



TAD PROJECT NO. : \_\_\_\_\_  
 AIRPORT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

DATE PREPARED: \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

THE PURPOSE OF THIS CHANGE ORDER IS TO ESTABLISH UNIT PRICES FOR ITEMS OF WORK NOT COVERED BY THE ORIGINAL CONTRACT AND TO EXTEND CONTRACT TIME. YOU, THE LICENSED CONTRACTOR, ARE REQUESTED TO PERFORM THE FOLLOWING DESCRIBED WORK UPON RECEIPT OF AN APPROVED COPY OF THIS DOCUMENT OR AS DIRECTED BY THE ENGINEER:

| ITEM NO. | ITEM DESCRIPTION | UNIT | UNIT PRICE | QUANTITY | AMOUNT |
|----------|------------------|------|------------|----------|--------|
|          |                  |      |            |          |        |
|          |                  |      |            |          |        |
|          |                  |      |            |          |        |
|          |                  |      |            |          |        |

|   |   |       |
|---|---|-------|
| BRIEF DESCRIPTION, LOCATION, AND REASON FOR CHANGE ORDER: | CHANGE ORDER #                          | TOTAL |
|   | PREVIOUS CHANGE ORDER(S) TOTAL          |       |
|   | ORIGINAL CONTRACT AWARDED               |       |
|   | REVISED CONTRACT THROUGH CHANGE ORDER # |       |

SUBJECT TO THE CONDITIONS SET FORTH BELOW, AN EQUITABLE ADJUSTMENT IS ESTABLISHED AS FOLLOWS:

|   |   |
|---|---|
| <b>CONTRACT PRICE</b>                                   | <b>CONTRACT TIME</b>  |
| UNCHANGED<br>INCREASED BY: _____<br>DECREASED BY: _____ | UNCHANGED<br>INCREASED BY: _____ CALENDAR DAYS<br>DECREASED BY: _____ CALENDAR DAYS |

CHANGES ARE SHOWN ON DRAWING(S) NO. \_\_\_\_\_, WHICH ARE ATTACHED.

**ADDITIONAL JUSTIFICATION FOR CHANGE:**

1. IS THE CHANGE ORDER SCOPE APPROPRIATE? (DOES THE CHANGE ORDER HELP COMPLETE THE ORIGINAL SCOPE OF THE PROJECT?)  
     YES      NO
2. JUSTIFICATIONS FOR UNIT PRICES OR TOTAL COST:
3. DOES THE SPONSOR HAVE THE LOCAL SHARE FOR THIS CONTRACT CHANGE?  
     YES      NO      N/A
4. HAS CONSENT OF SURETY BEEN OBTAINED?  
     YES      NOT NECESSARY
5. WILL THIS AFFECT THE INSURANCE COVERAGE?      YES      NO  
     5a. IF YES, WILL THE POLICIES BE EXTENDED?  
         YES      NO      N/A
6. IS THE DBE GOAL STILL ACHIEVEABLE WITH THIS CHANGE ORDER?      IF NO, EXPLAIN:  
     YES      NO      THIS PROJECT DOES NOT HAVE A DBE GOAL REQUIREMENT
7. BUY AMERICAN ANALYSIS  
     NO ADDITIONAL BUY AMERICAN REQUEST IS NECESSARY      ATTACHED IS A BUY AMERICAN WAIVER REQUEST FOR CHANGE ORDER MATERIALS      NO AIP MONEY
8. HAS THIS CHANGE ORDER BEEN DISCUSSED WITH THE TDOT PROJECT MANAGER?  
     YES      NO      IF SO, WHEN?      IF SO, WITH WHOM?

THE FOREGOING IS IN ACCORDANCE WITH YOUR PROPOSAL DATED AND LISTED BELOW:

- A. THE AFOREMENTIONED CHANGE AND WORK AFFECTED THEREBY SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ARE SUBJECT TO ALL CONTRACT STIPULATIONS AND CONVENANTS;
- B. THE RIGHTS OF THE OWNER (SPONSOR) ARE NOT PREJUDICED;
- C. ALL CLAIMS AGAINST THE OWNER WHICH ARE INCIDENTAL TO OR AS A CONSEQUENCE OF THE AFOREMENTIONED CHANGE ARE SATISFIED.

|                               |   |
|-------------------------------|---|
| CONTRACTOR                    | OWNER   |
|                               |   |
| DATE                          | DATE  |
| RECOMMENDED BY:               | APPROVAL DETERMINATION:    ELIGIBLE    PARTIALLY ELIGIBLE    INELIGIBLE |
| (APPLICABLE ENGINEERING FIRM) | TENNESSEE DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION             |
| DATE                          | DATE  |

**NOTE:** THIS DOCUMENT REQUIRES TDOT AERONAUTICS APPROVAL PRIOR TO CONSTRUCTION, OTHERWISE STATE AND/OR FEDERAL PARTICIPATION FOR ADDITIONAL WORK MAY BE JEOPARDIZED. PROCEEDING WITH A CONTRACT CHANGE PRIOR TO TDOT AERONAUTICS APPROVAL IS AT THE SPONSOR'S RISK.