Received MAY 06 2014 HNTB Corporation Round Rock

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WILLIAMSON COUNTY, TEXAS
CHANGE ORDER NUMBER: 20

Project:	10WC821
Roadway:	2nd Street Taylor, Tx
Purchase Order Number:	

1. CONTRACTOR: **FTWoods Construction Services, Inc.**

2. Change Order Work Limits: Sta. **168+33.64** to Sta. **243+64.89**

3. Type of Change(on federal-aid non-exempt projects): **Minor** (Major/Minor)

4. Reasons: **2E** (3 Max. - In order of importance - Primary first)

5. Describe the work being revised:

2E: Differing Site Conditions (unforeseeable). Miscellaneous difference in site conditions (unforeseeable) (Item 9).
Adjustment of quantities to meet field conditions.

6. Work to be performed in accordance with Items: **See Attached**
7. New or revised plan sheet(s) are attached and numbered: **N/A**
8. New Special Provisions to the contract are attached: ☐ Yes ☑ No

9. New Special Provisions to Item N/A No. N/A, Special Specification Item N/A are attached.

Each signatory hereby warrants that each has the authority to execute this Change Order (CO).

The contractor must sign the Change Order and, by doing so, agrees to waive any and all claims for additional compensation due to any and all other expenses; additional changes for time, overhead and profit; or loss of compensation as a result of this change.	***The following information must be provided***
THE CONTRACTOR Date 5/5/2014	Time Ext. #: **N/A** Days added on this CO: **0**
By Chris Lalla	Amount added by this change order: **$11,660.78**
Typed/Printed Name CHRIS LALLA	
Typed/Printed Title PROJECT MANAGER	

RECOMMENDED FOR EXECUTION:

Project Manager / Construction Observer — Date

N/A
Design Engineer — Date

Program Manager — Date 5/6/2014

Design Engineer's Seal:

N/A

County Commissioner Precinct 1 — Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 2 — Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 3 — Date
☐ APPROVED ☐ REQUEST APPROVAL

