



CHANGE ORDER #	
ASPD PROJECT #	
DATE:	

CHANGE ORDER JUSTIFICATION

• Purpose and instructions on next page. Do not staple this form and/or attachments; use clips

A	PROJECT NAME & LOCATION:	OWNER ENTITY NAME & ADDRESS:
	CONTRACTOR COMPANY NAME & ADDRESS:	ARCHITECTURAL/ENGINEERING FIRM NAME & ADDRESS:

B **DESCRIPTION OF PROPOSED CHANGE(S):**
Attach contractor's detailed cost proposal(s)

AMOUNT:	ADD	DEDUCT	TIME EXTENSION:	CALENDAR DAYS
C ORIGINAL CONTRACT AMOUNT:			PREVIOUS C.O.'S	THRU
CONTRACT AMOUNT PRIOR TO PROPOSED CHANGE ORDER:				

D **JUSTIFICATION FOR NEED OF CHANGE(S):**

E **JUSTIFICATION OF CHANGE ORDER vs. COMPETITIVE BID:**

F **ARCHITECT/ENGINEER'S EVALUATION OF PROPOSED COST:**

G

CHANGER ORDER RECOMMENDED

CHANGE ORDER JUSTIFIED AND APPROVED

ARCHITECTURAL/ENGINEERING FIRM NAME

BY: _____
ARCHITECT/ENGINEER'S SIGNATURE

BY: _____
OWNER'S PROJECT REPRESENTATIVE SIGNATURE

BY: _____
OWNER'S SIGNATURE

BY: _____
OWNER'S LEGAL COUNSEL'S SIGNATURE

CHANGE ORDER JUSTIFICATION: PURPOSE and INSTRUCTIONS

The **CHANGE ORDER JUSTIFICATION** is to be prepared by the design professional, who has evaluated the fairness and reasonableness of the proposed cost of the change(s) and recommends that the proposed Change Order be executed. The fully executed Form **CHANGE ORDER JUSTIFICATION** must accompany the proposed Change Order. Instructions for completing the Change Order Justification form are:

- 1.** Insert the proposed Change Order Number, date of the Justification, and ASPD Project Number in the spaces provided in the upper right-hand corner.
- 2. Section (A):** Insert the complete name and address of the PROJECT, OWNER(S), CONTRACTOR, AND ARCHITECT/ENGINEER.
- 3. Section (B):** Provide a complete description of the proposed changes in work, referring to and attaching revised specifications and/or drawings as appropriate. An attachment may be used if additional space is needed, but insert the proposed amount and time extension of the change(s) in the spaces provided. **Attached a copy of the contractor's detailed cost proposal.**
- 4. Section (C):** Insert the Original Contract amount, the net increase or decrease of previous Change Orders, and the Current Contract amount (preceding the currently proposed Change Order).
- 5. Section (D):** Explain why it is necessary, or in the public's interest, to make the proposed change(s) to the Work.
- 6. Section (E):** Explain why award of the changed work to the existing contractor instead of awarding the work under the competitive bid process is justified.
- 7. Section (F):** The design professional must state his or her evaluation of the reasonableness and fairness of the proposed costs based upon his or her review of the contractor's proposal.
- 8. Section (G):** The design professional must recommend the Change Order to the Owner by signing the document; the Owner may require such recommendation from other individuals.