

SECTION 104.00 - SCOPE OF WORK

104.01 Contract Administration. All construction contracts are required to be administered per the CA Manual.

104.02 Contract Revisions. The Engineer has the right to make changes in the work, eliminate work or add extra work within the general scope of the contract. The Contractor is contractually required to perform change order work. Contract revisions are issued using a change order ([ITD-0400](#)). Once the change order has been executed by the Department, the document modifies and becomes part of the contract, and carries the same legal force as the original contract.

Advance approval of contract revisions shall be given by the delegated approval authority. Use the [ITD-2317](#), Record of Change Order Authorization to document approval. The only signature required on an ITD-2317 is that of the approval authority.

[Table 104.02.1](#) below presents the contract revision approval authority for both the ITD-2317 and ITD-0400 forms for all ITD projects. Some changes (as noted on Table 104.02.1) also require prior approval by FHWA on Federal-aid projects.

Table 104.02.1: Change Order Approval Authority

(Promulgated November 2019, Manual Table Updated May 2023)

Change Type	Approval Authority	FHWA Prior Approval Federal-aid Project of Interest Contracts	FHWA Prior Approval All Federal-aid Contracts
Changes in the horizontal geometry of a roadway section (including revisions involving addition, deletion, relocation, or structural design of major structures, alignment, or typical section on main roads, ramps, and frontage roads or cross roads.	District Engineer	Yes	No
Revisions in conflict with approved standards, including new technologies for which no standards have been approved.	District Engineer	Yes	No
Changes in approved access provisions (Interstate and NHS routes).	District Engineer	Yes	Yes for Interstates No for NHS
Change in specifications.	District Engineer	Yes	No
Work allowed to remain in place with or without price adjustment.	District Engineer	Yes	No
Dispute Resolutions: <= \$25,000 <= \$100,000 <=\$1,000,000 >\$1,000,000	Project Manager Resident Engineer District Engineer Chief Engineer	See latest approved PODI Spreadsheet for change orders	No

Change Type	Approval Authority	FHWA Prior Approval Federal-aid Project of Interest Contracts	FHWA Prior Approval All Federal-aid Contracts
Changes, which would result in elimination of, or delay to, environmental mitigation measures or commitments on Federal-Aid and State-funded projects covered under a FHWA-approved environmental document.	District Engineer	Yes	Yes
Changes or extra work resulting in an increase or decrease in costs : <= \$25,000 <= \$100,000 <=\$1,000,000 >\$1,000,000	Project Manager Resident Engineer District Engineer Chief Engineer	See latest approved PODI Spreadsheet for change orders	No
Changes in contract plans beyond the general scope and intent of the original contract, including revisions to project limits (Consult with Environmental Section if revising project limits and if changed must have an FHWA approved ITD 2101 in place before the work begins).	District Engineer	Yes	Yes
Contract Time Extensions < 5 Days 6-10 Days > 10 Days	Project Manager Resident Engineer District Engineer	See latest approved PODI Spreadsheet for change orders	No

Change Type	Approval Authority	FHWA Prior Approval Federal-aid Project of Interest Contracts	FHWA Prior Approval All Federal-aid Contracts
Utility and Railroad Change Orders	District Engineer	No	No
Engineering Errors (only used for errors that are determined to fall outside normal standard of professional care) – These costs are non-participating on Federal-aid contracts.	District Engineer	No	No
Contract specifications modification or deletion.	District Engineer	Yes	No
Contract specification additions.	District Engineer	Yes	No

When the Contractor proposes a change to the contract, the Contractor shall complete and submit the [ITD-2884](#) Request for Change (RFC), to justify the change along with any other information requested by the Engineer.

Contractor-requested changes should be evaluated for merit based on whether it is a benefit to the Department, the traveling public, and the taxpayers.

The Contractor is required to supply specific information to the Engineer regardless of whether the change is initiated by either the Engineer or the Contractor. Refer to [ITD Standard Specifications For Highway Construction \(SSHC\) 104.02](#) for requirements. Requests by the Engineer to the Contractor should be made in writing and include a specified time for when the information is to be returned.

The Engineer will determine and document contract revision time and cost impacts per ITD [SSHC 108.07](#) and [109.03](#), respectively.

The Contractor cannot be held responsible for any delays in work or additional costs if a specified time for when the information is to be submitted has not been included in the request letter.

Submit a separate change order for each individual change or operation and include all items of work, adjustment, changes in plans or specifications, etc. to entirely cover the new work. If the new work includes contract items at contract prices, include this information in the change order. Do not include other work items or changes that are unrelated.

Example: a change in specifications on crushed aggregate is warranted and a price adjustment is needed on this item. At the same time, an unplanned pipe must be installed at a particular location and there is no contract bid price for the pipe. Both conditions require a Change Order; however, they are entirely unrelated, so each must be submitted as a separate change order.

104.02.01 Issuing an Avoid Verbal Order (AVO) for a Change Order. If the change order has not yet been fully executed but has been approved, the Engineer may issue an order for the Contractor to proceed with the revised work using Form [ITD-2055](#), Avoid Verbal Order (AVO). The order must be complete, correct, clear and concise for the work to be performed, along with the method of measurement and basis of payment. The AVO may be hand written, provided it is legible.

Prepare an AVO as follows:

- The message may be prepared and signed by the Engineer's representative. The Contractor's representative receiving the message must also sign the AVO.
- The yellow copy remains with the Contractor's representative; the Engineer retains the white and pink copies. Send a copy of the original white copy to the Contractor's home office to ensure their management is aware of this communication.

It is important that the Contractor officially acknowledge receipt of an AVO by requiring a signature and date from the Contractor's representative with a "hard copy" transmitted to his main office for

documentation purposes. Claims investigations have revealed, in too many instances, that no record is available confirming the Contractor received an AVO.

The Contractor must sign and date the AVO.

An AVO example is at the end of this section ([Example 104.02-1](#)).

104.02.02 Preparing the ITD-2317 Record of Change Order Authorization. The [ITD-2317](#) must include the following:

- The reason for the change order. Provide enough detail so a third party who is unfamiliar with the project can understand why the change order is needed.
- General description of the work to be performed (i.e. scope of work).
- Estimated Cost (final pricing from the Contractor is not required).
- Estimated time impacts (final schedule analyses are not required).

Changes involving project environmental documents require approval from those having authority for the environmental document. Similarly, changes that might affect the operations of Ports of Entry (POE) should be made only after consultation and concurrence with the POE Manager.

The individuals being consulted (including FHWA on FHWA Projects of Interest or local agencies on local agency projects) and approval dates must be completed on the ITD-2317 to advise management that appropriate specialists have been brought into the decision-making process for the change. Include all elements of the proposed change in the discussion with the specialists including cost and time. A proposed change may have technical merits, but the high cost impacts may negate any potential benefits.

Advance approval of contract revisions must be given by the delegated approval authority. The approval authority and the date of said approval should be shown in the "discussed with _____" column. Written documentation (e.g. signature on the ITD-2317) should be obtained from the individual indicating approval.

Record of Change Order Authorization (ITD 2317) examples are at the end of this section ([Example 104.02-2 through 104.02-7](#)).

104.02.03 Preparing the ITD-0400. Because a change order modifies or supplements the contract, write in a manner so that interpretation of the work is not misunderstood.

If any aspect of the proposed contract revision changes after the 2317 is approved, but before the 0400 is finalized, the 2317 should be revised to reflect the changes, so there is a clear record that the approval authority(s) and subject matter experts are still in concurrence with the proposed changes.

The [ITD-0400](#) authorization date will normally be the date on which the Contractor was ordered to do the work. This is not the date from the [ITD-2317](#) "Date Authorized by the Approval Authority". It is the date the actual order was given (either written or verbal) to the Contractor.

The Change Order should list as applicable:

- Description of the Work
- Material Requirements, including material acceptance requirements if applicable
- Construction Requirements
- Method of Measurement
- Basis of Payment (including a pricing table)
- Contract Time Adjustment.

Every change order must address cost and time even if it is a no cost change order or time has not been affected. Include a statement as to how agreed prices and lump sum item costs were justified, with back up (i.e. Contractor's detailed cost estimate, ITD's independent cost estimate, and written documentation of negotiations) in the change order file. The independent cost estimate could be based on average bid prices, prices from similar projects or a force account (i.e. materials, equipment and labor) analysis. Use force account procedures when an agreed price cannot be arrived at through normal negotiation or when work quantities are difficult to estimate. Address the time in the change order narrative. In the space for adjustment in contract time (located in the lower left hand corner) complete the time adjustment as applicable.

The space for adjustment in contract time must be filled in. The space provides for "time adjustments," not "time extensions". Documentation from the project schedule, including updates, is required for justifying a time adjustment. Contract time can be decreased or increased as the change warrants **only** if the critical path is impacted. Written documentation of time impact negotiations should be placed in the change order file.

Consider and resolve time adjustments when the change order is initiated. If the change cannot be accomplished concurrently with the controlling operations, or affects the critical path, then a time adjustment should be made.

Changing the materials specifications (i.e. price adjustment) is an acceptable practice **only** under certain limited circumstances such as materials placed in non-critical areas and materials that don't meet specs, but will still perform as intended based on an engineering and risk analyses.

In the event that a change in the general scope of work per [Table 104.02.1](#) is contemplated, the following must be accomplished:

- Identify the proposed work is truly needed
- Perform a re-evaluation of the environmental document if required
- Verify the ROW is adequate for the proposed change(s)

- Update the Erosion Control Plan or the SWPPP if required
- Check other Project Permit requirements (404, 401, Etc.)

When contract revisions will be performed after substantial completion or with interim completion dates, employ and document a method of time accounting to control the duration of the work. Specify in the change order the time allocation and liquidated damages that are associated with the change order work.

Number change orders consecutively, beginning with number 01 for each contract. If work involved in a previous change must be amended, complete a new change order and assign a new number.

Attachments may be necessary to supplement a change order. These documents must be legible prints showing all data necessary to properly describe the work. Attach the documents to each change order copy. A Professional Engineer licensed in the State of Idaho must stamp and endorse drawings that require Engineer certification.

104.02.04 Formatting the ITD-0400. Capitalize, underline, and begin main headings at the left margin. When more than one heading is necessary, use all that apply. Use one or more of the main headings:

- CHANGE IN PLANS
- CHANGE IN SPECIFICATION
- ADDED SPECIFICATION
- DELETED SPECIFICATION
- CHANGE IN PLANS AND SPECIFICATIONS
- MATERIALS LEFT ON HAND
- QUANTITY VARIANCE
- ACCEPTANCE PER 105.03
- RESOLUTION OF A DISPUTE
- CONSULTANT ERROR AND OMISSION
- VALUE ENGINEERING CHANGE PROPOSAL
- CHANGE IN SCOPE
- OTHER.

104.02.05 Naming ITD-0400 Contract Pay Items (WinCAPs only). Change order items are tracked by item number(s). The item number(s) or name(s) given to Change Order item(s) must be kept uniform from project to project.

Change order items that are not already provided for in the contract shall use the following numbering method. The number consists of:

- An alpha designator for the type of work.
 - C - CHANGE ORDER (the majority of change orders will use this designation)
 - F - FORCE ACCOUNT (used when ITD [SSHC 109.03.C.5](#) is applicable)
 - M - MATERIALS ON HAND (used when ITD [SSHC 109.06](#) is applicable)
 - ML – MATERIALS LEFT ON HAND (used when ITD [SSHC 109.07](#) is applicable)
 - U – UTILITY (used only for [ITD-0403](#) change orders).
 - N – For federal-aid contracts, an “N” alpha designator must be included preceding the alpha designators whenever the item has been **conclusively determined on a case-by-case basis** that it is a non-participating (i.e. Federal-aid dollars will not be used) cost. For example, materials left on hand costs are always non-participating on federal aid contracts.
- A number for the Change Order after the alpha designator. Always use at least two digits (e.g. 01, 09, 13, 27)
- The item number had the revised work been included in the original contract, a contract item designator. The entire coding or naming of the change order item cannot exceed 25 characters.

Naming Examples:

- A new item for Superpave HMA Pavement, Class SP4, established by Change Order No. 9 would be designated as: C09-405-320A Superpave SP4.
- Change Order No. 10 for adding work to dig a ditch by Force Account could be designated as: F10 - Ditch Digging.
- Change Order No. 5, a new item for plantmix pavement as requested by the local agency to place on local streets outside of federal-aid project limits would be designated as: NC05-405-10A Local Roads.

Items included in a change order are either in the original contract bid documents or an earlier change order will continue to use the established pay item number, provided the unit price remains the same.

Change Order ([ITD-0400](#)) examples are at the end of this section ([Example 104.02-8 through 104.02-12](#)).

104.02.06 Handwritten changes to the [ITD-0400](#). Whoever makes the change will provide documentation of that change through an initial and date next to the change. The ITD-0400 can become evidence in a dispute. Proper identification of the person making a change, and the date of that change, are critical to the Department's record keeping process and the authenticity of the document. Changes made by the Department to a document after signature by the Contractor may present problems in terms of legality and is not recommended.

104.02.07 Contractor's Signature on the ITD-0400. Obtain the Contractor's original signature on two copies of the change order or facsimile signature on one copy before the approval authority signature. **The Contractor is required to return the signed or unsigned change order(s) to the Engineer within five business days.** If the Contractor does not agree to the change order and refuses to sign, the specifications also require the Contractor to provide a written explanation for refusal. The change order may then be issued unilaterally. A unilaterally issued change order is an effective order given to the Contractor. If the executed change order is contested by the Contractor, use certified mail with return receipt requested.

104.02.08 Local Agency's signature on the ITD-0400. The Local Public Agency (LPA) must be aware of and signatory to all change orders on local projects. Consult with the LPA in accordance with [Section 640.00 of the "Guidelines for Local Public Agency Projects"](#), and the applicable State/Local Agreement.

104.02.09 Claim Settlement. Contractor claim settlements are to be paid by change order. Claim settlement change orders should be paid by the District immediately after the change order is executed to avoid post judgment interest.

104.02.10 Preparing a Utility Agreement Change Order. Complete an [ITD-2317](#) for all Utility Change Orders. The [ITD-0403](#), Utility Agreement Change Order, is used to make any change in the original utility agreement, or to facilitate utility work not covered by an agreement. Refer to [CA Manual 105.07](#) for a more thorough discussion of Utility and Railroad Agreement Change Orders and other actions that may be required because of such change orders. The District Engineer approves all utility change orders.

Utility change orders are to be numbered separately from Construction Change Orders. Begin with number 01 for each contract and number consecutively.

Utility Agreement Change Order (ITD-0403) examples are at the end of this section (Examples [104.02-13](#) and [104.02-14](#)).

All utility change order work is subject to Buy America if Federal Aid funds were expended on the project, including those projects that are state funded but a NEPA document was completed for the project.

104.02.11 Constructive Change. Any conduct by the Engineer (or a representative authorized to order changes), which is not a written change order, but which has the effect of requiring the Contractor to perform work different from that prescribed by the contract terms, could constitute a constructive change order. If the Contractor gives written notice that a constructive change has occurred, the Engineer will evaluate the change, and if in agreement, initiate and process a written Change Order if in agreement after evaluation.

104.02.12 Consultant Designs - Errors or Omissions Change Orders. Costs for design errors or omissions in contract documents are either recoverable or non-recoverable. Costs are considered non-recoverable if the consultant followed the work scope, followed established Departmental procedures and design standards, and practiced due diligence (“standard of care”) in trying to prevent mistakes during design. For example, a problem may appear as substandard consultant design work when the problem could have been because of restrictions in the consultant’s work scope or based on information and direction provided by the Department.

If the design consultant prepared the plans and other contract documents in accordance with Department standards, procedures, consultant agreement, and adhered to professional standards, the consultant cannot be held accountable.

However, cost can be recoverable if the errors and omissions result from the following:

- Substandard Design – the design does not meet the standards and criteria established by the Department and referenced in the scope of services, federal regulations or other normal standards, accepted principles and practices.
- Defective Special Provision – the special provision does not specify the necessary requirements or imposes requirements that cannot be reasonably attained.
- Deficient Site Investigation – the investigation did not adequately identify all features, including subsurface features, resulting in adverse impacts to project construction.
- Contract errors, omissions and conflicts that materially affect construction.
- Work was completed according to the plans but was incorrect and must be redone.

To clarify recoverable and non-recoverable costs, the following two instances are used as examples:

Instance A: The consultant's plans failed to show guardrail on an embankment that would require protection in accordance with the Design Manual. The Department and local government determine that guardrail is required and the consultant is so informed. Subsequently, since there was no guardrail in the contract, the Resident Engineer negotiates a fair and equitable price for the guardrail and a Change Order is prepared.

Instance B: The consultant's plans specify spread footing for the abutments of a small single-span bridge. Apparently, the foundation investigation was improper, as the gravel layer on which the spread footing was to be founded amounted to a very thin layer that is unacceptable for supporting the abutments. The consultant and other department personnel are contacted. After additional

investigation, it is agreed that the spread footing design must be abandoned in favor of a pile-supported foundation. Consequently, the excavations must be backfilled and the backfill compacted in preparation for driving piling. A Change Order is prepared to cover the backfilling and the foundation design changed to piling.

The situation described in Instance A is one in which the consultant would not normally be expected to share in the construction cost. It is assumed that the negotiated price did not result in any greater total cost to the project than would have occurred had the item been included in the original plans; therefore, no assessment should be made against the consultant.

The situation described in Instance B, however, is one in which additional costs were incurred to perform corrective work that was the result of a recoverable design error or omission. The extra work resulted in no benefit to the project. Therefore, the consultant is liable for the costs of excavating between the newly established abutment grade and the originally designed footing grade, as well as backfilling and compaction. The cost of piling should not be considered the consultant's liability.

The following steps should be followed by the Engineer to identify and recover error and omission costs from the consultant:

- 1) Evaluate the error or omission to see if it is recoverable. The criteria to use are:
 - a) The error is clearly a design oversight
 - b) The error caused the project cost to increase above the amount considered necessary had the design been correct in the first place (e.g. work has to be removed and redone)
 - c) Project Development provided verification that restrictions in the consultant's work scope, and information or direction provided by the Department did not cause what may appear as substandard design work.
- 2) At the first indication of a potential design error and omission, take the following actions (the project development verification may not be received immediately):
 - a) Immediately notify the consultant (in writing) of the error
 - b) Give the consultant every opportunity to participate in a solution and to take corrective action
 - c) Record the work using force account procedures and photographs, and document all decisions and actions
 - d) Determine the increased construction cost of the corrective action
 - e) Provide the consultant a letter detailing the cost for the corrective action with a deadline for a response and potential repayment.

Before initiating recovery, the District Engineer must approve all potential recovery against engineering consultants for design errors and omissions costs. The cost for correcting an error and/or omissions is based on comparison with the actual first-time cost if the design had been initially correct. First-time costs, as well as routine variations in estimated quantities, are not considered recoverable costs. If

supportable, costs may include that which the Department may have incurred to resolve changes in the contract documents, additional engineering and inspection costs, and Contractor delay costs.

The Resident Engineer shall then correspond with the consultant setting forth the basis of the recovery. If the consultant disagrees and further action is necessary, the Department shall contact the Legal Section.

On locally-sponsored projects, the sponsor shall pursue restitution for errors and omissions from their consultant. The sponsor needs to be informed at the earliest possible date of an error or omission that could increase their cost. In the event the error or omission results in costs for which the consultant is judged responsible, the Engineer will assure that the payment received is credited to the project.

NON-PARTICIPATING Change Orders are change orders that are written to compensate the Contractor for correction of consultant engineering errors and omissions (where recovery of costs is being pursued). When the consultant is billed and payment is received, the Engineer will ensure that payment is credited to the project.

104.02.13 Contract Revision Types. There are six contract revision types:

- 1) Extra work ITD [SSHC 104.02.B](#)
- 2) Differing Site Conditions ITD [SSHC 104.02.C](#)
- 3) Suspensions of work ordered by the Engineer ITD [SSHC 104.02.D](#)
- 4) Significant Changes in the Character of the Work ITD [SSHC 104.02.E](#)
- 5) Eliminated Contract Pay Items ITD [SSHC 104.02.F](#)
- 6) Utility Facilities ITD [SSHC 105.07](#).

104.02.14 Extra Work. Force Account for extra work is used for unknown quantities which make it difficult to agree upon a price, or where the Contractor and the Engineer cannot agree on a price. Force account is also used when the nature of the work makes it impossible to arrive at an agreed price, or when detailed records are needed, such as on potential claim issues. Use a contingency amount (CA), not lump sum (LS) when the actual cost cannot be reasonably estimated.

The Contractor is entitled to overhead and profit per ITD [SSHC 109.03.C](#) for extra work performed by a subcontractor. This fee is based on the total cost of work performed regardless of the number of subcontractors needed. The Contractor is not to receive any additional markups over and above what is specified in [SSHC 109.03.C](#). The overhead and profit must be a separate cost item on the change order.

Do not accept change order pricing that does not also include documentation of the subcontractor detailed price proposal (i.e. under their letterhead and over their signature).

104.02.15 Differing Site Condition. A change order must be prepared to cover equitable adjustment in costs and time when differing site conditions are encountered and the Contractor has followed the procedures previously discussed.

1) Type 1 Differing Site Condition

Per ITD [SSHC 104.02.C](#): *“During the progress of work, if subsurface or latent physical conditions are encountered at the site differing materially from those indicated in the contract...”*

A Type 1 differing site condition is a circumstantial change that involves an existing condition at the site of work that materially differs from the conditions represented in the contract (specifications and plans) documents, **which was not anticipated by either the Department or the Contractor**. In highway construction, most differing site conditions involve subsurface materials such as soil, rock, groundwater, underground facilities, and debris. The Contractor must prove that actual site conditions encountered differ materially (or significantly) from what the Department represented. To determine the merits of a Type 1 Differing Site Condition, the Engineer must first determine what was actually represented in the contract documents. The project plans, as-built plans from previous projects, soils reports and boring data, and any other documents that were available to the Contractor at the time of bidding must all be reviewed. At this stage the Engineer is trying to ascertain what the Department represented **at the time of bidding**. If the Department did not provide any site information, then no Type 1 Differing Site Condition exists because no conditions were represented.

The most difficult step is determining if the contract documents do indicate that conditions encountered differ materially from representations made by the contract, because there is no widely accepted definition of what is materially different. Usually only conditions that significantly change how the Contractor should have performed the work are considered materially different. The Engineer should consult with experts in the construction industry and with ITD’s own in-house subject matter experts who are experienced in the type of work under issue.

Next, if the conditions are determined to be materially different, the Engineer must determine if the Contractor should have relied on the site information provided by the Department. Disclaimers and other contract language can sometimes negate reliance on site conditions provided in the contract documents. A site visit by the Contractor or the Contractor’s past experience on similar projects may also negate reliance. If reliance was justified, then the Contractor may be able to recover.

2) Type 2 Differing Site Condition

When the contract does not clarify the existing conditions at the site of work, then a Type 2 differing site condition exists only *“...if unknown physical conditions of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in the work provided for in the contract, are encountered at the site...”* (see ITD [SSHC 104.02.C](#))

This is a much broader definition of a differing site condition and applies to industry practices in general. For example, if a Contractor is installing pipe and the Department provides no soils information on the pipe run, then the Contractor must deal with whatever soil type and groundwater conditions are encountered at the site. If the Contractor expected firm clay and encounters loose, running sand, there is no relief since loose, running sand is not an unusual condition in pipe work. However, if the Contractor uncovered an old railroad line in the middle of a desert, then some relief would be available to the Contractor since old railroad lines are not normally encountered in pipe work in remote areas.

The Department must not withhold any information it has on site conditions to inquiring contractors. In cases in which the Department does not fully know the site conditions, contractors must adequately determine their risk and bid accordingly.

Whether the condition encountered fits a Type 1 or Type 2 Differing Site Condition, **prompt written notification** must be given by the party discovering the differing site condition to the Engineer. The Engineer must **promptly** investigate the conditions and **promptly** notify the Contractor in writing whether or not a differing site condition exists. If a differing site condition exists the contract is adjusted accordingly by change order.

The Contractor has the right to disagree and pursue a construction claim under ITD [SSHC 105.16](#).

104.02.16 Eliminated Contract Pay Items. The Engineer will immediately issue a written order (a change order, letter, or AVO) to the Contractor to eliminate any items of work from the contract if it is found that these items are unnecessary for the proper completion of the work. A change order should be used to formalize the change when major items of work are eliminated, and wherever cost and time concerns become uncertain.

If the Contractor has incurred costs for the eliminated items, reimbursement for actual work completed and the costs incurred shall be paid by a change order. Reimbursement requests for lost overhead and profits are evaluated on a case-by-case basis.

Although items of work may be eliminated, the Contractor is still required to finish the remaining work on the project. Contract items that have unusually high unit bid prices should not be eliminated solely for the purpose of saving money.

104.02.17 Permanent erosion and sediment control plans, measures and specifications are often based on project environmental commitments. A change order is required if any modifications are made to contract requirements for temporary and permanent sediment and erosion control measures or vegetation establishment. This includes adding revised plan(s) or measure(s) to the contractual requirements.

The Resident Engineer must consult with the District Environmental Planner before implementing any changes. Consultation with the Headquarters Environmental Section may also be necessary. In addition, the Resident Engineer shall consult with the Department's Roadside Program Manager whenever erosion control modifications may affect the establishment of permanent seeding, sodding or plantings. All parties must respectively ensure that adequate time is given for review of the proposed change(s) and that their responses are timely.

In preparing SWPPP's, contractors may sometimes use contract plans as a base document to show that the temporary sediment and erosion control measures they are planning to use comply with NPDES requirements. Contractors also sometimes make revisions to the contract plans when preparing the SWPPP.

Revisions to contract plans should be reviewed by the Engineer of Record for concurrence. A change order may need to be issued if revisions to the contract plans are accepted as part of the SWPPP

process, depending on whether engineered features have been affected (e.g. size and location of siltation ponds).

It is recommended that the Engineer of Record who stamped the plan sheet(s) re-stamp revisions made to contract plan sheet(s), so that he/she remains in responsible charge. Otherwise, if the modified contract plans are not re-stamped, the authorizing individual, by signing the change order, is accepting responsibility for the change(s). Therefore, the RE should not approve contract document engineering changes that have not been re-stamped.

104.02.18 Examples 104.02-1 through 14. Examples of a completed AVO, six [ITD-2317s](#), five [ITD-0400s](#) and two [ITD-0403](#)'s are on the following pages. All forms must be properly signed to be effective.

Use the most current electronic version of these forms to ensure correct content, approval signatures and distribution.

Example 104.02-1

ITD 2055 (Rev. 7-08)

Avoid Verbal Order (Speed Letter)



itd.idaho.gov Idaho Transportation Department

Mr. Contractor	Superintendent, Acme, Inc.
From Elmer Hardworker	Title Principle Inspector, ITD Residency 1
Subject / Project Number Replace Delineators / Key # 12345, SH 30, E City Limits to Jct 20	

Message

Remove existing delineators and install new Type 1R or Type 2R delineators as marked in the field. Provide material and work in accordance with Standard Drawing G-3 (copy attached) and Section 617 of the the Standard Specifications.

Per our conversation and Engineer's approval today an estimated quantity of 92 Type 1R delineators and 27 Type 2R delineators will be measured in place. The installed unit price for the Type 1R is agreed at \$17.13 and \$17.93 for Type 2R. Overhead and Profit will be computed in accordance with Subsection 109.03.C.4.

Contract time will be extended by one working day.

6/6/14

Reply

Example 104.02-2



Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

This form must be completed and approved before beginning this work. See *Contract Administration Manual Subsection 104.02* for specific instructions. (Access the form fields and check boxes below by tabbing from field to field)

Lead Key Number 91969	Lead Project Number STP-2691(969)	Location (same as described on contract cover) Abbey Rd., Jerome Co.	
Contractor EMI		Date This Form Filled In 3-18-13	Change Order Number 17
Resident Engineer Geoff Emerick		Requested By (Contractor requests - attach RFC with this form) ITD	

Nature and Reason for Revision

To complete this field, click inside the box below. If desired, after completing this section on-line and it extends to more than one page, press the Enter key as many times as necessary to move the next block of boxes to the bottom of the last page.

ACCEPTANCE PER 105.03

REASON FOR CHANGE: The geotextile of one lot (Tencate Geosynthetics) failed to meet the specification in the grab tensile and puncture strength test areas.

WORK DESCRIPTION: The Engineer will allow Tencate geotextile to be left in place with a 35% price adjustment of the material cost only. This is only to be applied to the quantity represented by the failing tests per the ITD Lab Operations Manual Section 330.10.

ESTIMATED COST: A price reduction of 35% is being applied to the material cost, in accordance with the schedule in Subsection 330.10 of the Lab Operations Manual, for the installed quantity represented by the failing tests. The agreed price includes labor plus the reduced material cost. The documentation is on file with the project records.

PRICING:

Item	Item Name	Quantity	Unit	Unit Price	Item Total
C07640-015A	Subgrade Separation Geotextile TY II	(3,277.78)	SY	\$1.77	(\$5,801.67)
C17640-015A	Subgrade Separation Geotextile TY II	3,277.78	SY	\$1.47	\$4,818.34
Net Estimated Decrease					(\$983.33)

ESTIMATED TIME IMPACTS: No contract time adjustment is warranted for this work.

Specific Date Work is to Start - if estimated, enter date then ("est.") 3-19-13	Total Estimated Change <input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ 983.33	Time Adjustment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	--	--

Consultation With	Date	Concurrence		Consultation With	Date	Concurrence	
		Yes	No			Yes	No
Geoff Emerick, TFRE	3/18/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
George Martin, EM	3/18/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	FHWA:		<input type="checkbox"/>	<input type="checkbox"/>

FHWA prior approval? Yes No N/A

Approval Authority <input type="checkbox"/> CE <input checked="" type="checkbox"/> DE <input type="checkbox"/> RE	Date Authorized by Approval Authority 3-18-13	Approval Authority's Signature
--	--	--------------------------------

Distribution: Dist. 4 Engr. Dist. 4 Engineering Mgr Resident Engr. Geoff Emerick _____ DRI
 DMC (electronic to: HQ.ChangeOrders) FHWA (Projects of Interest) _____
 Other Civil Engineering, Inc. _____

Example 104.02-3



Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

This form must be completed and approved before beginning this work. See *Contract Administration Manual Subsection 104.02* for specific instructions. (Access the form fields and check boxes below by tabbing from field to field)

Lead Key Number 30173	Lead Project Number IM-99-3(011)973	Location (same as described on contract cover) I-99, Abbey Road to East IC	
Contractor EMI	Date This Form Filled In 8-08-13	Change Order Number 11	
Resident Engineer Alan Parsons		Requested By (Contractor requests - attach RFC with this form) ITD	

Nature and Reason for Revision

To complete this field, click inside the box below. If desired, after completing this section on-line and it extends to more than one page, press the Enter key as many times as necessary to move the next block of boxes to the bottom of the last page.

CHANGE IN PLANS

REASON FOR CHANGE: This change order is to repair structural defects and address safety concerns for the traffic crossing this structure. The work includes replacing the bridge bearings and compression seal joints. Repair is critical for the problems to be resolved before further deterioration occurs potentially necessitating a load reduction.

WORK DESCRIPTION: Repair the Snake River Bridge per the attached Bridge Repair Drawings, Bridge Special Provisions, and other associated work as directed.

ESTIMATED COST: The Contractor provided a cost breakdown for the extra work. The Engineer used force account analysis and compared these unit item prices to the Department average bid prices. The subcontractor has completed contract work on the project and will need to remobilize his crews and equipment including costs for the superintendent, management, toilets, etc. The bridge removal cost is associated with increased width and depths required to remove the deteriorated material.

PRICING:

Item	Item Name	Quantity	Unit	Unit Price	Item Total
C11A	10-61 Rigid Mortar	9	CY	\$3,405.82	\$30,652.38
F11B	SWPPP Contingency (Includes River Protection)	5,000	CA	\$5,000.00	\$5,000.00
F11C	Weather Protection Contingency	15,000	CA	\$1.00	\$15,000.00
C11D	Prime Contractor Overhead and Profit	14,450	CA	\$1.00	\$14,450.00
C11S501-06B	Compression Seal Joint	193	FT	\$99.00	\$19,107.00
C11S501-35A	SP Bridge, Partial Removal of Bridge	57	SY	\$1,370.00	\$78,090.00
C11S501-40A	SP Bridge, Elastomeric Concrete Header	4.67	CY	\$12,200.00	\$56,974.00
C11S501-55A	Bridge Bearings and Steel Beam Seats	6	EA	\$4,155.00	\$24,930.00
C11S612-20A	Rem. & Reset Concrete Guardrail	1,000	FT	\$35.00	\$35,000.00
C11Z629-05A	Mobilization	1	LS	\$19,008.45	\$19,008.45
Total Estimated Increase					\$298,211.83

ESTIMATED TIME IMPACTS: Rapid Mortar will be used instead of CL 40A to reduce the time by 3 weeks. The required 10-day cure time is eliminated since the Rapid Mortar cure time is much shorter. Also, on-ramp traffic requires 2 phases of bridge work, further justifying the Rapid Mortar. Reducing the CPM time by 3 weeks minimizes potential winter weather impacts to the project and traffic. The Contractor's proposed schedule shows completion by November 25th which is 45 working days beyond the contract completion date. The documentation is on file with the project records. The Department will increase Contract Time by 45 Working Days.

Example 104.02-3

Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

Lead Key Number 30173	Lead Project Number IM-99-3(011)973	Location (same as described on contract cover) I-99, Abbey Road to East IC
Contractor EMI		Date This Form Filled In 8-08-13
		Change Order Number 11

Specific Date Work is to Start - if estimated, enter date then ("est.") 9-27-13	Total Estimated Change <input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 298,211.83	Time Adjustment <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	--	--

Consultation With	Date	Concurrence		Consultation With	Date	Concurrence	
		Yes	No			Yes	No
Alan Parsons, TFRE	8-05-13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Roger Waters, EM-	8-08-13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
David Gilmour, HQ Res. Ctr.	8-05-13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FHWA:		<input type="checkbox"/>	<input type="checkbox"/>

FHWA prior approval? Yes No N/A

Approval Authority <input type="checkbox"/> CE <input checked="" type="checkbox"/> DE <input type="checkbox"/> RE	Date Authorized by Approval Authority 8-19-13	Approval Authority's Signature
--	--	--------------------------------

Distribution: Dist. 4 Engr. Dist. 4 Engineering Mgr Resident Engr. Alan Parsons _____ DRI
 DMC (electronic to: HQ.ChangeOrders) FHWA (Projects of Interest) _____
 Other Civil Engineering, Inc. _____

Example 104.02-4



Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

This form must be completed and approved before beginning this work. See *Contract Administration Manual Subsection 104.02* for specific instructions. (Access the form fields and check boxes below by tabbing from field to field)

Lead Key Number 91969	Lead Project Number STP-2691(969)	Location (same as described on contract cover) Abbey Rd., Jerrome Co.	
Contractor EMI		Date This Form Filled In 5-06-13	Change Order Number 14
Resident Engineer Geoff Emerick		Requested By (Contractor requests - attach RFC with this form) ITD	

Nature and Reason for Revision

To complete this field, click inside the box below. If desired, after completing this section on-line and it extends to more than one page, press the Enter key as many times as necessary to move the next block of boxes to the bottom of the last page.

QUANTITY VARIANCE

REASON FOR CHANGE: Directed Surveying will exceed 125% of the original estimate. A price adjustment was requested for the quantity exceeding 125%.

WORK DESCRIPTION: This change order adjusts the Contract Unit Price for S105-05A Directed Surveying 2-Person Crew and S105-05D Directed Surveying Office Computations for quantities exceeding 125% of the original Contract amount.

ESTIMATED COST: The Engineer has reviewed Contractor provided costs based on a force account analysis and found them justified.

PRICING:

Item	Item Name	Quantity	Unit	Unit Price	Item Total
S105-05A	Directed Surveying 2-Person Crew	12.5	HRS	\$0.00	\$0.00
S105-05D	Directed Surveying Office Computations	12.5	HRS	\$0.00	\$0.00
C14S105-05A	Directed Surveying 2-Person Crew	26.0	HRS	\$110.00	\$2860.00
C14S105-05D	Directed Surveying Office Computations	20.0	HRS	\$38.50	\$770.00
Total Estimated Increase					\$3630.00

ESTIMATED TIME IMPACTS: No contract time adjustment is warranted for this work.