County Commissioner Precinct 4 — Date
☐ APPROVED ☐ REQUEST APPROVAL

☐ APPROVED
County Judge — Date

WILLIAMSON COUNTY, TEXAS

CHANGE ORDER NUMBER: 20 ***Project #*** *10WC821*

TABLE A: Force Account Work and Materials Placed into Stock

	LABOR	HOURLY RATE			HOURLY RATE

TABLE B: Contract Items

				ORIGINAL + PREVIOUSLY REVISED		ADD or (DEDUCT)	NEW		
ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ITEM COST	QUANTITY	QUANTITY	ITEM COST	OVERRUN/ UNDERRUN
104-2001	REMOVING CONC (PAV)	SY	$11.05	12,328.00	$136,224.40	320.44	12,648.44	$139,765.26	$3,540.86
105-2022	REMOVING CONC (CURB AND GUTTER)	LF	$3.00	6,972.00	$20,916.00	(340.00)	6,632.00	$19,896.00	($1,020.00)
162-2002	BLOCK SODDING	SY	$3.05	5,595.00	$17,064.75	355.00	5,950.00	$18,147.50	$1,082.75
164-2007	BROADCAST SEED (PERM) (URBAN) (CLAY)	SY	$0.15	15,098.00	$2,264.70	(1,472.20)	13,625.80	$2,043.87	($220.83)
164-2009	BROADCAST SEED (TEMP) (WARM)	SY	$0.15	7,549.00	$1,132.35	(7,549.00)	0.00	$0.00	($1,132.35)
164-2011	BROADCAST SEED (TEMP) (COOL)	SY	$0.15	7,549.00	$1,132.35	(3,799.00)	3,750.00	$562.50	($569.85)
169-2001	SOIL RETENTION BLANKETS (CL 1) (TY A)	SY	$1.55	3,773.00	$5,848.15	(2,765.60)	1,007.40	$1,561.47	($4,286.68)
310-2005	PRIME COAT (MC-30 OR AE-P)	GAL	$4.00	9,999.00	$39,996.00	(1,950.00)	8,049.00	$32,196.00	($7,800.00)
341-2034	D-GR HMA (QCQA) TY C PG64-22	TON	$65.00	41.00	$2,665.00	6,182.21	6,223.21	$404,508.65	$401,843.65
341-2048	D-GR HMA (QCQA) TY C SAC-B PG70-22	TON	$60.00	5,526.00	$331,560.00	740.56	6,266.56	$375,993.60	$44,433.60
354-2045	PLAN ASPH CONC PAV (2")	SY	$12.50	230.00	$2,875.00	(153.33)	76.67	$958.38	($1,916.63)
400-2006	CUT & RESTORE PAV	SY	$63.00	3,417.00	$215,271.00	(343.00)	3,074.00	$193,662.00	($21,609.00)
400-2009	CUT & RESTORING PAV (CONC)	SY	$121.00	16.00	$1,936.00	(4.34)	11.66	$1,410.86	($525.14)
423-2006	RETAINING WALL (CONC BLOCK)	SF	$37.00	53.00	$1,961.00	(53.00)	0.00	$0.00	($1,961.00)
432-2002	RIPRAP (CONC) (5 IN)	CY	$304.00	127.80	$38,851.20	9.62	137.42	$41,775.68	$2,924.48
450-2073	RAIL (HANDRAIL) (TY B)	LF	$59.50	65.00	$3,867.50	(65.00)	0.00	$0.00	($3,867.50)
450-2077	RAIL (HANDRAIL) (TY F)	LF	$91.50	27.00	$2,470.50	21.50	48.50	$4,437.75	$1,967.25
464-2003	RC PIPE (CL III) (18 IN)	LF	$29.50	4,173.00	$123,103.50	17.95	4,190.95	$123,633.03	$529.52
464-2007	RC PIPE (CL III) (30 IN)	LF	$51.00	588.00	$29,988.00	97.00	685.00	$34,935.00	$4,947.00
496-2003	REMOV STR (MANHOLE)	EA	$475.00	4.00	$1,900.00	4.00	8.00	$3,800.00	$1,900.00
496-2004	REMOV STR (SET)	EA	$365.00	1.00	$365.00	1.00	2.00	$730.00	$365.00
496-2007	REMOV STR (PIPE)	LF	$4.35	7,346.00	$31,955.10	25.00	7,371.00	$32,063.85	$108.75
496-2043	REMOV STR (SMALL FENCE)	LF	$9.00	128.00	$1,152.00	(68.00)	60.00	$540.00	($612.00)
506-2003	ROCK FILTER DAMS (INSTALL) (TY 3)	LF	$36.25	185.00	$6,706.25	(185.00)	0.00	$0.00	($6,706.25)
	TOTALS				$1,021,205.75			$1,432,621.39	$411,415.64

WILLIAMSON COUNTY, TEXAS

CHANGE ORDER NUMBER: 20

Project # *10WC821*

TABLE B: Contract Items (*Continued*)

