FACILITIES DIVISION

ACCS FORM 2-G

***NOTE: Any Change Order without documented ACCS Facilities Division approval is the expense of the Architect and/or the Contractor.**

CHANGE ORDER JUSTIFICATION

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

CHANGE ORDER JUSTIFICATION #		ACCS PROJECT #		DATE:	

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)*

C THIS CHANGE ORDER WILL: ◯ INCREASE ◯ DECREASE		THE CONTRACT SUM BY:	
THIS CHANGE ORDER WILL USE ALLOWANCES: ◯ YES ◯ NO		THE AMOUNT OF ALLOWANCES USED:	
THIS CHANGE ORDER WILL: ◯ INCREASE ◯ DECREASE		THE CONTRACT DURATION BY (DAYS):	

D **THE CHANGE ORDER IS:**

- ◯ **Owner (ACCS) directed changes in the Work**
- ◯ **College requested changes in Work**
- ◯ **Differing (hidden) site conditions**
- ◯ **Other (please explain in Section D)**

JUSTIFICATION FOR NEED OF CHANGE(S):

Attach documented written approval from ACCS to proceed with change order.

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

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

Review/Initial of Regional Facilities Director _____

ACCS FORM 2-G

G CHANGER ORDER RECOMMENDED	CHANGE ORDER JUSTIFIED AND APPROVED
_____ ARCHITECTURAL/ENGINEERING FIRM NAME BY: _____ ARCHITECT/ENGINEER'S SIGNATURE BY: _____ OWNER'S DESIGNATED REPRESENTATIVE SIGNATURE	BY: _____ ACCS CHIEF FACILITIES OFFICER BY: _____ OWNER'S LEGAL COUNSEL'S SIGNATURE (FOR CHANGE ORDERS 10% OR GREATER)

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 ACCS 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 r evised specifications and/or drawings as appropriate. An attachment may be used if additional space is needed. **Attached a copy of the contractor's detailed cost proposal.**

4. **Section (C):** Insert the Contract Sum increase or decrease and the Contract Duration increase or decrease of Days of this Change Order request.

5. **Section (D):** Explain why it is necessary, or in the public's interest, to make the proposed change(s) to the Work. Select the type of Change Order. Attach documented written approval.

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.