

Change Order Checklist Log Template

Change Order#_____

- ☐ Cover Sheet (Change Order Form)
- ☐ Brief Scope of Work/Purchase. Is the scope of work consistent with the project (i.e. not a Cardinal Change)
- ☐ Reason for change. Why was the change necessary? Sound reason for the change, why was the change necessary? Was merit substantiated? (reasonability and necessity). include the Potential Change Orders (PCOs), Claim or Extra Work Bills (EWB) resolved if applicable) as part of this change order.
- ☐ Time Impact (if applicable)
- ☐ Cost Backup
 - ☐ Independent Cost Estimate (published prices, other gov't prices, market rates, engineer's estimate). Is the contractor's proposed pricing fair and reasonable compared to the independent cost estimate? Unallowable costs? % or cost of the Contractor/Subcontractor's mark-up. If there is a time component to the change, is there escalation pricing? Is overhead/administrative costs already accounted for in another change order? Perform a Cost/Price Analysis (if applicable). If this is a deductive change order, does it incorporate the costs that the contractor would have incurred had the change not been issued; i. e., had the work been performed?
- ☐ Internal Correspondence.
- ☐ Communications between AC Transit staff regarding this change.
- ☐ External Correspondence
- ☐ *Record of Negotiation* with the contractor, engineer, architect or third party vendor. Areas of agreement and disagreement.
- ☐ Plan/Specs/Drawings Changes (if any). Was there an error or omission on behalf of Architect, Designer or Engineer?
- ☐ Signatures: Who has signature authority to execute this change order (Contract Officer, Project Manager, Director, General Manager) Address any discrepancies in the signature authority, delay in signing or signatures under protest.

Completed By_____