**A/E CONTRACT** #      **CHANGE ORDER** #

STATE PROJECT CODE #       DATE:

PURCHASE ORDER #      

PIMS #       /WORK ORDER #

PROJECT TITLE/APPROPRIATION TITLE:

Name of Firm:

Attention:

Address:

Under your contract dated       for Work on the Project shown above, you are hereby authorized to make the following additions, deletions, and/or changes to your Scope of Work:

The “Design-Not-To-Exceed” construction cost shall now be $     . In consideration of this modification to the Scope of Work, the sum of       dollars ($     ) is your contract amount for this Project. The adjusted time schedule is as follows:

**­CONTRACT COST SUMMARY**

**Amount of Original Total Total Amount of**

**Contract Additions Deductions Contract to Date**

$      $ $ $

**CHANGE AUTHORIZATION**

In issuing and approving this Change Order, the University, or its representative, certifies that expenditures made to accomplish the Work covered by this Change Order will not result in total expenditures exceeding the A/E fee on the latest approved HECO-2, HECO-5, HECO-6, or HECO-8.

**Accepted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

Authorized A/E Representative Date

**Approved/Recommended By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

H. Jeffrey Moore, P.E., VCCO Date

Approval by the University’s Chief Facilities Officer is required for each Change Order if:

1. A single Change Order is > $50,000, or 25%, or
2. The resulting cumulative sum of all Change Orders exceeds 25% of the original Contract amount

**Approval By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

Donald E. Sundgren Date

Chief Facilities Officer

PIMS # Change Order # Date:

**REASON FOR CHANGE ORDER**

Existing building or utility conditions not as shown in design

Change in University requirement

Unforeseen site conditions during construction

Additional construction period Services

Other (describe):

**JUSTIFICATION**

1. University’s explanation of why the Work was required:
2. When was the change in requirements (function, mission) known?
3. Why this Work wasn’t included in the original contract negotiations:
4. If change in construction period Services, will the Contractor contribute to this Change Order?

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| --- | --- | --- | --- |
| **SUMMARY OF CHANGE ORDERS** | | | |
| Change Order # | Change Order Description | Additions | Deductions |
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| TOTAL ADDITIONS / DEDUCTIONS | | $ | $ |

The cost of this change is reasonable and within budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager