

Facility Planning & Control CHANGE ORDER

PROJECT NAME: _____ CHANGE ORDER NO: _____
 PROJECT NUMBER: _____ CONTRACT DATE: _____
 CONTRACTOR: _____ CFMS No. _____
 SITE CODE: _____ STATE ID: _____

You are directed to make the following change(s) in this contract. Attach SUMMARY, BREAKDOWN and/or UNIT PRICE BREAKDOWN forms as required and give a brief description of the change(s) below.

The Original Contract Sum _____
 Total Changes by Previous Change Order(s) _____
 Current Contract Sum _____
 Contract Sum will be (increased) (decreased) (unchanged) by this Change Order _____
New Contract Sum _____

The Original Contract Completion Date and Contract Time. Date: _____ DAYS
 Total Time extended by Previous Change Order(s) _____ DAYS
 Contract Time will be (increased) (decreased) (unchanged) by this Change Order _____ DAYS
New Contract Completion Date & Revised Contract Time Date: _____ DAYS

Added Building Area _____ (Sq. Ft.)

NOTE: No additional increase in time or money will be considered for a Change Order item after it has been executed.

RECOMMENDED	ACCEPTED	APPROVED
Designer's Name: _____	Contractor's Name: _____	Project Manager: _____
Address: _____	Address: _____	Facility Planning & Control
By: _____	By: _____	By: _____
Date: _____	Date: _____	Date: _____

FACILITY PLANNING AND CONTROL USE ONLY

Classification	Amount	Classification	Amount
Omission (Type "O")*	_____	Miscellaneous (Type "M")	_____
Error (Type "E")*	_____	Owner Requested (Type "R")	_____

*See Section 5.4.3 of the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction, 2006 Edition

Senior Manager/Assistant Director approval: _____

COMMENTS: _____

Construction Contract Change Order SUMMARY

State of Louisiana
Facility Planning & Control

Item No. _____
RFI No. (or COR, CPR, etc.) _____
Date: _____

State Project No. _____
Project Name: _____

Contractor Name: _____

Description of Work: _____

General Contractor Direct Costs - Breakdown No. _____
(See attached breakdown)

Total General Contractor Cost _____ %
(General Contract Direct Cost plus OH&P) (Max: 15%)

Subcontractor Cost Breakdowns
(See attached.)

Subcontractor Name	Breakdown No.	A Total Direct Cost	B OH&P (Max 15%)	C Total A+(A X B)
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____
_____	_____	_____	_____%	_____

Subcontractor Direct Costs Total \$ -
(Sum column A)

Subcontractor Direct Costs + Subcontractor OH&P
(Sum column C)

General Contractor OH&P on Subcontractor Direct Cost at _____ %
(Sum column A times General Contractor OH&P rate.) (Max: 10%)

Total Subcontractor Costs _____
(Subcontractor Direct Costs + OH&P + General Contractor OH&P)

Change Order Subtotal _____
(Sum of Total General Contractor Costs and Total Subcontractor Costs)

Performance and Payment Bond at _____ %
(Change Order Subtotal times Performance and Payment Bond rate)

Amount will be increased decreased unchanged by _____
(Sum of Change Order Subtotal and Performance and Payment Bond)

Days will be increased decreased unchanged by _____
(Attach supporting data such as meteorological reports)

Construction Contract Change Order BREAKDOWN

State of Louisiana
Facility Planning & Control

Breakdown No. _____

Item No. _____

RFI No. (or COR, CPR, etc.) _____

Project No.: _____

Date: _____

Project Name: _____

Contractor/Subcontractor Name: _____

Direct Cost of Work :

A. Labor	Check here if explained on the Comment Sheet	↓	Hourly Wage Rate	Hours	Total Cost
1	_____	<input type="checkbox"/>	_____	_____	_____
2	_____	<input type="checkbox"/>	_____	_____	_____
3	_____	<input type="checkbox"/>	_____	_____	_____
4	_____	<input type="checkbox"/>	_____	_____	_____
5	_____	<input type="checkbox"/>	_____	_____	_____
6	_____	<input type="checkbox"/>	_____	_____	_____
7	_____	<input type="checkbox"/>	_____	_____	_____

Add Labor Burden @ _____ %

LABOR TOTAL

B. Material	Unit Price	Unit	Units	Total Cost
1	_____	<input type="checkbox"/>	_____	_____
2	_____	<input type="checkbox"/>	_____	_____
3	_____	<input type="checkbox"/>	_____	_____
4	_____	<input type="checkbox"/>	_____	_____
5	_____	<input type="checkbox"/>	_____	_____
6	_____	<input type="checkbox"/>	_____	_____
7	_____	<input type="checkbox"/>	_____	_____

(Copies of invoices may be required.)

