

## **Change Order Procedure for Local Agency Projects\***

- To be prepared by local agency or their CEI
- Should include Financial Project Number and brief project description
- Local Agency Contact Information
- Change Order # (needs to be sequential, starting at 1)
- Contractor Contact Information
- Date of Change Order
- Explanation of Reason Change Order is needed and whether or not it is Federal Aid Eligible. Independent Engineers Estimate is required if different from Bid Price or Pay Item is not included in existing Contract.
- Entitlement Analysis from CEI (required if Federal Aid Eligible)
- Original Construction Contract amount
- Detailed description of proposed changes
- Cost increases/decreases - broken down by item # (if available, otherwise provide cost estimate)
- Amount of time added or removed from contract days – show zero if none
- New total contract amount – list original amount if not changed
- New contract end date – list original date if not changed
- Signature/Date blocks for all parties to execute
- After Department concurrence executed change order needs to be uploaded into LAPIT

\*Please note that Department concurrence is required prior to issuance of any LAP project Change Order