



Cont. #: _____ Cont. Title: _____	If yes, State Construction Office Approval Required.	
C.O. #: _____ C.O. Title: _____		
<b>I. Executed by the State Construction Office</b>		
1. Cost or credit equal to or exceeding \$500,000. *1, *3	Yes	No
2. Change in the contract documents beyond the scope, intent or termini of the original contract. *2	Yes	No
3. Any proposed revision or deletion of work that affects the condition of award requirements. (Must be coded "CO" in CCIS, Includes changes to goals or commitment)	Yes	No
4. Change in contract time greater than 30 working days, or a change in contract time not related to any change order. *1	Yes	No
<b>II. Executed at the Region (Per Delegation)</b>		
5. Determination of impacts and/or overhead.	Yes	No
6. Change to Contract Provisions or Standard Plans.	Yes	No
7. Material or product substitution. (Excludes materials associated with Std. Specification Sections 6-07, 8-01, 8-12, 8-18 & 8-20)	Yes	No
8. Structural design change in the roadway section. (Requires concurrence from designer)	Yes	No
9. Determination of changed condition. (Section 1-04.7 of the Standard Specifications)	Yes	No
10. Settlement of a claim. (Section 1-09.11(2) of the Standard Specifications)	Yes	No
11. Repair of damage regarding "acts of God" or "acts of the public enemy or of government authorities". (Section 1-07.13 of the Standard Specification)	Yes	No
12. Changes to structures considered the practice of engineering per Construction Manual SS 1-04.4.	Yes	No

**Approvals obtained:**

Project Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Region: \_\_\_\_\_ Date: \_\_\_\_\_

State Construction Office: \_\_\_\_\_ Date: \_\_\_\_\_

Other (Local Agency, FHWA, Surety, etc.): \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Project Engineer:**

CO Reason(s) (See "Codes & Definitions" on State Construction Office SharePoint page): \_\_\_\_\_

Change Order Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Is this project under full FHWA stewardship oversight (Project Of Division Interest)? \*1      Yes      No

Is the change eligible for Federal participation where applicable?      Yes      No

**Region must note their approval by making an entry in the ECM.**

\*1 Refer to the individual Project of Division Interest (PoDI) Plan for specific FHWA approval requirements for Change Orders. (See Construction Manual - GEN 1-00.10 and SS 1-04.4.)

\*2 Per RCW 47.28.050, any change beyond \$7,500 that is beyond the original scope shall go through the competitive bidding process.

\*3 Engineering error changes over \$500,000 requires reporting (See reporting instructions & template on State Construction Office SharePoint page)

This form represents the **minimum** information required by the State Construction Office. If you wish to supplement this information, you may do so on a separate sheet of paper.