Add Tax @ _____ %

MATERIAL TOTAL

C. Equipment	Unit Rate	Unit	Units	Total Cost
1	_____	<input type="checkbox"/>	_____	_____
2	_____	<input type="checkbox"/>	_____	_____
3	_____	<input type="checkbox"/>	_____	_____
4	_____	<input type="checkbox"/>	_____	_____
5	_____	<input type="checkbox"/>	_____	_____
6	_____	<input type="checkbox"/>	_____	_____
7	_____	<input type="checkbox"/>	_____	_____

(Copies of invoices may be required.)

Add Tax @ _____ %

EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN:

(Sum A, B & C)

State of Louisiana
Division of Administration
Facility Planning and Control
Instructions for Change Order Back Up Forms
2011

The General Conditions of the Contract for Construction, AIA Document A201, 2007 Edition, and the Supplementary Conditions provide for changes in the contract in the form of change orders. The costs of such changes must be carefully, clearly and accurately documented. Facility Planning & Control has prepared a set of forms to be used to provide this documentation in a consistent format that is in accordance with the Contract Documents.

Change orders will typically contain one or more items of work. Each item of work will typically include work by the general contractor and/or one or more subcontractors. The documentation begins with a breakdown of the work of the contractor and each subcontractor. This is prepared using the form entitled "BREAKDOWN." One form for the General Contractor and one for each subcontractor. Each breakdown will be summarized on the form entitled "SUMMARY." Each item of work will, in turn, be summarized on the change order itself. This should be on the face of the change order.

The forms are available as a Microsoft Excel worksheet for ease of preparation, with formulas established for mark-ups and other basic mathematical operations.

These forms are to be used as provided. Any alteration to the forms may cause the change order to be rejected.

GENERAL: (Refer to Article 7, Sections 7.2.2 and 7.2.8)

Forms - There are five forms to be used for all Facility Planning and Control change orders: CHANGE ORDER form, SUMMARY, BREAKDOWN, BREAKDOWN COMMENT SHEET and UNIT PRICE BREAKDOWN. The CHANGE ORDER form is the highest level and is the official, signed document. A CHANGE ORDER form may include one or more items of work, each of which is backed up by a SUMMARY. Each SUMMARY will be backed up with one or more BREAKDOWNS. Any unusual rates, unit costs or quantities may be explained on the COMMENT SHEET. It's simple. The BREAKDOWN form must be used for the general contractor and any subcontractor, at any level, that is to get OH&P. Use as many as needed.

Unit Pricing - Labor, material and equipment breakdown is the standard method of pricing change orders for Facility Planning and Control. However, unit pricing may be considered in some circumstances if the unit prices are clearly established such as by unit prices that were included in the bid. These prices may also be derived from a construction industry standard reference such as R.S. Means. If unit prices were included in the bid they are acceptable for pricing change order work and, in fact, must be used for any work that is included in the change order for which they were established. The UNIT PRICE BREAKDOWN is provided for this purpose.

CHANGE ORDER:

Project identification information: Complete as required. The Site Code, State ID and CFMS No. can be obtained from the FP&C Project Manager.

Description: This will include a list of each attached SUMMARY that makes up this change order and a brief statement of the work included in each.

New Contract Sum: Calculate the new contract amount using the original contract amount, previous change orders and the new change order. Circle the appropriate word for increase, decrease or unchanged.

New Contract Completion Date and Revised Time: Calculate the new contract time using the original Contract Completion Date and Contract Time, previous changes in time and the change in time by this change order. Circle the appropriate word for increase, decrease or unchanged. Show days in the main column and the date in the blank indicated.

Added Building Area: Show any building area added by this change order. If none, enter "None."

RECOMMENDED: Show the Designer's name and address, sign on the line indicated as "By:" and date on the indicated line.

ACCEPTED: Show the Contractor's name and address, sign on the line indicated as "By:" and date on the indicated line.

APPROVED: For approval by FP&C.

SUMMARY: (Refer to Article 7, Sections 7.2.2 and 7.2.8)

Item No.: Show the Item number as it will appear on the CHANGE ORDER Form. Note: This may be one of several items included in one CHANGE ORDER form.

RFI No.: Show the number of the request for information. This may be known by another name such as COR (Change Order Request,) CPR (Change Proposal Request,) etc.

Project No., Date, Project Name. Complete as appropriate.

Contractor: Name of General Contractor.

Description of Work: Give a brief description of the work included in this **Item**.

General Contractor Direct Costs: Show the total General Contractor Cost from the BREAKDOWN and show the Breakdown No. in the space provided.

General Contractor Total Cost: Show the total General Contractor Cost plus the General Contractor's overhead and profit. The overhead and profit shall not exceed 15% of the Direct Cost.

Subcontractor Cost Breakdowns: List each subcontractor, Breakdown No. and Total Direct Cost (in column "A") from the attached BREAKDOWN sheets. Show the subcontractor's overhead and profit percentage in column "B" and show the calculated total of the direct cost plus the percentage of the direct cost in column "C." If the electronic version of the form is being used, column "C" will be automatically calculated. The overhead and profit shall not exceed 15% of the Total Direct Cost.

