTAL PERCENTAGE FOR TAXES AND INSURANCE						21.81%			

OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL

CHAPTER 15 - EXHIBIT 15(C)

Updated 06/09

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**



**EXTRA WORK ORDER
TO BE PERFORMED ON A FORCE ACCOUNT BASIS**

NOTICE: THIS FORM MUST BE TYPEWRITTEN

PROJECT NAME (SECTION) CONSTRUCTION MANUAL FORM EXAMPLE		REGION 4	CONTRACT NO. C12345
HIGHWAY MAIN HIGHWAY	PROJECT MANAGER Rhoda Head	ODOT LIAISON (if PM is non-ODOT)	F.A. PROJECT NO. X-STP-S001(2)
CONTRACTOR NAME AND ADDRESS PRIME CONSTRUCTION COMPANY 123 Business Avenue Centerville, OR 99999		CONSULTANT OR LOCAL AGENCY NAME AND ADDRESS	
		EWO NO. 3	SUBJOB 011

THE FOLLOWING FORCE ACCOUNT WORK TO BE PERFORMED AND PAID FOR IN ACCORDANCE WITH THE CONTRACT TERMS:
DESCRIPTION AND LOCATION OF EXTRA WORK:
 Perform minor electrical repairs to existing illumination system throughout the project.

Attach copy of PM's written prior authorization to Contractor to perform work.

ESTIMATE OF QUANTITIES AND COSTS
 Labor: \$8000
 Materials: \$1000
 Equipment: \$1000

 TOTAL: \$10,000

PAY ITEM	REASON CODE	TIME CODE	WORK TYPE	DESIGN (E or I)	PM (E or I)	DESCRIPTION	ESTIMATED AMOUNT
801	10	0	F	E	I	Electrical Repairs to Existing Illumination	\$10,000.00

SPECIFICATIONS AND OTHER PROVISIONS --

Labor cost estimates under \$10,000 or having industrial accident insurance rates 25% or less may use the standard calculation §197.30(a) when billing labor costs (Form 1863A). Labor cost estimates greater than \$10,000 or having industrial accident insurance rates greater than 25% shall use §197.30(b) when billing labor costs (Form 1863B).

The labor estimate for this Force Account: Meets Does Not Meet the criteria for §197.30(b)

The contractor has elected to use: §197.30(a) Standard Calculation §197.30(b) Actual Costs for Force Account labor costs

RECOMMENDED BY LOCAL AGENCY	DATE	ODOT PM or LAL:	<input type="checkbox"/> RECOMMENDED <input checked="" type="checkbox"/> APPROVED	DATE
Print _____		Print Rhoda Head, Project Manager		
Sign _____		Sign <i>Rhoda Head</i>		7/17/2009

RECOMMENDED BY CONSULTANT AGENCY PM	DATE	AREA MANAGER:	<input checked="" type="checkbox"/> NOTED <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> APPROVED	DATE
Print _____		Print Rich Watanabe		
Sign _____		Sign <i>Rich Watanabe</i>		7/22/2009

CONSTRUCTION SECTION:	<input type="checkbox"/> NOTED <input type="checkbox"/> APPROVED	DATE
-----------------------	--	------

ODOT (Internal): The Project Manager signs and submits the original through the Area Manager to Construction Section
ODOT (Outsourced): The Project Manager submits original to ODOT CPM or Local Agency Liaison, as appropriate, who then submits through the Area Manager to Construction.
All Projects: Construction will distribute fully signed copies to PM, CPM, Contractor, and others as appropriate.