Example 104.02-4

Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

Lead Key Number 91969	Lead Project Number STP-2691(969)	Location (same as described on contract cover) Abbey Rd., Jerome Co.	
Contractor EMI		Date This Form Filled In 5-06-13	Change Order Number 14

Specific Date Work is to Start - if estimated, enter date then ("est.") 5-13-13	Total Estimated Change <input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 3,630.00	Time Adjustment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	--	--

Consultation With	Date	Concurrence		Consultation With	Date	Concurrence	
		Yes	No			Yes	No
Geoff Emerick, TFRE	5/3/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
George Martin, EM	5/3/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	FHWA:		<input type="checkbox"/>	<input type="checkbox"/>

FHWA prior approval? Yes No N/A

Approval Authority <input type="checkbox"/> CE <input type="checkbox"/> DE <input checked="" type="checkbox"/> RE	Date Authorized by Approval Authority 5-03-13	Approval Authority's Signature
--	--	--------------------------------

Distribution: Dist. 4 Engr. Dist. 4 Engineering Mgr Resident Engr. Geoff Emerick DRI
 DMC (electronic to: HQ.ChangeOrders) FHWA (Projects of Interest) _____
 Other Civil Engineering, Inc. _____

Example 104.02-5



Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

This form must be completed and approved before beginning this work. See *Contract Administration Manual Subsection 104.02* for specific instructions. (Access the form fields and check boxes below by tabbing from field to field)

Lead Key Number 71971	Lead Project Number DHP-NH-IR-CM-F-0071(971)	Location (same as described on contract cover) Fillmore East
Contractor Capricorn, Inc.		Date This Form Filled In 6-19-13
Resident Engineer Aaron Baron		Change Order Number 29
		Requested By (Contractor requests - attach RFC with this form) ITD

Nature and Reason for Revision

To complete this field, click inside the box below. If desired, after completing this section on-line and it extends to more than one page, press the Enter key as many times as necessary to move the next block of boxes to the bottom of the last page.

CHANGE IN SPECIFICATION

REASON FOR CHANGE: This project was designed using the Hveem method of paving specifications. Since then, the Department has adopted Superpave HMA paving requirements. This change is a no-cost change order as both the Department and the Contractor are set up to meet the current Superpave paving specifications.

WORK DESCRIPTION: Delete references to items 405-005A, 405-160A, 405-170A, and 405-230A and replace them with the attached May 2010 Special Provision - Superpave Hot Mix Asphalt (HMA) Pavement. Complete the work as shown on the plans or as established. The Engineer will allow RAP at Level 1 as shown on the Superpave Special Provision.

ESTIMATED COST: The Engineer has reviewed the agreed prices for Superpave HMA Pavement and found they compare favorably with similar work. The documentation is on file with the project records.

PRICING:

Item	Item Name	Quantity	Unit	Unit Price	Item Total
405-005A	Plant Mix Pavement Class I	(38,305.49)	Tonnes	\$42.00	(\$1,608,830.58)
405-160A	PG 58-28 Asphalt for Plant Mix	(1,155.03)	Tonnes	\$745.00	(\$860,497.35)
405-170A	PG 64-28 Asphalt for Plant Mix	(882.00)	Tonnes	\$760.00	(\$670,320.00)
405-230A	0.5% Anti Strip Add. For Plant Mix	(2,207.03)	MTOA	\$9.00	(\$19,863.27)
C29S405-20A	SuperPave HMA Pavement Including Asphalt and Additives 3/4" Agg. Class SP-4 (58-28)	22,218.00	Tonnes	\$81.30	\$1,806,323.40
C29S405-30A	SuperPave HMA Pavement Including Asphalt and Additives 3/4" Agg. Class SP-4 (64-28)	16,089.00	Tonnes	\$84.10	\$1,353,084.90
Net Estimated Decrease					(\$102.90)

ESTIMATED TIME IMPACTS: No contract time adjustment is requested or warranted with this change order.

Example 104.02-5

Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

Lead Key Number 71971	Lead Project Number DHP-NH-IR-CM-F-0071(971)	Location (same as described on contract cover) Fillmore East	
Contractor Capricorn, Inc.		Date This Form Filled In 6-19-13	Change Order Number 29

Specific Date Work is to Start - if estimated, enter date then ("est.") 8-12-13	Total Estimated Change <input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ 102.90	Time Adjustment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	--	--

Consultation With	Date	Concurrence		Consultation With	Date	Concurrence	
		Yes	No			Yes	No
Aaron Baron, RE	4/24/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gregg Allman, DME	4/26/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Dowd, EM	4/26/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Duane Allman, HQ DMC	6/17/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>FHWA</u> : Larry Dahlstrom	6/21/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FHWA prior approval? Yes No N/A

Approval Authority <input type="checkbox"/> CE <input checked="" type="checkbox"/> DE <input type="checkbox"/> RE	Date Authorized by Approval Authority 5-06-13	Approval Authority's Signature
--	--	--------------------------------

Distribution: Dist. 1 Engr. Dist. 1 Engineering Mgr Resident Engr. Aaron Baron DRI
 DMC (electronic to: HQ.ChangeOrders) FHWA (Projects of Interest) Larry Dahlstrom
 Other _____

Example 104.02-6



Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

This form must be completed and approved before beginning this work. See **Contract Administration Manual Subsection 104.02** for specific instructions. (Access the form fields and check boxes below by tabbing from field to field)

Lead Key Number 10123	Lead Project Number A010(123)	Location (same as described on contract cover) SH-67, EB Ramps to Atlantic Ave.
Contractor Disraeli Construction, Inc.	Date This Form Filled In 7-05-13	Change Order Number U01
Resident Engineer Tom Dowd	Requested By (Contractor requests - attach RFC with this form) ITD	

Nature and Reason for Revision

To complete this field, click inside the box below. If desired, after completing this section on-line and it extends to more than one page, press the Enter key as many times as necessary to move the next block of boxes to the bottom of the last page.

CHANGE IN PLANS

REASON FOR CHANGE: On June 4th, 2013 representatives of District 3 and SWI ABB Railroad (hereafter known as the "Railroad") met on site to review the railroad crossing at station 75+10 of SH-66 (Identified as AAR/DOJ Crossing # 099999C) to discuss the construction and traffic control for the mill & inlay project where it meets the railroad crossing. At this meeting, it was discovered that the rubber planking of the crossing was wearing away in the wheel paths so that if the new pavement was placed adjacent to the planking it would cause the new pavement to rut out quickly to the same pattern that now exists. It was decided in order to prevent this from recurring, the rubber planking that was approximately 25 years old needed to be replaced with precast insulated concrete planking; which is now commonly used at all railroad-road crossings. The Residency requested a pricing and time proposal from the Railroad.

This work was not contemplated during project development, therefore no Railroad Agreement was executed between ITD and the railroad owner to define work to be accomplished by the Railroad.

GENERAL DESCRIPTION: This change incorporates the work of replacing the railroad crossing by the Railroad. The Railroad shall coordinate a proposed schedule of work and durations with the State and the Contractor. The work shall be incorporated into the Contractor's project schedule and shall be performed under the protection of the Contractor's project traffic control.

All materials (precast concrete panels, ties, tie plates, rails, spikes and anchors, and any other required materials) shall be provided by the Railroad and shall meet Railroad specifications. The Railroad shall provide the State with a letter certifying all materials meet or exceed the Railroad's standard specifications for quality.

The Railroad shall provide all labor and equipment to remove and dispose of old planking, remove and dispose of any unacceptable anchors, spikes, rails, and tie plates, remove and dispose of any unacceptable ties and ballast materials, and deliver and replace necessary ballast, tie tie plates, rails, spikes and anchors, and deliver and install precast insulated concrete planking panels. Work shall be performed to Railroad company standards.

The Railroad, at its determination, may provide inspection, security, flagging, or other protective services as necessary for the protection of Railroad property or operations whenever these are conducted on Railroad property.

The Contractor shall provide any and all necessary traffic control equipment, materials, and traffic control participants and activities to safely protect the work zone.

(See the attached Change Order U01, Appendix A for contractor requirements for construction of work zone.

(See the attached Change Order U01, Appendix B for the Contractor's traffic control requirements.)

Cost of this change order. The

ESTIMATED COST: Submitted pricing includes all costs incurred directly or indirectly by the Railroad as a result of this change order. The Department will pay for accepted quantities pending Railroad invoice as follows:

Item Total	PRICING:				
	Item	Item Name	Quantity	Unit	Unit Price
\$00,000.00	U01XING	Replace Railroad Crossing Planking	1	EA	\$00,000.00
\$00,000.00					Net Estimated Increase

to be done this work begins. This work shall be

ESTIMATED TIME IMPACTS: The Railroad shall have (6) days to complete this work from start to finish. Work shall be performed concurrently with critical path items within the Contractor's schedule.

Example 104.02-6

Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

Lead Key Number 10123	Lead Project Number A010(123)	Location (same as described on contract cover) SH-67, EB Ramps to Atlantic Ave.	
Contractor Disraeli Construction, Inc.		Date This Form Filled In 7-05-13	Change Order Number U01

Specific Date Work is to Start - if estimated, enter date then ("est.") 7-13-13	Total Estimated Change <input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 90,000.00	Time Adjustment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---	--

Consultation With	Date	Concurrence		Consultation With	Date	Concurrence	
		Yes	No			Yes	No
Tom Dowd, RE-1	7/3/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Felix Pappalardi, EM	7/3/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Jack Bruce, ROW	7/8/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FHWA:		<input type="checkbox"/>	<input type="checkbox"/>

FHWA prior approval? Yes No N/A

Approval Authority <input type="checkbox"/> CE <input checked="" type="checkbox"/> DE <input type="checkbox"/> RE	Date Authorized by Approval Authority 7-10-13	Approval Authority's Signature
--	--	--------------------------------

Distribution: Dist. 3 Engr. Dist. 3 Engineering Mgr Resident Engr. Tom Dowd DRI
 DMC (electronic to: HQ.ChangeOrders) FHWA (Projects of Interest)
 Other _____

Example 104.02-7



Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

This form must be completed and approved before beginning this work. See *Contract Administration Manual Subsection 104.02* for specific instructions. (Access the form fields and check boxes below by tabbing from field to field)

Lead Key Number 21470	Lead Project Number A010(456)	Location (same as class in contract cover) Leeds Way
Contractor Substitute, Inc.		Date This Form Filled In 7-10-13
Resident Engineer Bob Pridden		Change Order Number U01
		Requested By (Contractor requests - attach RFC with this form) ITD

Nature and Reason for Revision

To complete this field, click inside the box below. If desired, after completing this section on-line and it extends to more than one page, press the Enter key as many times as necessary to move the next block of boxes to the bottom of the last page.

