

CHANGE ORDER/C.O. No. 3

PROJECT: Right Turn Lane at League City Parkway and Hobbs Road
CONTRACT No.: PROJECT No.: ST2002

TO: WadeCon, LLC.
Contractor and 1525 Lakeville Drive, Suite 115
Address for Written Notice Kingwood, TX 77339

You are hereby directed to make the following changes in the Work, as described below and specified or shown on attachments, if applicable.

Table with 3 columns: DESCRIPTION OF CHANGES, CONTRACT CHANGE AMOUNT, CONTRACT CHANGE TIME. Includes items for concrete sidewalks and site redesign.

1.02 PROPOSED ADJUSTMENTS

- A. Contract Price (Check one):
[X] Increase to the contract in the amount of \$28,258.00.
[ ] Unit Price decrease of \$\_\_\_\_\_ per \_\_\_\_\_.
[ ] As provided in subparagraph \_\_\_\_\_ of General Conditions.

B. Contract Time: Contract Time is not changed by this Change Order.

1.03 ACCEPTANCE BY THE CITY

Project Manager / Engineer Date Director of Capital Projects Date
Project Manager / League City Date City Manager Date

END OF DOCUMENT

cc: Kimley-Horn, Susan Wologo, File

EXECUTIVE SUMMARY

C.O. No. 3 Contract No.: \_\_\_\_\_ Proj. No.: ST2002

1.01	CONTRACT PRICE SUMMARY	Dollar Amount	Percent
A.	Original Contract Price	\$307,619.00	100.00%
B.	Previous Change Orders	\$25,926.12	8.43%
C.	This Change Order	\$28,258.00	9.19%
D.	Contract Price	<b>\$361,803.12</b>	<b>117.61%</b>

Date of Commencement of the Work: Monday, July 23, 2020

1.02	CONTRACT TIME SUMMARY	Duration	Completion Date
A.	Original Contract Time	120 Days	Friday, November 20, 2020
B.	Previous Change Orders	0 Days	Friday, November 20, 2020
C.	This Change Order	0 Days	
D.	Contract Time	<b>120 Days</b>	<b>Friday, November 20, 2020</b>

1.03 TOTAL VALUE OF INCREASES OUTSIDE OF GENERAL SCOPE OF WORK

A. Including this Change Order, the following table is provided to track conditions related to Paragraph 7.1.2.3 of Document 00700 - General Conditions.

CHANGE ORDER No.	AMOUNT ADDED	PERCENT OF ORIGINAL CONTRACT PRICE
1	\$0	0%
WCD No. 1	\$25,926.12	8.43%
2	\$28,258.00	9.19%
<b>TOTALS</b>	<b>\$54,184.12</b>	<b>17.61%</b>

END OF SUMMARY

**INSTRUCTIONS**

**PURPOSE:** Change Orders are used to affect Modifications to the Contract. Prior to final payment, previously approved Work Change Directives can be combined into a summary Change Order to reconcile project cost accounting. When signed and dated by Contractor and City Engineer, document becomes an approved Change Order.

**APPLICATION:** This form is applicable to agreed on Modifications to the Contract including, but not limited to the following:

- X Additions or reductions (including deletions) of existing bid item quantities.
- X Increases or decreases in construction Contract Time.
- Change in methods, material, etc., not covered by existing bid item quantities.
- New work not covered by existing bid item quantities.
- Price or schedule consideration for conditions not indicated by the Contract.

**INSTRUCTIONS:** Project Manager or Design Consultant prepares this form. The Executive Summary is for use by the City in analyzing the Change Order but is not a part of the Change Order. This form has two MS Excel tables imbedded in the MS Word document (Paragraphs 1.01 and 1.02 in the Executive Summary). Double click on any cell in these tables to make entries in spreadsheet mode. Click anywhere outside the spreadsheet to return to wordprocessing mode. Other tables in the Change Order and Executive Summary are MS Word tables, not imbedded Excel spreadsheets. Red colored text and numerals represent input fields. Black text and numerals are in cells with formulas or fixed text. Do not make entries in these cells. Following instructions correspond to blanks requiring input and paragraph numbers on form. Paragraph 1.02 of the Change Order form is completed by Contractor. All other items are completed by the City or Design Consultant. Paragraph 1.03 of the Change Order form is completed by administrative and approving authorities. Contractor shall provide all backup material to justify the costs of items enumerated in Paragraph 1.01 of the Change Order form.

**CHANGE ORDER FORM:**

1. Insert Change Order number and Contract number for the Project at the top of each page, following page one, if the Change Order must be longer than one page.
2. Insert Project name exactly as stated in the Agreement.
3. Insert Project number and other identifying numbers (e.g. File No.) for the Project.
4. Insert name of Contractor performing the Work and Contractor's address for notices. Address should be as shown in the Agreement unless changed by proper notice.
5. Insert applicable references to related RFIs and RFPs.
6. Paragraph 1.01: Insert brief descriptions of the changes, including reference to applicable Work Change Directives. Give justification to support change, cost of making change, and adjustment in Contract Time warranted by change. If more than one item is included, number each item. Extend the table to additional pages if necessary. Formulas are imbedded for totals but check the math when extending the table length.
7. Paragraph 1.02: Project Manager signs and dates and has other administrative authorities or representatives sign and date where indicated. Project Manager will substitute actual titles of these persons where red bracketed instructions are shown. Mayor's and Contracting Department Director's signature (and date) are only needed when the Change Order must go to City Council for funding prior to approval. City Engineer for Contracting Department (should be the same person designated in the Agreement) will only sign and date Paragraph 1.03 when funds are approved and in place for payment of additional work. City Engineer's signature and date signify approval of Change Order and is the only authorized approval authority of the City according to Document 00700 – General Conditions.
8. Insert appropriate list of "copy to" persons and file. Delete brackets and instructions. Change color of remaining text to black.

## EXECUTIVE SUMMARY:

1. Paragraph 1.01: Insert (A) Original Contract Price, (B) cost of previous Change Orders and (C) cost of this Change Order in the price summary block. Other amounts and percentages in block are calculated by formula. Cost of this Change Order is calculated at the bottom of the table in Paragraph 1.01 of the Change Order form, when all items have been filled in BUT it does not automatically change the amount in Paragraph 1.01 C.
2. Paragraph 1.02: Insert Date of Commencement of Work (from Notice to Proceed), (A) original Contract Time, (B) additional days added from previous Change Orders and (C) days required for this Change Order in the time summary block. Other days and dates in block are calculated by formula. Days for this Change Order are calculated at the bottom of the table in Paragraph 1.01 of the Change Order form, when all items have been filled in BUT it does not automatically change the amount in Paragraph 1.02 C.
3. Paragraph 1.03 A: Project Manager will provide information from all previous Change Orders for this table (i.e. number, amount and percentage of Original Contract Price) so that it can be determined if Council Action is necessary.