**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL
WORK OR CHANGE ORDER SUPPORTING DATA (Page 1)**

PROJECT NAME (SECTION) CONSTRUCTION MANUAL FORM EXAMPLE				CONTRACT NO. C12345	
HIGHWAY Main Highway			F.A. PROJECT NO. X-STP-S001(2)		
NET EFFECT OF ORDER ON PROJECT <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease		AMOUNT \$10,000.00	CONSTRUCTION AUTH.		EST. PROJECT COST W/ORDER OVERRUN %
ESTIMATED STARTING DATE* 7/27/2009		OR	DATE WORK WAS STARTED* 7/16/2009		WORK/CHANGE IS MAJOR? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PREPARED BY <i>Rad Lenker, Asst. PM</i>				DATE 7/16/2009	
REVIEWED BY AREA MANAGER <i>Rich Wataabe</i>			DATE 7-22-09		
WORK OR CHANGE HAS BEEN DISCUSSED WITH					
Name		Title		DATE	
Ted Miller		Reg 1 Electrical Supv.		7/13/2009	
Name		Title		DATE	
Name		Title		DATE	
Name		Title		DATE	
PRIOR APPROVAL TO PROCEED WITH THE WORK OR CHANGE HAS BEEN OBTAINED FROM*					
Name		Title		DATE	
Name		Title		DATE	
Name		Title		DATE	
WORK OR CHANGE HAS BEEN DISCUSSED WITH FHWA					
Name		Title		DATE	
Name		Title		DATE	
FHWA TENTATIVE APPROVAL OBTAINED FROM					
Name		Title		DATE	
FOR CONTRACT CHANGE ORDERS THAT CHANGE A CONTRACT PRICE OR DETERMINE A NEW PRICE -- PM's COST ESTIMATE IS ATTACHED:					
<p>ADDITIONAL INFORMATION THAT IS NOT INCLUDED ON ORDER (Additional Description; Who requested; Why necessary; Why cost is not a contractor responsibility; Parties other than State or FHWA that have agreed to share the costs; Emergency work prior to approval; Estimate effect on project time; Significant discussions; References to supporting and/or attached documents, including cost estimates for "Extra Work Orders" and "Force Orders"; Why contractor refuses to sign). List all previously approved overruns.</p> <p>The Region Electrical Crew discovered some burned wiring for the existing illumination system at the median junction box between the 10th St. Interchange and the north end of the project. There is also an electrical controller cabined for the same system that needs to be adjusted out of a ditch to avoid flooding problems during rain storms. Although the Region Electrical Crew can supply the major materials (cabinet and wiring) for these repairs, they are limited in staff to install them. It is therefore desirable to have the prime Contractor's Electrical subcontractor perform the repairs. This would ensure getting the illumination system operable for construction. The majority of the activities will be labor, with the Contractor supplying a small amount of minor materials including a backhoe for installation.</p>					



OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL
ORDER FOR FORCE WORK

NOTICE: THIS FORM MUST BE TYPEWRITTEN

PROJECT NAME (SECTION) CONSTRUCTION MANUAL FORM EXAMPLE		REGION 4	CONTRACT NO. C12345
WORK TO BE DONE BY: (STATE FORCE, UTILITY, RAILROAD, LOCAL GOVERNMENT, ETC. -- BY NAME) STATE FORCES		F.A. PROJECT NO. X-STP-S001(2)	
PROJECT MANAGER Rhoda Head	ODOT LIAISON (if PM is non-ODOT)	EXPENDITURE ACCOUNT CON004321	
CONSULTANT OR LOCAL AGENCY NAME AND ADDRESS		MAINTENANCE DIST. 2A	FORCE ORDER NO. 1
		SUBJOB 11	ACTIVITY J54

DESCRIPTION AND LOCATION OF WORK COVERED BY THIS ORDER --

Restore all roadway illumination within the project limits that were turned off as part of ODOT's energy conservation plan. After completion of the project, turn off the illumination per ODOT's energy conservation plan, unless the State Traffic Engineer determines that the illumination is to remain on.

ESTIMATE OF QUANTITIES AND COSTS

Labor, materials, and equipment (per Ted Miller, Reg 1 Electrical Supervisor) = \$6,000.00

ITEM NO.	REASON CODE	TIME CODE	WORK TYPE	DESIGN (E OR I)	PM (E or I)	DESCRIPTION	AMOUNT
92001	10	0	A	E	I	Restore Roadway Illumination	\$6,000.00

RECOMMENDED BY LOCAL AGENCY Print _____ Sign _____	DATE	ODOT PM or LAL Print <u>Rhoda Head, Project Manager</u> Sign <u><i>Rhoda Head</i></u>	<input type="checkbox"/> RECOMMENDED <input checked="" type="checkbox"/> APPROVED	DATE 7/17/2009
--	------	---	--	-------------------

RECOMMENDED BY CONSULTANT AGENCY PM Print _____ Sign _____	DATE	AREA MANAGER: Print <u>Rich Watanabe</u> Sign <u><i>Rich Watanabe</i></u>	<input checked="" type="checkbox"/> NOTED <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> APPROVED	DATE 7/22/2009
--	------	---	--	-------------------

	CONSTRUCTION SECTION:	<input type="checkbox"/> NOTED <input type="checkbox"/> APPROVED	DATE
--	-----------------------	---	------

ODOT (Internal): The Project Manager signs and submits the original through the Area Manager to Construction Section
ODOT (Outsourced): The Project Manager submits original to ODOT CPM or Local Agency Liaison, as appropriate, who then submits through the Area Manager to Construction.
All Projects: Construction will distribute fully signed copies to PM, CPM, and others as appropriate.