CHANGE IN PLANS

REASON FOR CHANGE: This change order is to compensate MCA Utilities for installing a pole, guying and dead ends to de-energize a span of primary transmission line, and remove existing anchors to allow bridge construction. This includes the installation of anchor plates and reattachment of guy wires at new location. The existing guy wires were relocated due to interference with the MSE wall soil reinforcement. MCA Utilities moved the pole once according to plans but it was discovered later that the guy wires were still interfering with construction, so the pole required moving a second time. This change order also includes utility service hookup fees for interstate illumination.

WORK DESCRIPTION: This change order is to compensate MCA Utilities for installing a pole, guying and dead ends to de-energize a span of primary transmission line, and remove existing anchors to allow bridge construction. This includes the installation of anchor plates and reattachment of guy wires at new location. This change order also includes utility service hookup fees for interstate illumination.

Materials shall meet MCA Utilities specifications.

Construction shall meet MCA Utilities specifications.

ESTIMATED COST: Submitted pricing includes all costs incurred directly or indirectly by MCA Utilities as a result of this change order. The Department will pay for accepted quantities pending utility invoice as follows:

PRICING:

Item Total	Item	Item Name	Quantity	Unit	Unit Price
\$7,597.32	U01 Pole Locate	Relocate Utility Pole & Line	1	LS	\$7,597.32
\$7,597.32	Net Estimated Increase				

ESTIMATED TIME IMPACTS: There is no change in total contract time.

Example 104.02-7

Record Of Change Order Authorization

ITD 2317 (Rev. 07-13)

Lead Key Number 21470	Lead Project Number A010(456)	Location (same as described on contract cover) Leeds Way
Contractor Substitute, Inc.		Date This Form Filled In 7-10-13
		Change Order Number U01

Specific Date Work is to Start - if estimated, enter date then ("est.") 8-01-13	Total Estimated Change <input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 7,597.32	Time Adjustment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	--	--

Consultation With	Date	Concurrence		Consultation With	Date	Concurrence	
		Yes	No			Yes	No
Bob Pridden, RE- 3	7/8/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Kit Lambert, EM	7/10/13	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	FHWA:		<input type="checkbox"/>	<input type="checkbox"/>

FHWA prior approval? Yes No N/A

Approval Authority <input type="checkbox"/> CE <input type="checkbox"/> DE <input checked="" type="checkbox"/> RE	Date Authorized by Approval Authority 7-08-13	Approval Authority's Signature
--	--	--------------------------------

Distribution: Dist. 3 Engr. Dist. 3 Engineering Mgr Resident Engr. Bob Pridden _____ DRI
 DMC (electronic to: HQ.ChangeOrders) FHWA (Projects of Interest) Pete Townshend _____
 Other _____

Example 104.02-8



Change Order

Idaho Transportation Department

FD-900 (Rev. 03-13)
itd.idaho.gov

Paying Through: WinCaps SiteManager

See Contract Administration Manual Section 104.02

Key Number 91969	Project Number STP-2691(969)	Contract Number XXXX	
Authority Number R92669	Location Abbey Rd., Jerome Co.		
Contractor's Name EMI		Change Order Number 17	Date of Contractor Authorization 3-18-13

You are ordered to perform the work described or incorporated below in accordance with the Contract or as amended by this change order. The cost to perform this work includes all labor, equipment, materials, overhead, and all other incidental costs associated with completing the work.

Description of Work If no description is provided herein, the work description found in other accompanying documents is incorporated by this reference. Further, even if a description is provided herein, the work description in other accompanying documents is incorporated by this reference.

ACCEPTANCE PER 105.03

Description: The Engineer will allow Tencate geotextile to be left in place with a 35% price adjustment of the material cost only. This is only to be applied to the quantity represented by the failing tests per the ITD Lab Operations Manual Section 330.10.

Materials Requirements: No change.

Construction Requirements: No change.

Method of Measurement: The Engineer will measure acceptably completed quantities of Subgrade Separation Geotextile TY II in accordance with 640.04.

Basis of Payment: A price reduction of 35% is being applied to the material cost, in accordance with the schedule in Subsection 330.10 of the Lab Operations Manual, for the installed quantity represented by the failing tests. The agreed price includes labor plus the reduced material cost. The documentation is on file with the project records. The Department will pay for accepted quantities at the agreed unit price as follows:

Item	Item Name	Quantity	Unit	Unit Price	Item Total
C07640-015A	Subgrade Separation Geotextile TY II	(3,277.78)	SY	\$1.77	(\$5,801.67)
C07640-015A	Subgrade Separation Geotextile TY II	3,277.78	SY	\$1.47	\$4,818.34
Decrease					(\$983.33)
					Net Estimated D

Contract time accounted. No contract time adjustment is warranted for this work.

Example 104.02-8

Change Order

Idaho Transportation Department

ITD 0400 (Rev.03-13)
itd.idaho.gov

Key Number 91969	Project Number STP-2691(969)	Contract Number XXXX	
Authority Number R92669		Location Abbey Rd., Jerome Co.	
Contractor's Name EMI		Change Order Number 17	Date of Contractor Authorization 3-18-13

By reason of this change, contract time will be adjusted by
 _____ 0 _____ Working Days Calendar Days

We agree that if this Change Order is approved, we will perform the work described or incorporated as shown above and be compensated at the prices specified.

Contractor's Signature		Date
City, County, or Highway District Agency's Name		
Authorized Representative's Signature	Title	Date

Approved for State of Idaho

Authorized Representative's Signature	Title	Date
---------------------------------------	-------	------

Example 104.02-9



Change Order

Idaho Transportation Department

ITD 0400 (Rev.03-13)
itd.idaho.gov

Paying Through: WinCaps SiteManager

See Contract Administration Manual Section 104.02

Key Number 30173	Project Number IM-99-3(011)973	Contract Number XXXX	
Authority Number R311973	Location I-99, Abbey Road to East IC		
Contractor's Name EMI		Change Order Number 11	Date of Contractor Authorization 8-19-13

You are ordered to perform the work described or incorporated below in accordance with the Contract or as amended by this change order. The cost to perform this work includes all labor, equipment, materials, overhead, and all other incidental costs associated with completing the work.

Description of Work If no description is provided herein, the work description found in other accompanying documents is incorporated by this reference. Further, even if a description is provided herein, the work description in other accompanying documents is incorporated by this reference.

CHANGE IN PLANS

Description: Repair the Chase Drive Bridge per the attached Bridge Repair Drawings, Bridge Special Provisions, and other associated work as directed.

Materials Requirements: Use 10-61 Rapid Mortar instead of Class 40A Concrete as shown on the plans. Meet the requirements of the attached Special Provisions and Bridge Repair Drawings.

Construction Requirements: Install 10-61 Rapid Mortar in accordance with the manufacturer's written recommendations. Meet the requirements of the attached Special Provisions and Bridge Repair Drawings.

Method of Measurement: The Engineer will measure acceptably completed quantities as follows: 1) 10-61 Rapid Mortar by the cubic yard. 2) SWPPP Contingency and Weather Protection Contingency by Actual Quantity used. 3) Other items of work as specified on the attached Special Provisions.

Basis of Payment: The Contractor provided a cost breakdown for the extra work. The Engineer used force account analysis and compared these unit item prices to the Department average bid prices. The subcontractor has completed contract work on the project and will make a condition in records accepting the unit item costs for the work related to management of the project. The bridge removal cost is associated with increased width and depths required to remove the deteriorated material. The Department will pay for accepted quantities of the priced unit prices as follows.

Example 104.02-9

Change Order

ITD 0400 (Rev.03-13)
itd.idaho.gov

Idaho Transportation Department

Form with fields: Key Number (30173), Project Number (IM-99-3(011)973), Contract Number (XXXX), Authority Number (R311973), Location (I-99, Abbey Road to East IC), Contractor's Name (EMI), Change Order Number (11), Date of Contractor Authorization (8-19-13)

Table with 6 columns: Item, Item Name, Quantity, Unit, Unit Price, Item Total. Rows include C11A (10-61 Rigid Mortar), F11B (SWPPP Contingency), F11C (Weather Protection Contingency), C11D (Prime Contractor Overhead and Profit), C11S501-06B (Compression Seal Joint), C11S501-35A (SP Bridge, Partial Removal of Bridge), C11S501-40A (SP Bridge, Elastomeric Concrete Header), C11S501-55A (Bridge Bearings and Steel Beam Seats), C11S612-20A (Rem. & Reset Concrete Guardrail), C11Z629-05A (Mobilization), and Total Estimated Increase (\$298,211.83).

Contract Time: Rapid Mortar will be used instead of C11A and cure time of 3 weeks will be required. 3 day cure time is eliminated since the Rapid Mortar cure time is much shorter. Also, no-rain traffic requires 2 bases of bridge work, further justifying the Rapid Mortar. Reducing the CPM time by 3 weeks minimizes potential winter weather impacts to the project and traffic. The Contractor's proposed schedule shows completion by November 25th which is 45 working days beyond the contract completion date.