				ORIGINAL + PREVIOUSLY REVISED		ADD or (DEDUCT)	NEW		
ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ITEM COST	QUANTITY	QUANTITY	ITEM COST	OVERRUN/ UNDERRUN
506-2009	ROCK FILTER DAMS (REMOVE)	LF	$15.50	185.00	$2,867.50	(185.00)	0.00	$0.00	($2,867.50)
506-2034	TEMPORARY SEDIMENT CONTROL FENCE	LF	$2.25	3,693.00	$8,309.25	(1,000.00)	2,693.00	$6,059.25	($2,250.00)
508-2002	CONSTRUCTING DETOURS	SY	$24.00	1,124.00	$26,976.00	632.00	1,756.00	$42,144.00	$15,168.00
528-2004	LANDSCAPE PAVERS	SY	$220.00	298.00	$65,560.00	(48.00)	250.00	$55,000.00	($10,560.00)
529-2004	CONC CURB & GUTTER (TY II)	LF	$8.25	14,119.00	$116,481.75	81.00	14,200.00	$117,150.00	$668.25
529-2017	CONC CURB & GUTTER (VALLEY GUTTER)	LF	$17.00	2,169.00	$36,873.00	0.50	2,169.50	$36,881.50	$8.50
530-2010	DRIVEWAYS (CONC)	SY	$30.00	6,655.00	$199,650.00	(165.60)	6,489.40	$194,682.00	($4,968.00)
531-2010	CURB RAMPS (TY 7)	EA	$985.00	51.00	$50,235.00	(1.00)	50.00	$49,250.00	($985.00)
531-2031	CONCRETE SIDEWALKS (4")	SY	$27.25	4,387.00	$119,545.75	179.00	4,566.00	$124,423.50	$4,877.75
540-2005	TERMINAL ANCHOR SECTION	EA	$480.00	1.00	$480.00	(1.00)	0.00	$0.00	($480.00)
550-2003	CHAIN LINK FENCE (REMOVE)	LF	$9.00	35.00	$315.00	(35.00)	0.00	$0.00	($315.00)
550-2027	CHAIN LINK FENCE (INSTALL) (8') (BARB TOP)	LF	$10.50	35.00	$367.50	(35.00)	0.00	$0.00	($367.50)
556-2008	PIPE UNDERDRAINS (TY 8) (6")	LF	$36.00	500.00	$18,000.00	(500.00)	0.00	$0.00	($18,000.00)
560-2001	MAILBOX INSTALLATION (SINGLE)	EA	$325.00	21.00	$6,825.00	(7.00)	14.00	$4,550.00	($2,275.00)
560-2002	MAILBOX INSTALLATION (DOUBLE)	EA	$350.00	2.00	$700.00	(2.00)	0.00	$0.00	($700.00)
610-2072	REMOV RDWY ILL ASSEM	EA	$260.00	13.00	$3,380.00	(5.00)	8.00	$2,080.00	($1,300.00)
618-2022	CONDT (PVC) (SCHD 40) (3")	LF	$11.45	180.00	$2,061.00	1,153.00	1,333.00	$15,262.85	$13,201.85
618-2023	CONDT (PVC) (SCHD 40) (3") (BORE)	LF	$16.50	1,452.00	$23,958.00	(1,146.00)	306.00	$5,049.00	($18,909.00)
624-2012	GROUND BOX TY C (162911) W/ APRON	EA	$570.00	4.00	$2,280.00	3.00	7.00	$3,990.00	$1,710.00
658-2319	INSTL OM ASSM (OM-2Z) (RCR) WP	EA	$31.00	14.00	$434.00	(14.00)	0.00	$0.00	($434.00)
662-2004	WK ZN PAV MRK NON - REMOV (W) 4" (SLD)	LF	$0.35	20,089.00	$7,031.15	(1,595.00)	18,494.00	$6,472.90	($558.25)
662-2032	WK ZN PAV MRK NON - REMOV (Y) 4" (SLD)	LF	$0.35	25,349.00	$8,872.15	4,559.00	29,908.00	$10,467.80	$1,595.65
662-2065	WK ZN PAV MRK REMOV (W) 4" (DOT)	LF	$2.00	182.00	$364.00	(136.00)	46.00	$92.00	($272.00)
662-2067	WK ZN PAV MRK REMOV (W) 4" (SLD)	LF	$0.80	5,669.00	$4,535.20	(819.00)	4,850.00	$3,880.00	($655.20)
662-2075	WK ZN PAV MRK REMOV (W) 8" (SLD)	LF	$1.15	68.00	$78.20	(68.00)	0.00	$0.00	($78.20)
662-2079	WK ZN PAV MRK REMOV (W) 24" (SLD)	LF	$6.50	117.00	$760.50	(47.00)	70.00	$455.00	($305.50)
662-2098	WK ZN PAV MRK REMOV (Y) 4" (DOT)	LF	$2.00	182.00	$364.00	(90.00)	92.00	$184.00	($180.00)
662-2099	WK ZN PAV MRK REMOV (Y) 4" (SLD)	LF	$0.80	5,491.00	$4,392.80	259.00	5,750.00	$4,600.00	$207.20
666-2003	REFL PAV MRK TY I (W) 4" (BRK) (100 MIL)	LF	$0.45	3,464.00	$1,558.80	346.00	3,810.00	$1,714.50	$155.70
666-2036	REFL PAV MRK TY I (W) 8" (SLD) (100 MIL)	LF	$0.75	1,760.00	$1,320.00	66.00	1,826.00	$1,369.50	$49.50
666-2042	REFL PAV MRK TY I (W) 12" (SLD) (100 MIL)	LF	$2.95	3,187.00	$9,401.65	(1,032.00)	2,155.00	$6,357.25	($3,044.40)
666-2048	REFL PAV MRK TY I (W) 24" (SLD) (100 MIL)	LF	$5.95	554.00	$3,296.30	(219.00)	335.00	$1,993.25	($1,303.05)
666-2054	REFL PAV MRK TY I (W) (ARROW) (100 MIL)	EA	$78.00	14.00	$1,092.00	6.00	20.00	$1,560.00	$468.00
666-2096	REFL PAV MRK TY I (W) (WORD) (100 MIL)	EA	$98.75	7.00	$691.25	1.00	8.00	$790.00	$98.75
666-2099	REFL PAV MRK TY I (W) 18" (YLD TRI) (100 MIL)	EA	$41.50	13.00	$539.50	4.00	17.00	$705.50	$166.00
666-2111	REFL PAV MRK TY I (Y) 4" (SLD) (100 MIL)	LF	$0.45	17,657.00	$7,945.65	121.00	17,778.00	$8,000.10	$54.45
666-2126	REFL PAV MRK TY I (Y) 12" (SLD) (100 MIL)	LF	$2.95	925.00	$2,728.75	(218.00)	707.00	$2,085.65	($643.10)
672-2012	RAIS PAV MRK CL B (REFL) TY I-C	EA	$3.40	233.00	$792.20	37.00	270.00	$918.00	$125.80
	The "Totals" from Table B of the previous work sheet:				$1,021,205.75			$1,432,621.39	$411,415.64
	TOTALS				$1,762,268.60			$2,140,788.94	$378,520.34