**PLEASE PROVIDE WRITTEN WORK COMPLETION NOTIFICATION
TO THE CONSTRUCTION SECTION CONTRACT ADMINISTRATION**



**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL
WORK OR CHANGE ORDER SUPPORTING DATA**

PROJECT NAME (SECTION) CONSTRUCTION MANUAL FORM EXAMPLE				CONTRACT NO. C12345	
HIGHWAY Main Highway			F.A. PROJECT NO. X-STP-S001(2)		
NET EFFECT OF ORDER ON PROJECT <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease		AMOUNT \$6,000.00	CONSTRUCTION AUTH. \$37,045,465.63	EST. PROJECT COST W/ORDER \$35,926,464.40	OVERRUN % -3.02%
ESTIMATED STARTING DATE* 8/3/2009		OR	DATE WORK WAS STARTED* 		WORK/CHANGE IS MAJOR? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PREPARED BY <i>Rod Lenker, Asst. PM</i>				DATE 7/17/2009	
REVIEWED BY AREA MANAGER Rich Watanabe				DATE 7-22-09	
WORK OR CHANGE HAS BEEN DISCUSSED WITH					
Name	Title		Name	Title	DATE
Ed Fisher	State Traffic Engineer	BY	Rod Lenker	Asst. PM	7/9/2009
Name	Title		Name	Title	DATE
		BY			
Name	Title		Name	Title	DATE
		BY			
Name	Title		Name	Title	DATE
		BY			
PRIOR APPROVAL TO PROCEED WITH THE WORK OR CHANGE HAS BEEN OBTAINED FROM*					
Name	Title		Name	Title	DATE
		BY			
Name	Title		Name	Title	DATE
		BY			
Name	Title		Name	Title	DATE
		BY			
WORK OR CHANGE HAS BEEN DISCUSSED WITH FHWA					
Name	Title		Name	Title	DATE
Jeff Graham	FHWA	BY	Rob Walters	Project Coordinator	7/1/2009
FHWA TENTATIVE APPROVAL OBTAINED FROM					
Name	Title		Name	Title	DATE
Jeff Graham	FHWA	BY	Rob Walters	Project Coordinator	7/1/2009
FOR CONTRACT CHANGE ORDERS THAT CHANGE A CONTRACT PRICE OR DETERMINE A NEW PRICE --					
PM's COST ESTIMATE IS ATTACHED: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, Explain below					
<small>ADDITIONAL INFORMATION THAT IS NOT INCLUDED ON ORDER (Additional Description; Who requested; Why necessary; Why cost is not a contractor responsibility; Parties other than State or FHWA that have agreed to share the costs; Emergency work prior to approval; Estimate effect on project time; Significant discussions; References to supporting and / or attached documents, including estimates of costs for "Extra Work Orders" and "Force Orders"; Why contractor refuses to sign). List all previously approved overruns.</small>					
<p>ODOT's energy conservation plan included turning off part of the roadway illumination within the project limits. ODOT is also doing a safety study to see if reduced illumination causes any increase in accidents. The planned illumination reduction combined with normal spot outages caused by burned-out luminaires or other causes resulted in some areas with an observed perception of insufficient illumination. In the interest of safety of the traveling public and workers in the construction zone, this SFO pays for turning on all of the roadway illumination within the project limits. Of primary concern is adequate illumination during the freeway paving. However, there are nightly lane closures throughout the project where full illumination is desired. After the project is completed, the roadway illumination will be turned off per the ODOT energy conservation plan, unless the ODOT safety study is complete, and it is decided to leave the illumination on.</p>					
<input type="checkbox"/> Continued on additional sheets					

