

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER AND WASTE MANAGEMENT

SRF CHANGE ORDER CHECKLIST

Project Name: _____

Project No. C - 544 _____

Contract No. _____

Change Order No. _____

YES **NO** **N/A**

1. Is the work eligible?

This refers to the nature, location and scope of work. In general any work related to the construction of wastewater improvement will be eligible, except for design errors.

2. If work is eligible, has nature and justification been adequately described?

3. Is the Change Order needed to rectify design errors?

4. Does change order involve rework?

a. If rework is involved could it have been reasonably avoided?

b. If change order involves utility relocation, was a reasonable effort made to approximate the location during design?

5. Was the Change Order prior approved?

Date: _____

6. Will work result in a change in the original design criteria?

7. Will the work cause some other problem or put stress on other equipment or processes that may not have been considered?

8. Has the change order been signed and dated by the contractor, engineer and owner?

9. Has a complete derivation of the cost been included?

a. If cost breakout is unit price, are unit prices used in agreement with prices listed in the bid documents?

b. If cost breakout is not unit price, does the cost include:

- a detailed breakout of labor - job classification, rate of pay and hours worked?

- a detailed breakout of material - including a unit cost for each item?

- a detailed breakout of equipment used - including a hourly or daily rate for equipment used?

- are overhead and profit markup reasonable and in accordance w/ specifications?

c. Does evidence of negotiations exist in accordance with State Change Order Policy?

10. Will approval of this change order result in cumulative cost to date for change orders exceeding contingency funds?

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Comments:

CONSTRUCTION COST SUMMARY

Item	Total Cost	Eligible Cost	Time Extension	Notes
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Current Contract Amount
(Total)

Note: See Contingency Tracking Sheet for Reference

Project Engineer

Date

Engineering Section Manager

Date