

Change Order No. _____

Date of Issuance: _____ Effective Date: _____

Owner: Hampton Roads Sanitation District	Owner's Contract No.: «Owner_Contract»
Engineer: «Engineer»	Engineer's Contract No.: «Engineer_Contract»
Contract: «Contract»	
Contractor: «Contractor»	Date of Contract: «Contract_Date»

The Contract Documents are modified as follows upon execution of this Change Order:

Description: _____

Attachments: (List documents supporting change): _____

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ «Contract_Value»	Original Contract <input type="checkbox"/> Calendar days Substantial completion (days/date): «Substantial_Completion» Ready for final payment (days/date): «Final_Completion»
[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____ \$ _____	[Increase] [Decrease] from previously approved Change Orders _____ to No. _____ Substantial completion (days): _____ Ready for final payment (days): _____
Contract Price prior to this Change Order: \$ _____	Contract Times prior to this Change Order: Substantial completion (days/date): _____ Ready for final payment (days/date): _____
[Increase] [Decrease] of this Change Order: \$ _____	[Increase] [Decrease] of this Change Order: Substantial completion (days/date): _____ Ready for final payment (days/date): _____
Contract Price incorporating this Change Order: \$ _____	Contract Times with all approved Change Orders: Substantial completion (days/date): _____ Ready for final payment (days/date): _____

By acceptance of this contract modification, all parties hereby agree that the modification represents an equitable adjustment to the Contract and the Contractor further agrees to waive all rights to file further claims arising out of, or as a result of, this change.

The agreement and all subsequent changes to the agreement will be approved and executed using HRSD's Enterprise Resource Planning (ERP) system. Physical signatures will not be required if acknowledged by Contractor through the ERP system.

Change Order Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed the form, copies should be sent to Contractor for review and approval. After approval by the Contractor, copies should be sent to the Owner. Owner will process through ERP and send to Contractor for acknowledgement.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.