

### **Instructions for Completing the Office of Local Programs Change Order**

Please note that change orders are required for any item that deviates from the original approved scope of your Office of Local Programs (OLP) project. This includes field orders and minor changes. The approved scope of the project can be found in Attachment A of your contract with the OLP for this project.

When a change order becomes necessary the project sponsor shall e-mail the OLP Project Manager, OLP Historic Preservation Coordinator, and the District LPA Coordinator at the same time. This e-mail should include all proposed changes. The OLP Project Manager will then notify the project sponsor as to whether or not the change order would be minor or major.

If the change order is minimal, (meaning it will have no adverse affect and requires no additional documentation)the OLP Project Manager may provide an e-mail approval so work on the project may continue without interruption. However, the Change Order must still be submitted and formally approved.

If a major change is required, work on that particular item must cease until the Change Order has been approved by the Transportation Cabinet.

When completing the Change Order form, please make sure to identify the purpose of the change order, and include detailed explanations for the changes, including time extensions. A cost analysis must be included when appropriate.

A copy of the signed LPA Change Order must be sent to the OLP Project Manager for approval by KYTC Central Office. It is the responsibility of the LPA to secure the signature of the project engineer, the LPA signature authority , and the district LPA Coordinator. A copy of the approved Change Order will be forwarded to the LPA.

Keep in mind that the OLP does not increase funding for a project after it has been awarded. Project sponsors will be responsible for all additional costs if this change order will result in a cost increase that exceeds the budget for this project.

When a reimbursement request is submitted to the OLP for costs associated with the change order the LPA must attach a copy of the approved Change Order with the reimbursement request and documentation.

If you have any questions regarding the Change Order process, please contact your OLP Project Manager.



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Contract ID PO2-628-

Project Sponsor

Change Order No

County

Contractor

Project Number

Contractor

Project Name

Address

*Proposed Changes in Connection with Contract Items:*

Item No.	Description	Quantity	Unit	Unit Price	Amount
<i>Total for this Page</i>					
<i>Total for Continuation Page(s)</i>					
<i>Total Contract Items</i>					

*Proposed Items of Supplemental Agreement:*

Ref. No.	Description	Quantity	Unit	Unit Price	Amount
<i>Total for this Page</i>					
<i>Total for Continuation Page(s)</i>					
<i>Total Supplemental Agreement</i>					
<b>Total Amount</b>					

Time Extension/Explanation:

Reasons for Proposed Changes and Cost Analysis:

If approved by Transportation Cabinet, the undersigned contractor agrees to do the work outlined herein and to accept as payment in full the basis of payment as set forth herein.

Requested \_\_\_\_\_  
 Project Engineer DATE

Recommended \_\_\_\_\_  
 District LPA Coordinator DATE

Recommended \_\_\_\_\_  
 Commissioner of Rural & Municipal Aid DATE

Approved \_\_\_\_\_  
 LPA Signature Authority DATE

\_\_\_\_\_  
 Title DATE

Approved \_\_\_\_\_  
 Secretary of Transportation Cabinet DATE

Contractor

By: \_\_\_\_\_

Date

\_\_\_\_\_





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Contract ID  
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PO2-628-

Project Sponsor  
County  
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Project Name

Reasons for Proposed Changes and Cost Analysis: