

Attachment 7
SLOW FOR THE CONE ZONE
Sample CCO Memorandum

STATE OF CALIFORNIA •
 DEPARTMENT OF
 TRANSPORTATION

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CONTRACT CHANGE ORDER MEMORANDUM CEM-4903 Rev 04/2006			Page 1 of 1	Date
To District Division Chief Construction		File E. A.:		
From Resident Engineer		Co-Rte-PM:		
		Fed No.:		
CCO No.	Supplement No.	CCO Category Code	Contingency Balance (including this change):	
CCO Amount		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	Headquarters Approval Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supplemental Funds Provided \$0.00		Is this request in accordance with environmental documents? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Original Contract Working Days:	Time Adjustment this Change: 0 Day(s)	Previously-Approved CCO Time Adjustments: _____ Day(s)	Percentage Time Adjusted to Date (Including this change) _____ %	Total Number of Unreconciled Deferred-Time CCO'S (Including this change) _____

This Change Order Provides for (Use additional pages as needed):

Extra work at an agreed lump sum change to furnish and install "SLOW FOR THE CONE ZONE" SC20(CA) signs. These signs were not originally included as part of the lane closure traffic control devices.

The agreed lump sum cost for this extra work is \$ _____. No adjustment of contract time is warranted, since this change does not affect the controlling operation and will not delay project completion.

CONCURRED BY:		ESTIMATE OF COST	
Construction Engineer/Bridge Engineer	Date	This Request	Total to Date
Project Engineer	Date	Items:	
Project Manager	Date	Force Account:	
FHWA Representative	Date	Agreed Price:	
Environmental	Date	Adjustment:	
Other (specify)	Date	Total:	
		FEDERAL PARTICIPATION	
		<input type="checkbox"/> Participating	<input type="checkbox"/> Participating in Part <input type="checkbox"/> None
		<input type="checkbox"/> Non-Participating (Maintenance)	<input type="checkbox"/> Non-Participating
		FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)	
		<input type="checkbox"/> CCO Funded per Contract	<input type="checkbox"/> CCO Funded as Follows
		Federal Funding Source	Percent
HQ Or District Prior Approval by	Date		
Resident Engineer Signature	Date		