WILLIAMSON COUNTY, TEXAS

CHANGE ORDER NUMBER: 20 *Project #* 10WC821

TABLE B: Contract Items (*Continued*)

ITEM	DESCRIPTION	UNIT	UNIT PRICE	ORIGINAL + PREVIOUSLY REVISED QUANTITY	ORIGINAL + PREVIOUSLY REVISED ITEM COST	ADD or (DEDUCT) QUANTITY	NEW QUANTITY	NEW ITEM COST	OVERRUN/ UNDERRUN
672-2015	RAIS PAV MRK CL B (REFL) TY II-A-A	EA	$3.40	543.00	$1,846.20	48.00	591.00	$2,009.40	$163.20
677-2001	ELIM EXT PAV MRK & MRKS (4")	LF	$0.40	12,145.00	$4,858.00	(6,623.00)	5,522.00	$2,208.80	($2,649.20)
677-2003	ELIM EXT PAV MRK & MRKS (8")	LF	$0.60	198.00	$118.80	32.00	230.00	$138.00	$19.20
677-2007	ELIM EXT PAV MRK & MRKS (24")	LF	$1.65	184.00	$303.60	(54.00)	130.00	$214.50	($89.10)
6834-2001	PROTABLE CHANGEABLE MESSAGE SIGN	DAY	$260.00	20.00	$5,200.00	(10.00)	10.00	$2,600.00	($2,600.00)
9001-2001	FENCE SALVAGE AND REPLACEMENT	LS	$2,500.00	1.00	$2,500.00	(1.00)	0.00	$0.00	($2,500.00)
9002-2001	FIXED BOLLARDS	EA	$255.00	24.00	$6,120.00	(6.00)	18.00	$4,590.00	($1,530.00)
COA 505S A	6" CONCRETE ENCASEMENT	LF	$44.00	79.00	$3,476.00	(45.00)	34.00	$1,496.00	($1,980.00)
COA 505S B-5	20" STEEL ENCASEMENT PIPE (5/16" THICK) BY OPEN CUT	LF	$160.00	28.00	$4,480.00	(28.00)	0.00	$0.00	($4,480.00)
COA 505S B-7	PE WATER SERVICE CASING PIPE (4" ASTM 1785, SCHEDULE 40 PVC)	LF	$18.25	2,035.00	$37,138.75	40.00	2,075.00	$37,868.75	$730.00
COA 510 AW-2	POLYETHYLENE PIPE ASTM D2737, SDR-9 (2" D)	LF	$17.00	1,402.00	$23,834.00	200.00	1,602.00	$27,234.00	$3,400.00
COA 510 AW-6	C-900, SDR 14 PVC PIPE (6" D) INCLUDING TRACER WIRE	LF	$21.50	113.00	$2,429.50	(25.00)	88.00	$1,892.00	($537.50)
COA 510 AW-6A	DUCTILE IRON PIPE, CLASS 350 (6" D)	LF	$34.50	692.00	$23,874.00	20.00	712.00	$24,564.00	$690.00
COA 510 BW-2	INSTALL WATER SERVICE, INCLUDING TAPPING SADDLE, METER BOX, AND CORPORATION STOP	EA	$905.00	49.00	$44,345.00	3.00	52.00	$47,060.00	$2,715.00
COA 510 KW-6	C110 OR C153 DUCTILE IRON FITTINGS (6")	EA	$118.00	49.00	$5,782.00	4.00	53.00	$6,254.00	$472.00
COA 510 A6WW	SANITARY SEWER PIPE (6" ASTM D3034, SDR-26	LF	$29.50	1,747.00	$51,536.50	183.00	1,930.00	$56,935.00	$5,398.50
COA 510 A8WW	SANITARY SEWER PIPE (8" ASTM D3034, SDR-26 PVC)	LF	$34.00	2,329.00	$79,186.00	(249.00)	2,080.00	$70,720.00	($8,466.00)
COA 510 A12WW	SANITARY SEWER PIPE (12" ASTM D3034, SDR-26 PVC)	LF	$37.50	7,000.00	$262,500.00	220.00	7,220.00	$270,750.00	$8,250.00
COA 510 A18WW	SANITARY SEWER PIPE (18" ASTM F679, PS-115 PVC)	LF	$58.25	1,314.00	$76,540.50	134.00	1,448.00	$84,346.00	$7,805.50
COA 510 BWW-S	CONNECT TO EXISTING WW SERVICE	EA	$1,050.00	67.00	$70,350.00	7.00	74.00	$77,700.00	$7,350.00
COA 510 BWW-L	CONNECT TO EXISTING WW LINE	EA	$1,610.00	18.00	$28,980.00	3.00	21.00	$33,810.00	$4,830.00
COA 510 CPWW	CUT & PLUG EXIST. WASTEWATER	EA	$765.00	16.00	$12,240.00	1.00	17.00	$13,005.00	$765.00
COA 511S A-6I	6" INSTA-VALVE INSTALLATION	EA	$4,565.00	2.00	$9,130.00	(1.00)	1.00	$4,565.00	($4,565.00)
9999-007	6"-8" WASTEWATER MH CORES	EA	$700.00	4.00	$2,800.00	1.00	5.00	$3,500.00	$700.00
341-2011	D-GR HMA (QCQA) TY B PG64-22	TON	$63.50	11,039.00	$700,976.50	(5,900.81)	5,138.19	$326,275.07	($374,701.44)
9999-012T	CONCRETE FLUME	LF	$53.50	128.00	$6,848.00	(6.03)	121.97	$6,525.40	($322.61)
400-2006T	CUT & RESTORING PAV	SY	$63.00	368.00	$23,184.00	(29.00)	339.00	$21,357.00	($1,827.00)
9999-020	DEEP WASTEWATER SERVICE (ADDL CHARGE)	EA	$3,112.05	20.00	$62,241.00	(2.50)	17.50	$54,460.88	($7,780.13)
644-2059	RELOCATE SM RD SN SUP & AM TY 10 TWT	EA	$340.00	22.00	$7,480.00	(3.00)	19.00	$6,460.00	($1,020.00)
465-2003	INLET (COMPL) (TY H)	EA	$2,440.00	18.00	$43,920.00	1.00	19.00	$46,360.00	$2,440.00
341-2034INC	D-GR HMA (QCQA) TY - C PG 64 - 72 (Incorrect Unit Price)	TON	$60.00	-41.00	($2,460.00)	41.00	0.00	$0.00	$2,460.00
	The "Totals" from Table B of the previous work sheet:				$1,021,205.75			$1,432,621.39	$378,520.34
	TOTALS				$2,622,964.10			$2,667,520.18	$11,660.78

WILLIAMSON COUNTY, TEXAS

CHANGE ORDER NUMBER: 20

Advance Funding Agreement (Third Party Funding) Information

This form is used when the subject change order involves funding by a source other than Williamson Count

Project: *10WC821*

Roadway: *2nd Street Taylor, Tx*

Contract Number: ______________

1. Outside funding provided by:

____
(Outside Entity's Legal Name)

2. Type of outside funding agreement for this change: [Check one]

☐ Existing ☐ Amended ☐ New

3. Indicate the type and amount of funding:

☐ Fixed Price (Lump Su (Estimated Amount: ______________)

☐ Actual Cost

(a) Contract Items (Bid Items):		______________
(b) E&C*:	(a) x ______ [enter %]=	**$0.00**
(c) Indirect Cost:	(a+b) x ______ [enter %]=	**$0.00**
TOTAL		**$0.00**

Use as needed:

I hereby approve the modifications covered by Form CO for this Change Order and agree to finance the additional costs, if any, as reflected by this form.

