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| **Instructions:** | |
| **1.** | The **DAS Project Manager (PM)** or **Assistant Project Manager (APM)** must complete this form, obtain signatures from the Construction Administrator (CA) and DAS Assistant Director of Project Management (ADPM) for the Project, and submit the form with Final Payment to the ADPM for the Project. |
| **2.** | The **DAS ADPM for the Project** must check the Change Order (CO) summaries noted below with the data in **PMWeb** to insure that all CO Totals are calculated correctly, and verify these totals when making Final Payment. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **1.0** | **DAS Project Number:** | | | | | |  | | | | | | | | | | | | | | | | | | |  |
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| **2.0** | **Project Name & Location:** | | | | | |  | | | | | | | | | | | | | | | | | | |  |
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| **3.0** | **General Contractor or CMR:** | | | | | |  | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | |  | | | | | | | | | | | | | | | | | | |  |
| **4.0** | **Consultant:** | | | | | |  | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | |  | | | | | | | | | | | | | | | | | | |  |
|  | **4.1** | | **Consulting Engineers:** | | | | |  | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | |  | | | | | | | | | | | | | | | | | | |  |
| **5.0** | **Original Completion Date (mm/dd/yyyy):** | | | | | | | | | | | | | |  | | | |  | | | | | | |  |
| **Substantial Completion Date (mm/dd/yyyy):** | | | | | | | | | | | | | |  | | | |  | | | | | | |  |
| **Acceptance Date (mm/dd/yyyy):** | | | | | | | | | | | | | |  | | | |  | | | | | | |  |
|  |  | | | | | | | | | | | | | | |  | | | | | | | | | | |
| **6.0** | **Number of Days in Original Contract:** | | | | | | | | | | | | | |  | | | |  | | | | | | |  |
| **Additional Days Granted:** | | | | | | | | | | | | | |  | | | |  | | | | | | |  |
| **Days Per Change Order:** | | | | | | | | | | | | | |  | | | |  | | | | | | |  |
| **Days Per Delays:** | | | | | | | | | | | | | |  | | | |  | | | | | | |  |
| **TOTAL ADDITIONAL DAYS:** | | | | | | | | | | | | | |  | | | |  | | | | | | |  |
|  |  | | | | | | | | | | | | | | |  | | | |  | | | | | |  |
| **7.0** | **Original Contract Dollar Amount: $** | | | | | | | | | | | | | | | |  | | |  | | | | | |  |
|  |  | | | | | | | | |  | | | | | | | | | |  | | | | | |  |
|  | **7.1** | | **Percentage of Change Orders Processed against Original Contract:** | | | | | | | | | | | | | | | | | | |  | | | | % |
|  |  |  | | | |  | | | | | | |  | | | | | | |  | | | | | |  |
|  |  | **Change Order Type** | | | | **Number of Each Type** | | | | | | | |  | | | | **Dollar Amount of**  **Change Order** | |  | **Percent of Contract Value** | | | | |  |
|  |  | **Document Deficiency:** | | | |  | | | | | | | | **$** | | | |  | |  |  | | | | | **%** |
|  |  | **Job Condition:** | | | |  | | | | | | | | **$** | | | |  | |  |  | | | | | **%** |
|  |  | **Agency Request:** | | | |  | | | | | | | | **$** | | | |  | |  |  | | | | | **%** |
|  |  | **Other:** | | | |  | | | | | | | | **$** | | | |  | |  |  | | | | | **%** |
|  |  | **TOTALS:** | | | |  | | | | | | | | **$** | | | |  | |  |  | | | | | **%** |
|  |  |  | | | |  | | | | | | | |  | | | |  | |  | | | | | |  |
| **8.0** | **Contractor Performance Evaluation Score (DAS Form 7450):** | | | | | | | | | | | | | | | | | |  | | | **%** | |  | | |
|  |  | | | | | | | | | | | | | | | | | |  | | |  | |  | | |
| **9.0** | **Consultant Performance Evaluation Score (DAS Form 7910):** | | | | | | | | | | | | | | | | | |  | | | **%** | |  | | |
|  |  | | | | | | | | | | | | | | | | | |  | | |  | |  | | |
| **Signatures** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | *(CA Name)* | | | | | | | |  | | | *(Signature)* | | | | | | | | | | |  | | *(Date)* |  |
|  |  | | | | | | | |  | | |  | | | | | | | | | | |  | |  |  |
|  |  | | | | | | | |  | | |  | | | | | | | | | | |  | |  |  |
|  | *(PM Name)* | | | | | | | |  | | | *(Signature)* | | | | | | | | | | |  | | *(Date)* |  |
|  |  | | | | | | | |  | | |  | | | | | | | | | | |  | |  |  |
|  |  | | | | | | | |  | | |  | | | | | | | | | | |  | |  |  |
|  | *(ADPM Name – PMWeb)* | | | | | | | |  | | | *(Signature)* | | | | | | | | | | |  | | *(Date)* |  |
|  |  | | | | | | | |  | | |  | | | | | | | | | | |  | |  |  |
| Copies: | | | |  | Project ADPM | | | | | |  | | | Project File - YH7 | | | | | | | | | | | | |

***END***