Subcontractor Direct Costs Total: Sum of column "A." This will be used to calculate the General Contractor's overhead and profit on the subcontractors' work. If the electronic version is being used, this will be an automatic calculation.

Subcontractor Direct Costs + Subcontractor OH&P: Sum of column "C." This represents the total amount that subcontractors will be paid. Automatic calculation.

General Contractor OH&P on Subcontractor Direct Cost at ___%. The contractor's overhead and profit on the subcontractors' direct cost (without subcontractor OH&P.) Enter the percentage of the contractor's OH&P on the subcontractors' work (not to exceed 10%) and show the calculated total of the subcontractors' direct cost plus the percentage of the direct cost in the space. Automatic calculation.

Total Subcontractor Costs: Total of the last two spaces.

Change Order Subtotal: Total of change order except bond.

Performance and Payment Bond at ___%: Enter bond percentage (from amount provided by the contractor at the Pre-Construction Conference) and calculate the amount for the bond.

Amount will be increased decreased unchanged **by:** Add bond and calculate total change order amount. Indicate "increase," "decrease" or "unchanged."

Days will be **increased** **decreased** **unchanged by:** Show the number of days to be added or deleted from the contract, if any, due to changes in scope, adverse weather, unusual delays or other factors. Note that a change in scope does not necessarily indicate a change in time. Indicate "increased," "decreased" or "unchanged."

BREAKDOWN:

Item No. Show the Item number as it will appear on the CHANGE ORDER Form and the SUMMARY.
Note: This may be one of several items included in one CHANGE ORDER form.

RFI No.: Show the number of the request for information. This may be known by another name such as COR (Change Order Request,) CPR (Change Proposal Request,) etc.

Project No., Date, Project Name. Complete as appropriate.

Contractor: Name of General Contractor or Subcontractor.

Direct Cost of Work:

Check here if explained on the Comment Sheet: If rates, unit costs or quantities may appear unreasonable compared to standard costs or quantities the reasons may be explained on the attached comment sheet and the box checked to indicate that there is an explanation.

A. Labor: Include the "wages paid" hourly direct labor and/or foreman necessary to perform the required change. "Wages paid" is the amount actually paid the employee, not the fully burdened charge rate used in the bid, etc. Supervisory personnel in district or home office shall not be included. Do not include the project superintendent. Supervisory personnel on the job-site, but with broad supervisory responsibility shall not be included as Direct Labor. Typically there will be only one superintendent on the job and his/her time shall not be included. Typically all other employees are eligible for inclusion. List by job title each person employed on the work, his/her hourly rate, the number hours work and the extended Total Cost. Do not list crews unless the rates for them are readily available in standard cost estimating references such as R. S. Means. Add the labor burden that was provided at the Pre-Construction conference and total the amounts in LABOR TOTAL.

B. Material: Include the acquisition cost of all materials directly required to perform the required change. List each material used in the work, the price per unit, name of the unit, the number of units used and the extended Total Cost. Add the tax rate and tax and total the amounts in MATERIAL TOTAL.

C. Equipment: Include the rental cost of equipment items necessary to perform the change. For company-owned equipment items, include documentation of internal rental rates submitted at the pre-construction conference. Charges for small tools, and craft specific tools are not allowed. List each piece of equipment used in the work, the rate by units of time (hour, day, week, etc.,) number of units of time the piece was in service on the work and the extended total cost. Add the tax rate, calculate the tax and total the amounts in EQUIPMENT TOTAL.

TOTAL DIRECT COST FOR THIS BREAKDOWN: Total of A. Labor, B. Material and C. Equipment. This is the amount that will be carried forward to the SUMMARY Sheet. This amount does **NOT** include Overhead and Profit. This will be added on the SUMMARY Sheet.

COMMENTS SHEET:

The COMMENTS SHEET uses the same heading as the SUMMARY and BREAKDOWN.

The COMMENTS SHEET includes three sections, one each for A. Labor, B. Materials and C. Equipment. These correspond to the sections in the BREAKDOWN. Each comment should be entered in the section to which it corresponds on the BREAKDOWN and numbered to correspond to the appropriate line. Comments are to be used only to explain unusual rates, costs or quantities.

UNIT PRICE BREAKDOWN:

The UNIT PRICE BREAKDOWN uses the same heading as the BREAKDOWN.

The UNIT PRICE BREAKDOWN is similar to the BREAKDOWN.

Unit Price Tabulation: Each unit price is listed along with its corresponding price and the number of units used in the work. The price and number of units are multiplied to provide the total cost of each unit price item. The pricing reference, such as the bid form for the project or a construction industry standard reference, must be cited for each unit price. This may be more fully described in "Reference Legend,"

Unit Price Total: Sum the unit prices to obtain the total cost for unit prices.