Advance Funding Date ______

By ______________________

Type/Printed Name ______________

Typed/Printed Title ______________

* The percentage (%) for E&C (Engineering and Contingencies) charges varies from project to project from approximately 6% to 11% depending on the contract amount of the project. Projects with higher contract amount will have the lower rate of E&C charge. For a specific project, E&C rate (%) can be derived from the cost of "Engineering and Contingencies" in the "Estimated Cost" of the project.

Advance Funding for this Change Order has been arranged:

____
County Judge Date

Typed/Printed Name: ____

CHANGE ORDER REASON(S) CODE CHART

1. Design Error or Omission	1A. Incorrect PS&E 1B. Other
2. Differing Site Conditions (unforeseeable)	2A. Dispute resolution (expense caused by conditions and/or resulting delay) 2B. Unavailable material 2C. New development (conditions changing after PS&E completed) 2D. Environmental remediation 2E. Miscellaneous difference in site conditions (unforeseeable)(Item 9) 2F. Site conditions altered by an act of nature 2G. Unadjusted utility (unforeseeable) 2H. Unacquired Right-of-Way (unforeseeable) 2I. Additional safety needs (unforeseeable) 2J. Other
3. County Convenience	3A. Dispute resolution (not resulting from error in plans or differing site conditions) 3B. Public relations improvement 3C. Implementation of a Value Engineering finding 3D. Achievement of an early project completion 3E. Reduction of future maintenance 3F. Additional work desired by the County 3G. Compliance requirements of new laws and/or policies 3H. Cost savings opportunity discovered during construction 3I. Implementation of improved technology or better process 3J. Price adjustment on finished work (price reduced in exchange for acceptance) 3K. Addition of stock account or material supplied by state provision 3L. Revising safety work/measures desired by the County 3M. Other
4. Third Party Accommodation	4A. Failure of a third party to meet commitment 4B. Third party requested work 4C. Compliance requirements of new laws and/or policies (impacting third party) 4D. Other
5. Contractor Convenience	5A. Contractor exercises option to change the traffic control plan 5B. Contractor requested change in the sequence and/or method of work 5C. Payment for Partnering workshop 5D. Additional safety work/measures desired by the contractor 5E. Other
6. Untimely ROW/Utilities	6A. Right-of-Way not clear (third party responsibility for ROW) 6B. Right-of-Way not clear (County responsibility for ROW) 6C. Utilities not clear 6D. Other

INSTRUCTIONS FOR PREPARING THE CHANGE ORDER

The following information is provided to assist you in preparing the Change Order:

1 Insert the Contractor's name as it appears in the contract.

2 Insert the work limits for the Change Order.

3 Indicate if a change is major or minor. Definitions of Major and Minor changes are as follows:

Major Change - Reduces the geometric design or structural capacity below project design criteria.
* - Increases the contract by 25% of the original contract cost or by $200,000 which ever is less
- Changes project limits
- Any change in the Traffic Control Plan which reduces the capacity as shown on the plans for the through traffic or the traffic on major cross streets.
- Settlement of a dispute

Minor Change - Everything not described above

*** WHEN A CHANGE ORDER, OR THE CUMMULATIVE SUM OF ALL PREVIOUS CHANGE ORDERS, INCREASES THE ORIGINAL CONTRACT BY 25% OR $200,000, WHICH EVER IS LESS, THE PURCHASING DEPARTMENT OF THE COUNTY'S AUDITOR'S OFFICE MUST BE NOTIFIED FOR THEIR APPROVAL.**

4 Indicate the reason(s) for the Change Order listing first the primary reason followed by secondary reason(s) if needed. Refer to the Reason Code Chart for Change Orders. Your entry will be a number followed by a letter for the associated reasons (i.e. - 1A, 3D, etc.).

5 Give a narrative of the revised work being authorized in the Change Order.

6 Attach any new/revised plan sheet(s).

7 The signature block for the third party on the Form CO-AFA is <u>optional</u>. The contractor is not responsible for any delays the district may have in obtaining a third party's signature.

8 Have the contractor sign in the contractor's signature block. All change orders must be signed by the contractor.

10 Affix the seal in the space located at the left corner of the bottom of the CO Form. All COs should be signed and dated in accordance with the rules and regulations of the Texas Board of Professional Engineers

Signature authority for COs

♦ Up to $25,000: County Judge

♦ $25,001 & Greater: Commissioner's Court

* See No. 3 above for the proper handling of Change Orders which increase the contract by 25% or $200,000, which ever is less.