|  |  |  |  |
| --- | --- | --- | --- |
| **Change Order No.:** |  | **Date of Issuance:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Project Information:** | | | | | | | |
|  | **CT DAS Project No.:** | | | |  | | | |
| **Project Name:** | | | |  | | | |
| **Project Location:** | | | |  | | | |
| **2.** | **Type of Change Order:** | | | | Lump Sum | | Unit Price | Cost Plus |
| **3.** | **Initiating Documents Completed:** | | | | | | | |
|  |  | 7055 Construction Phase Agency Change Request | | | | | Not Applicable | |
|  | 7310 Request for Information (RFI) | | | | | | |
|  | 7315 RFI Response | | | | | | |
|  | 7320 Supplemental Instructions | | | | | Not Applicable | |
|  | 7330 Proposal Request (PR) | | | | | | |
|  | 7340 Change Order Proposal (COP) | | | | | | |
|  | 7341 Change Order Proposal Workbook(s) | | | | | | |
|  | 7350 Construction Change Directive (CCD) | | | | | Not Applicable | |
| **4.** |  | **Supporting Documents attached or referenced** | | | | | | |
| **5.** | **Change Order Proposal reviewed and/or approved by:** | | | | | | | |
|  |  | CA | or: | | CA did not review. ADPM approval obtained and explanation included. | | | |
|  | Architect | or: | | Architect did not review. ADPM approval obtained and explanation included. | | | |
|  | Agency | or: | | Not Applicable | | | |
|  | CT DAS Project Manager | | | | | | |
|  | CT DAS ADPM | or: | | Not Applicable | | | |
|  | CT DAS DPM | or: | | Not Applicable | | | |
|  |  | CT DAS DC | or: | | Not Applicable | | | |
| **6.** | **Change Order Finalization Issues:** | | | | | | | |
|  |  | 7360 Change Order fully executed | | | | | | |
|  | 7370 Change Order Transmittal submitted | | | | | | |
|  | Bond Premium included (no overhead or profit allowed) | | | | | | |
|  | Consent of Surety | |  | Not Applicable | | | |
|  | Extension of Time or Overtime Request | | | | Approval by CT DAS Director of Project Management | | |
| **7.** | **Change Order Designation:** | | | | | | | |
|  |  | Agency Request | | | 7055 Construction Phase Agency Change Request approved and attached. | | | |
|  | Job Condition | | | | | | |
|  | Document Deficiency | | |  | | | |
| **8.** |  | **File Completed.** | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prepared by:** |  |  |  |  |
|  | *(Name/Title)* | *(Signature)* |  | *(Date)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
|  | | | | |
| **Copies :** | CT DAS ADPM | Other: |  | File |
|  | | | | |