

CONTRACT CHANGE ORDER

Change Requested by: Engineer Contractor

CCO No.	Suppl. No.	Contract No.	Road	Federal Number(s)
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To .Contractor
 You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the Engineer.**

Description of work to be done, estimate of quantities and prices to be paid. (Segregate between additional work at contract price, agreed price and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Engineer's Estimate
 Revise Section 5-1.XX, "Dispute Review Board," of the special provisions to include the informal dispute process.

Attention is directed to the section "Dispute Review Board," of the special provisions. Nothing in this contract change order should be construed as relieving the State of California (state) or the contractor from the responsibilities specified in this section.

The following are exceptions to section "Dispute Review Board," of the special provisions when disputes are heard by the DRB using the informal dispute process:

1. Before using the informal dispute process, the DRB should establish all rules to be followed in preparing for and conducting these meetings in conformance with the contract, DISPUTE REVIEW BOARD AGREEMENT and this change order. These rules should only be implemented with the approval of the state and contractor.
2. An informal dispute process should be convened by the DRB to hear a dispute, if the state and contractor are in agreement.
3. Recommendations with findings are presented to the state and contractor verbally.
4. Recommendations are given the same day as the informal dispute process, unless otherwise agreed to by the state and contractor.
5. After the recommendations have been presented, the state and the contractor may ask for clarifications.
6. If the state and contractor are able to settle their dispute with the aid of the DRB's recommendation, the parties should promptly accept and implement the settlement. If unresolved, the parties should continue to follow the procedures described in "Dispute Review Board," of the special provisions.
7. The DRB is not be bound by its oral recommendation in the event that a dispute that was considered in the informal dispute process is later submitted to the DRB for dispute resolution, as described in "Dispute Review Board," of the special provisions.

The "Dispute Review Board Agreement" should be amended to reflect this change.

Estimated Cost: :	Decrease <input type="checkbox"/>	Increase <input type="checkbox"/>	\$ 0.00
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By reason of this order the time of completion will be adjusted as follows:

Submitted by

Signature	(Print name & title)	Date
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Approval Recommended by

Signature	(Print name & title)	Date
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Engineer Approval by

Signature	(Print name & title)	Date
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We the undersigned contractor, have given careful consideration to the change proposed and agree, if this proposal is approved, that we will provide all equipment, furnish the materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above. **NOTE: If you, the contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specification as to proceeding with the ordered work and filing a written protest within the time therein specified.**

Contractor Acceptance by

Signature	(Print name & title)	Date
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