Washington State Department of Transportation

Design Bid-Build Change Order Checklist

Contract: _____ Contract Title: _____ C.O. #: _____ C.O. Title: _____	If yes on any item 1 thru 12, State Construction Office Approval Required.
I. Executed by the State Construction Office	
1. Cost or credit equal to or exceeding $500,000.	☐ Yes ☐ No
2. Change in the contract documents beyond the scope, intent or termini of the original contract.	☐ Yes ☐ No
3. Any proposed revision or deletion of work that affects the condition of award requirements. (Must be coded "CO" in CCIS; includes changes to goals or commitment)	☐ Yes ☐ No
4. Change in contract time greater than 30 working days, or a change in contract time not related to any change order. *1	☐ Yes ☐ No
II. Executed by the Region (in Accordance with Region Delegation)	
5. Determination of impacts and/or overhead.	☐ Yes ☐ No
6. Change to Contract Provisions or Standard Plans.	☐ Yes ☐ No
7. Material or product substitution. (Excludes materials associated with Std. Specification Sections 6-07, 8-01, 8-12, 8-18 & 8-20)	☐ Yes ☐ No
8. Change to roadway section or pavement mix design. (Requires concurrence from State Pavement Engineer per Construction Manual SS 1-00.3(2)(B)	☐ Yes ☐ No
9. Determination of changed condition. (Section 1-04.7 of the Standard Specifications)	☐ Yes ☐ No
10. Settlement of a claim. (Section 1-09.11(2) of the Standard Specifications)	☐ Yes ☐ No
11. Repair of damage regarding "acts of God" or "acts of the public enemy or of government authorities".(Section 1-07.13 of the Standard Specification)	☐ Yes ☐ No
12. Changes to structures considered the practice of engineering per Construction Manual SS 1-04.4.	☐ Yes ☐ No

Other Approvals or Actions that May be Required

13. If this contract has a PoDI Plan requiring FHWA approval, was FHWA approval obtained?	☐ N/A	☐ Yes	☐ No
14. Does this CO qualify under RCW 47.28.050 as within the original scope of contract or < $7,500?		☐ Yes	☐ No
15. If approval of the surety was requested, was it obtained?	☐ N/A	☐ Yes	☐ No
16. If this change order requires approval or concurrence from a Local Agency, was it obtained?	☐ N/A	☐ Yes	☐ No
17. If this change order requires approval from a railroad company, was it obtained?	☐ N/A	☐ Yes	☐ No
18. If this change order is an engineering error > $500,000, has a draft Engineering Error Report been sent to the ASCE as required by Construction Manual Chapter 1, SS 1-04.4, subsection 5.21?	☐ N/A	☐ Yes	☐ No
19. If the answer to #3 is Yes, was concurrence obtained from OECR?	☐ N/A	☐ Yes	☐ No
20. If the answer to #3 is Yes, was acknowledgment obtained from the affected COA subcontractor?	☐ N/A	☐ Yes	☐ No
21. If the answer to #8 is yes, was concurrence obtained from the designer?	☐ N/A	☐ Yes	☐ No
22. If the answer to #12 is yes, was approval or concurrence provided by a professional engineer?	☐ N/A	☐ Yes	☐ No
23. If Notice to Proceed was granted before the CO was executed, was prior approval obtained from the Executing Authority?	☐ N/A	☐ Yes	☐ No
24. If the change is not eligible for Federal participation, has payment been set up through a state-funds-only Group?	☐ N/A	☐ Yes	☐ No

If the answer to any of items #13 through #24 is no, an explanation is required in the Change Record or Minor Change.

CO Codes: _____