Washington State Department of Transportation

Change Order Checklist

Contract: _____ Contract Title: _____ C.O. #: _____ C.O. Title: _____	If yes on any item 1 thru 15, State Construction Office approval is required.
Executed by the State Construction Office	
1. Is this a cost or credit equal to or exceeding $500,000? Or is this a Contract Amendment for a Progressive Design-Build project?	☐ Yes ☐ No
2. Is this a change in Contract time greater than 30 days?	☐ Yes ☐ No
Executed by the Region (in accordance with Construction Manual Appendix 1-A, Section 4.9.1)	
3. Is this a change in the Contract documents beyond the scope, intent or termini of the original Contract?	☐ Yes ☐ No
4. Does this change terminate a PWSVBE/DBE/FSBE, or change work committed to PWSVBE/DBE/FSBEs that affect ability to meet the enforceable project goals or condition of award requirements?	☐ Yes ☐ No
5. Is this change compensating the Contractor for impacts and/or overhead?	☐ Yes ☐ No
6. Is this change due to the determination of a Differing Site Condition (Section 1-04.7 for DBB and DB), or an Uncontrollable Circumstance (PDB Article 14)?	☐ Yes ☐ No
7. Is this change providing payment of a Certified Claim (Section 1-09.11(2)), or providing payment of an arbitration or litigation award (Section 1-09.13)?	☐ Yes ☐ No
8. Is this change providing for repair of damage regarding “acts of God” or “acts of the public enemy or of governmental authorities” (Section 1-07.13(1))?)	☐ Yes ☐ No
9. Is this a change to Division 1 (DBB), General Provisions (DB), or the Articles of the Contract (PDB)?	☐ Yes ☐ No
10. Is this a change to the roadway section (DBB) or a change to Section 2.07 (DB)? Or is this a change to pavement mix design (Construction Manual SS 5-04.2(2))? *Any of these changes require concurrence from the State Pavement Engineer per Construction Manual SS 1-00.3(2)(B))*.	☐ Yes ☐ No
11. Is this change providing acceptance of Nonconforming Work without remediation, or acceptance of Nonconforming Work that does not meet Contract requirements after remediation?	☐ Yes ☐ No
12. Is this a change to Standard Specifications Division 9, a change to the Material Requirements of any Standard Specifications section, a change to Section 2.25 (DB), or the addition of new materials to the Contract?	☐ Yes ☐ No
13. Is this a “no-cost” change based upon a determination of “equal or better” (DB)?	☐ Yes ☐ No
14. Is this a change to the Technical Requirements (DB), or a change to the Design and Construction Standards for Phase 2 Work (PDB)? *If yes, approval by the appropriate discipline SME must be attached to this change order*.	☐ Yes ☐ No
15. Is this change providing authorization of Early Work/Early Work Amendments (PDB)?	☐ Yes ☐ No

Other considerations *(If the answer to any of these considerations is no, an explanation is required below. If the answer to any of these considerations is yes, attach the appropriate documentation to this change order.):*

16. If this Contract has a Project-specific Stewardship and Oversight Plan (formerly called a PoDI Plan) requiring FHWA approval, was FHWA approval obtained?	☐ Yes ☐ No ☐ N/A
17. If approval of the surety was requested, or is required by Construction Manual Appendix 1-A Section 5.11, was it obtained?	☐ Yes ☐ No ☐ N/A
18. If this change order requires approval or concurrence from a Local Agency, was it obtained?	☐ Yes ☐ No ☐ N/A
19. If this change order requires approval from a railroad company, was it obtained?	☐ Yes ☐ No ☐ N/A
20. If this change order is an Engineering Error > $500,000, has a draft Engineering Error Memo been sent to the ASCE as required by Construction Manual SS 1-04.4, subsection 5.21?	☐ Yes ☐ No ☐ N/A

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21. If the answer to #4 is Yes for termination or condition of award, was concurrence obtained from OECR?	☐ Yes	☐ No	☐ N/A
22. If the answer to #4 is Yes and this is a Design-Bid-Build Contract with a condition of award, was acknowledgment obtained from the affected COA subcontractor?	☐ Yes	☐ No	☐ N/A
23. If the change is not eligible for Federal participation, has payment been set up through a state funds-only Group?	☐ Yes	☐ No	☐ N/A

CO Codes: _____