Attachment 1
SAMPLE: Contract Change Order Memorandum—Use of AcPay3

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CONTRACT CHANGE ORDER MEMORANDUM
CEM-4903 (REV 08/2006)

TO
DEPUTY DISTRICT DIRECTOR
FROM
RESIDENT ENGINEER

FILE
E.A.
CO-RTE-PM

FILE NO.

CCO NO.

SUPPLEMENT NO.

CATEGORY CODE

CONTINGENCY BALANCE (including this change):

CCO AMOUNT

$ 0.00

SUPPLEMENTAL FUNDS PROVIDED

$ 0.00

HEADQUARTERS APPROVAL REQUIRED?

YES ☑ NO

IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS?

YES ☑ NO

ORIGINAL CONTRACT TIME:

TIME ADJUSTMENT THIS CHANGE:

PREVIOUSLY APPROVED CCO TIME ADJUSTMENTS:

DAY(S)

0

DAY(S)

DAY(S)

PERCENTAGE TIME ADJUSTED

(INCLUDING THIS CHANGE)

TOTAL # OF UNRECONCILED DEFERRED TIME CCO'S (INCLUDING THIS CHANGE)

THIS CHANGE ORDER PROVIDES FOR (Use additional pages as needed):

Revising Section 11-1, “Quality Control / Quality Assurance,” of the special provisions, in accordance with CPD 08-2, as follows:

“For every day of asphalt concrete production, as the Quality Control test results become available, the contractor shall provide an electronic copy of the process and quality control test results using the Caltrans’ statistical evaluation program ‘ACPay3’ available at www.dot.ca.gov/hq/construc/hma/acpay3.xls.”

This change has been approved by Mr. Jason Dietz, FHWA, for projects that include federal funding. A copy of the statewide blanket prior approval for this change is attached.

There will be no cost or credit to the state for this change. There will be no time adjustment by reason of this contract change order since the work will not affect the controlling operation.

CONCURRED BY:

CONSTRUCTION ENGINEER/BRIDGE ENGINEER DATE

PROJECT ENGINEER DATE

PROJECT MANAGER DATE

FHWA REP.

ENVIRONMENTAL DATE

OTHER (SPECIFY) DATE

FEDERAL PARTICIPATION

PARTICIPATING ☑ PARTICIPATING IN PART ☑

NON-PARTICIPATING (Maintenance) ☑ NON-PARTICIPATING ☑

FEDERAL SEGREGATION (if more than one funding source or P.I.P. type)

CCO FUNDED PER CONTRACT ☑ CCO FUNDED AS FOLLOWS ☑

FEDERAL FUNDING SOURCE ☑ PERCENT ☑

ESTIMATE OF COST

ITEMS

THIS REQUEST

TOTAL TO DATE

ITEMS

FORCE ACCOUNT

AGREED PRICE

ADJUSTMENT

TOTAL

$0.00

$0.00

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