The Department will increase Contract Time by 45 working days.

By reason of this change, contract time will be adjusted by

45 [X] Working Days [] Calendar Days

We agree that if this Change Order is approved, we will perform the work described or incorporated as shown above and be compensated at the prices specified.

Signature and Title fields for Contractor's Signature, City, County, or Highway District/Agency's Name, Authorized Representative's Signature, Title, Date, and Approved for State of Idaho.

Example 104.02-10



Change Order
Idaho Transportation Department

ITD 0400 (Rev.03-13)
itd.idaho.gov

Paying Through: WinCaps SiteManager

See Contract Administration Manual Section 104.02

Key Number 91969	Project Number STP-2691(969)	Contract Number XXXX
Authority Number R92669	Location Abbey Rd., Jerome Co.	
Contractor's Name EMI		Date of Contractor Authorization 5-10-13
Change Order Number 14		

You are ordered to perform the work described or incorporated below in accordance with the Contract or as amended by this change order. The cost to perform this work includes all labor, equipment, materials, overhead and all other incidental costs associated with completing the work.

Description of Work If no description is provided herein, the work description found in other accompanying documents is incorporated by this reference. Further, even if a description is provided herein, the work description in other accompanying documents is incorporated by this reference.

QUANTITY VARIANCE

Description: This change order adjusts the Contract Unit Price for S105-05A Directed Surveying 2 Person Crew and S105-05D Directed Surveying Office Computations for quantities exceeding 125% of the original Contract amount.

Materials Requirements: No Change.

Construction Requirements: No Change.

Method of Measurement: No Change.

Basis of Payment: The Engineer has reviewed Contractor provided costs based on a force account analysis and found them justified. The Department will pay for accepted quantities of work at the contract unit price and as follows:

Item	Item Name	Quantity	Unit	Unit Price	Item Total
S105-05A	Directed Surveying 2-Person Crew	12.5	HRS	\$0.00	\$0.00
S105-05D	Directed Surveying Office Computations	12.5	HRS	\$0.00	\$0.00
C14S105-05A	Directed Surveying 2-Person Crew	26.0	HRS	\$110.00	\$2860.00
C14S105-05D	Directed Surveying Office Computations	20.0	HRS	\$36.50	\$730.00
Total Estimated Increase					\$3630.00

Contract Time: No contract time adjustment is warranted for this work.

Example 104.02-10

Change Order

Idaho Transportation Department

ITD 0400 (Rev.03-13)
itd.idaho.gov

Key Number 91969	Project Number STP-2691(969)	Contract Number XXXX	
Authority Number R92669		Location Abbey Rd., Jerome Co.	
Contractor's Name EMI		Change Order Number 14	Date of Contractor Authorization 5-10-13

By reason of this change, contract time will be adjusted by
 _____ 0 _____ Working Days Calendar Days

We agree that if this Change Order is approved, we will perform the work described or incorporated as shown above and be compensated at the prices specified.

Contractor's Signature		Date
City, County, or Highway District Agency's Name		
Authorized Representative's Signature	Title	Date

Approved for State of Idaho

Authorized Representative's Signature	Title	Date
---------------------------------------	-------	------

Example 104.02-11



Change Order
Idaho Transportation Department

ITD 0400 (Rev.03-13)
itd.idaho.gov

Paying Through: WinCaps SiteManager

See Contract Administration Manual Section 104.02

Key Number	Project Number	Contract Number	
74974	DHP-NH-IR-CM-FE-0074(974)	XXXX	
Authority Number	Location		
R031971	Fillmore East		
Contractor's Name		Change Order Number	Date of Contractor Authorization
Capricorn, Inc.		29	6-24-13

You are ordered to perform the work described or incorporated below in accordance with the Contract or as amended by this change order. The cost to perform this work includes all labor, equipment, materials, overhead, and all other incidental costs associated with completing the work.

Description of Work If no description is provided herein, the work description found in other accompanying documents is incorporated by this reference. If further, even if a description is provided herein, the work description in other accompanying documents is incorporated by this reference.

CHANGE IN SPECIFICATION

Description: Delete references to items 405-005A, 405-160A, 405-170A, and 405-230A and replace them with the attached May 2010 Special Provision - Superpave Hot Mix Asphalt (HMA) Pavement. Complete the work as shown on the plans or as established. The Engineer will allow RAP at Level 1 as shown on the Superpave Special Provision.

Change the Standard Specification as follows:

On page 493, Subsection 703.12 – Aggregate Source Approval

Delete the first 2 test requirements of Part 2 and substitute the following:

Preparing and Determining the Density of Hot Mix Asphalt (HMA)

Specimen by Means of Gyration Compactor

AASHTO T 312

Superpave Volumetric Design for Hot Mix Asphalt (HMA)

AASHTO R 35

Materials Requirements: Meet the Requirements of Superpave HMA Pavement.

Construction Requirements: Meet the Requirements of Superpave HMA Pavement. Change pavement lift thickness shown on the plans to 90 mm (3.5 inch) in the evening course, 100 mm (4 inch) in the morning course, and 75 mm (3 inch) in the final lift.

Method of Measurement: The Engineer will measure the acceptably completed quantity of work as follows: 1) Superpave HMA Pavement and Asphalt by the tonne. The Engineer will not accept batch weights as a method of measurement. The Engineer will include the weight of the aggregate, asphalt, and any additives in the mixture for the weight of accepted Superpave HMA Pavement quantity.

Basis of Payment: The Department will calculate any bonus to be paid or deducted for QC/QA based on the original contract unit bid price of \$ 42.00. This will keep the maximum allowable bonus to be paid or deducted as set forth in the original contract. The Engineer has reviewed the original contract of unit price HMA Pavement and found it to be comparable to other similar work. The Department will pay for accepted quantities at agreed prices as follows:

Example 104.02-11

Change Order

ITD 0400 (Rev.03-13)
itd.idaho.gov

Idaho Transportation Department

Key Number 71971	Project Number DHP-NH-IR-CM-F-0071(971)	Contract Number XXXX	
Authority Number R031971	Location Fillmore East		
Contractor's Name Capricorn, Inc.		Change Order Number 29	Date of Contractor Authorization 6-24-13

Item	Item Name	Quantity	Unit	Unit Price	Item Total
405-005A	Plant Mix Pavement Class I	(38,305.49)	Tonnes	\$42.00	(\$1,608,830.58)
405-160A	PG 58-28 Asphalt for Plant Mix	(1,155.03)	Tonnes	\$745.00	(\$860,497.35)
405-170A	PG 64-28 Asphalt for Plant Mix	(882.00)	Tonnes	\$760.00	(\$670,320.00)
405-230A	0.5% Anti Strip Add. For Plant Mix	(2,207.03)	MTOA	\$9.00	(\$19,863.27)
C29S405-20A	SuperPave HMA Pavement	22,218.00	Tonnes	\$81.30	\$1,806,323.40
	Including Asphalt and Additives 3/4" Agg. Class SP-4 (58-28)				
C29S405-30A	SuperPave HMA Pavement Including Asphalt and Additives 3/4" Agg. Class SP-4 (64-28)	16,089.00	Tonnes	\$84.10	\$1,353,084.90
Net Estimated Decrease					(\$102.90)

Time: No contract time adjustment is requested or warranted with this change order.

By reason of this change, contract time will be adjusted by

0

Working Days

Calendar Days

as shown above and he

we agree that if this Change Order is approved, we will perform the work described or incorporated compensated at the prices specified.

Date	Contractor's Signature	
	City, County, or Highway District Agency's Name	
Date	Authorized Representative's Signature	Title
	Approved for State of Idaho	
	Authorized Representative's Signature	Title

Example 104.02-12



Change Order
Idaho Transportation Department

ITD 0400 (Rev.03-13)
itd.idaho.gov

Payment Type: Win Caps Site Manager

See Contract Administration Manual Section 104.02

Key Number 10456	Project Number A010(456)	Contract Number XXXX	
Authority Number R081969	Location I-99, Gary IC to Ten Mile RD		
Contractor's Name Atco, Inc.		Change Order Number 42	Date of Contractor Authorization 7-15-13

You are ordered to perform the work described or incorporated below in accordance with the Contract or as amended by this change order. The cost to perform this work includes all labor, equipment, materials, overhead, and all other incidental costs associated with completing the work.

Description of Work If no description is provided herein, the work description found in other accompanying documents is incorporated by this reference. Further, even if a description is provided herein, the work description in other accompanying documents is incorporated by this reference.

CHANGE IN PLANS

Description: This Change Order provides for the installation of a sign overlay upgrade with Type 4 reflective sheeting to the Exit only portions of the overhead sign structures for the project.

Materials Requirements: Materials shall meet the requirements of Subsections 616.02 and 712.02. The overlay shall consist of a minimum 0.062 sheet aluminum panel with type 4 reflective sheeting per ASTM D 4956. The overlay shall be sized to the full dimensions of the yellow exit only portions of the sign structures per the plans.

Construction Requirements: The sheet aluminum overlay shall be pop-riveted on the overhead sign structures to completely cover the yellow exit only portion of the four overhead sign structures at stations 2020+15 LT, 2125+20 Lt, 2047+00 Lt, and 2073+70 LT.

Method of Measurement: The Engineer will measure acceptably completed items as follows: Item C42-616-010A Overlay Type B will be measured by the square foot. Item C42-104A Prime's OH & Profit compensates the Contractor per 109.03 of the Contract.