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

Reason Code	Title	Example
0	No time added.	For use in the Time Reason code box only when time is not an issue on the Change Order.
1	Error in Plans, Specifications, Design	Use 1a..1n as it applies to the change order
1a	Other-describe in narrative on supporting data sheet	None of the categories below fit the change, describe the reason in the narrative area on the supporting data sheet.
1b	Design solution concept in error	<ul style="list-style-type: none"> • Staging conflicts • Unbuildable as shown on plans • Overlay reduced bridge clearance
1c	Required work missing in plans and specifications	<ul style="list-style-type: none"> • Fuel escalation • Mailbox supports • Subexcavation • Additional preparation, painting and repair
1d	Dimensions or locations missing or in error on plans	
1e	Specific item of work improperly specified, correction required	<ul style="list-style-type: none"> • Wrong type of manhole • Wrong type of inlet
1f	Quantity estimate grossly inaccurate	<ul style="list-style-type: none"> • Estimate is 140 units, build 14,000 units • Four (4) bridge beams, not eight (8)
1g	Required change to quantity units or measurement	<ul style="list-style-type: none"> • Change from unit to LS • Change from M3 to M2
1h	Specific product or material impossible to obtain	<ul style="list-style-type: none"> • Manufacturer out of business. • Steel item from outside of US and no FHWA waiver. • Don't confuse this with a Contractor choice or request.
1i	Specified product or material not acceptable	<ul style="list-style-type: none"> • During construction it is determined that the product or material specified does not work as intended and needs to be
1j	Material source/disposal source missing or not properly addressed in plans and specifications	<ul style="list-style-type: none"> • Mandatory disposal site of insufficient capacity.
1k	Hazardous materials issues not properly addressed	<ul style="list-style-type: none"> • Undiscovered during project development, required disposal documentation omitted, changes to work or payment. • Steel slag improperly allowed as embankment material.
1l	Discrepancies between permit requirements and contract plans and specifications	<ul style="list-style-type: none"> • Clarifying in-water work periods, work allowed, restrictions, etc. • Pile driving in turtle area. • Noise not properly addressed in Specs. • Nesting restrictions not properly specified.
1m	Design calculation error requires change to specified work	<ul style="list-style-type: none"> • Pipe sizing incorrect due to design calculation error. • Road approach or DW grades improperly specified.
1n	Design solution concept not within accepted ODOT design standards	<ul style="list-style-type: none"> • Superelevation correction • But not in error or it would be a 1b
2	New requirements by regulatory agencies after contract advertised	<ul style="list-style-type: none"> • NMFS Restrictions, environmental changes
3	Updates on wages (not under control of ODOT)	<ul style="list-style-type: none"> • BOLI Rates change.
4	Scope changes either increasing or decreasing work from original design intent	Use 4a ... 4c as it applies to the change order
4a	Required to complete the project	<ul style="list-style-type: none"> • Subexcavation

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**


4b	Discretionary, added at request of Region.	<ul style="list-style-type: none"> • Additional overlay length
4c	Discretionary, paid for by others	
4d	ARRA Work	
5	Differing site conditions / Latent changed conditions	<ul style="list-style-type: none"> • Unknown ancient cemetery
6	Cost reduction proposal	
7	Clarification of specifications or design/include new or updated specifications	<ul style="list-style-type: none"> • Seeding mixtures
8	ODOT construction engineering error	Use 8a or 8b as it applies to the change order
8a	Other (describe on Supporting Data Sheet)	
8b	Correct PM caused environmental problem	
9	Modifications to correct or accept deficiencies in Contractor's workmanship or materials	Use 9a or 9b as it applies to the change order
9a	Other (describe on Supporting Data Sheet)	
9b	Correct Contractor caused environmental problem	
10	Added or Extra Work, that was not anticipated, needed to complete the project within the original design intent.	
11	Added or Extra Work, shown as an anticipated item, needed to complete the project within the original design intent.	
12	Delays by weather or parties not under control of Contractor	<ul style="list-style-type: none"> • Weather meeting ODOT's reasonably predictable weather criteria
13	Delays or conflicts associated with utilities	<ul style="list-style-type: none"> • Late utility relocations

Work Types:

A	None of the below
B	Bridge
C	Roadway
D	Geotech
E	Environmental
F	Traffic
G	Staging
H	Drainage
I	Material Sources/Disposal Sites
J	Hazmat
K	Mobility

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

Contract No Project Name

Key No Region Project Manager 

If you have need assistance, please contact Lon Butler, 503.986.3007

	Change Type	Change No.	Const. Signed	Copy of Document
Select	CCO	01	20-Jun-2005	
Select	CCO	02	20-Jun-2005	
Select	CCO	03	20-Jun-2005	
Select	CCO	04	20-Jun-2005	
Select	CCO	05	21-Oct-2005	Document
Select	CCO	06	31-Aug-2005	
Select	CCO	07	21-Oct-2005	Document
Select	CCO	08	21-Oct-2005	Document
Select	CCO	09	21-Oct-2005	Document
Select	CCO	10	01-Nov-2005	Document
Select	CCO	11	01-Nov-2005	Document
Select	CCO	12	08-Nov-2005	Document
Select	CCO	13	08-Dec-2005	Document
Select	EWO	01	17-Feb-2005	
Select	EWO	02	02-Mar-2005	
Select	EWO	03	22-May-2005	
Select	FO	01	21-Oct-2005	Document

Main Form

Specific Project by Contract No.

Specific Project by Key No.

Exit Database and Access

CHANGE ORDER SIGNATURE FLOWCHART