Basis of Payment: The Department will pay for accepted quantities at contract unit prices as follows:

Pricing: Asterisked (*) items identify work by subcontractor.

Item	Item Name	Quantity	Unit	Unit Price	Item Total
C42-616-010A	Overlay Type B*	130	SF	\$12.99	\$1,688.70
C42-104A	Prime's OH & Profit	1	CA	\$1,808.83	\$1,808.83
Net Estimated Increase					\$1,989.13

Contract Time: Project substantial completion has been granted. Work shall be complete within three (3) working days from when the signs are delivered to the project. Liquidated damages for failure to complete this work within three (3) sh \$175.00 per day.

Example 104.02-12

Change Order
Idaho Transportation Department

ITD 0400 (Rev.03-13)
itd.idaho.gov

Key Number 10456	Project Number A010(456)	Contract Number XXXX	
Authority Number R081969		Location I-99, Gary IC to Ten Mile RD	
Contractor's Name Atco, Inc.		Change Order Number 42	Date of Contractor Authorization 7-15-13

By reason of this change, contract time will be adjusted by
 _____ 0 _____ Working Days Calendar Days

We agree that if this Change Order is approved, we will perform the work described or incorporated as shown above and be compensated at the prices specified.

Contractor's Signature		Date
City, County, or Highway District Agency's Name		
Authorized Representative's Signature	Title	Date
Approved for State of Idaho		
Authorized Representative's Signature	Title	Date

Example 104.02-13



Utility Agreement Change Order

ITD 0403 (Rev. 07-13)
itd.idaho.gov

Paying Through: [] WinCaps [X] SiteManager

(See Contract Administration Manual Section 104.02 and 105.07)

Table with 4 columns: Key Number, Project Number, Contract Number, Work Authority, Location, Change Order Number, Name of Utility Company, Date.

The above named utility company is hereby directed to make the herein described changes from the plans and estimate or do the following work not included in the plans and estimate of the utility agreement with the State of Idaho.

Table with 2 columns: Change Requested By, Change Submitted By.

Description of additional work to be done, materials required, and estimate of cost to be paid by the State. (Attach plans, estimate, and explanation furnished by the utility company.)

Description of additional work to be done, materials required, and estimate of the cost to be paid by the State. (Attach plans, estimate, and explanation furnished by the railroad company.)

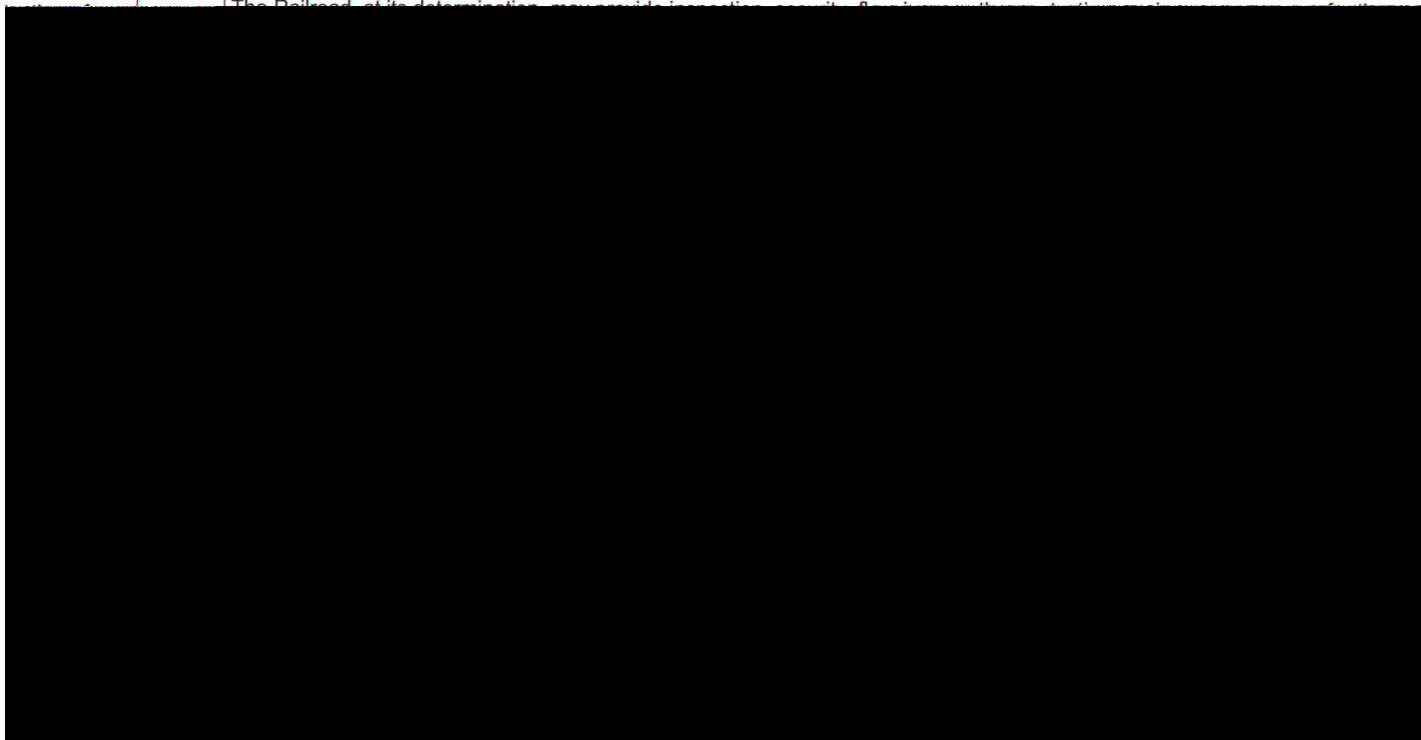
This change incorporates the work of replacing the railroad crossing, by SWLABR Railroad (hereafter known as the "Railroad") at project expense during project construction. The Railroad shall coordinate a proposed schedule of work and durations with the State and the Contractor. The work shall be incorporated into the Contractor's project schedule, and be performed under the direction of the Contractor's project traffic control.

(See the attached Change Order U01, Appendix A for contractor insurance requirements before working on Railroad property.)

All Materials (precast concrete panels, ties, tie plates rails, spikes, and anchors, and any other required materials) shall be provided by the Railroad and shall meet Railroad specifications. The Railroad shall provide the State with a letter certifying that all materials meet or exceed the Railroad's standard specifications for quality.

The Railroad shall provide all labor and equipment to remove and dispose of old track, remove and dispose of any unacceptable spikes, rails, and tie plates, remove and dispose of any unacceptable tie and ballast materials, and deliver and replace necessary tie plates, rails, spikes, and anchors and deliver and install precast insulated concrete panels. Work shall be performed in accordance with the Railroad's standard specifications.

The Railroad, at its determination, may provide inspection services during the construction of the project.



Example 104.02-13

We, the undersigned utility company, hereby agree that if this proposal is approved, we will perform the work detailed above and accept payment at the prices shown for the respective items in accordance with the terms of the original agreement, except as herein provided.

Utility Company Representative's Authorized Signature	Title	Date
Local Jurisdiction Action		
Approved For (name of city, county, or highway district)		
Authorized Representative's Signature	Title	Date
Idaho Transportation Department Action		
Chief Engineer or Authorized Representative's Signature	Title	Date

Note: This Change Order is not effective until approved by the chief engineer or an authorized representative.

Example 104.02-14



Utility Agreement Change Order

ITD 0403 (Rev. 07-13)
itd.idaho.gov

Paying Through: WinCaps SiteManager

(See Contract Administration Manual Section 104.02 and 105.07)

Key Number 21470	Project Number A010(456)	Contract Number XXXX	Work Authority R51670
Location Leeds Way		Change Order Number U01	Name of Utility Company MCA Utilities
			Date 7-10-13

The above named utility company is hereby directed to make the herein described changes from the plans and estimate or do the following work not included in the plans and estimate of the utility agreement with the State of Idaho.

Change Requested By ITD	Change Submitted By Bob Pridden
----------------------------	------------------------------------

Description of additional work to be done, materials required, and estimate of cost to be paid by the State. (Attach plans, estimate, and explanation furnished by the utility company.)

CHANGE IN PLANS

Description: This change order is to compensate MCA Utilities for installing a pole, guying and dead ends to de-energize a span of primary transmission line, and remove existing anchors to allow bridge construction. This includes the installation of anchor plates and reattachment of guy wires at new location. This change order also includes utility service hookup fees for interstate illumination.

Materials: Per MCA Utilities specifications.

Construction Requirement: Per MCA Utilities specifications.

Method of Measurement: The Engineer will measure acceptably completed work by the lump sum (LS), per invoice.

Basis of Payment: The Department will pay for acceptable quantities pending utility invoice as follows:

Item	Item Name	Quantity	Unit	Unit Price	Item Total
U01 Pole Locate	Relocate Utility Pole & Line	1	LS	\$7,597.32	\$7,597.32
Net Estimated Increase					\$7,597.32

Contract Time: There is no change in total contract time.

We, the undersigned utility company, hereby agree that if this proposal is approved, we will perform the work detailed above and accept payment at the prices shown for the respective items in accordance with the terms of the original agreement, except as herein provided.

Utility Company Representative's Authorized Signature	Title	Date
Local Jurisdiction Action		
Approved For (name of city, county, or highway district)		
Authorized Representative's Signature	Title	Date
Idaho Transportation Department Action		
Chief Engineer or Authorized Representative's Signature	Title	Date

Note: This Change Order is not effective until approved by the chief engineer or an authorized representative.