

We have modified the [SALT CO form](#) to help produce higher quality CO's. Below is a summary of the changes to the form.

1. **“Narrative”** section includes a new outline format to use to help draft more complete change orders. This outline format contains three new subsections as follows:
 - i. **Issue** – This section is to be used to describe the issue for which the CO is being generated. The issue section would also describe the justification for why the contractor is entitled to compensation. There is a dropdown list prepopulated with the most commonly incurred change conditions to select from. If none of the prepopulated conditions apply to your change condition, then select the “other” option to describe in detail what the issue is.

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification
 Choose an item. The Contractor has encountered contaminated materials onsite at approximate station 115+00.

- Issue - Choose an item.
- 1402.2 - Differing Site Conditions.
- 1402.3 - Significant Changes to the Character of Work.
- 1402.4 - Suspensions of Work Ordered by the Engineer.
- 1402.5 - Extra Work.
- 1402.6 - Eliminated Items.
- 1512.1 - Unacceptable Work allowed to remain in place and apply a monetary deduction to the Contract Unit Price.
- 1605 - Substitute Materials only as approved by the Engineer.
- 1805 - Methods or Equipment Engineer's approval of substitution at the Contractor's request.
- 1806.3 - Revise working days.
- 1901.1 - (P) Quantity changes and adjustments documentation.
- Other, see below.

- ii. **Resolution** – This section is to be used to describe what actions the Agency & Contractor will take on this contract change. This should clearly describe what the Agency & Contractor are responsible for completing as a result of this change order.
- iii. **Entitlement** – This section is to be used to describe what compensation the Contractor is entitled to and what the compensation will be because of the change condition. E.g. force account, existing contract pay items, adding additional contract pay items.

The “Contract Time” impacts have been relocated to the “Entitlement” subsection of the narrative. This subsection is to be used to modify the contract time the Contractor is entitled to as compensation.

Entitlement: Payment for this work will be at: Contract Unit Prices, Negotiated Lump Sum, Negotiated Unit Prices, or on a Force Account basis as provided in MnDOT Specification 1904 (include as many as apply), as shown in the estimate of cost.

Contract Time

Contract Time - Choose an item. *modifying time, explain how the contract time is changing. E.g. contract time is increased/decreased by # of calendar days.*

Contract Time - Choose an item.

The Contract time will be modified as follows:
 This document does not change Contract Time.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

2. **“Estimate of Cost”** table has minor formatting changes. No other significant changes.
3. **“Contract Time”** table has been removed. The contract time item has been added to the end of the narrative section underneath the “Entitlement” subsection.
4. **“Signature”** lines have been changed to a fillable table. This eliminates signature line underline issues. Also, adding the table function allows for adding additional signature boxes if needed for the local agencies e.g. City/County Administrator.

Here is an example of a completed CO with exception to final signatures.

SP/SAP(s)	312-456-009	MN Project No.:	HSIP 1122 (001)	Change Order No.	01
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Project Location	CSAH 43 From CSAH 22 to CSAH 68				
Local Agency	Local Agency	Local Project No.	CP 20-11		
Contractor	Jones Contracting	Contract No.	1354268		
Address/City/State/Zip	9598 Parkway Drive, Hill City, MN 51111				
Total Change Order Amount \$	\$43,000.00				

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402.2 - Differing Site Conditions. The Contractor was installing a culvert at station 115+00 and encounter contaminated soils. The soils were tested and verified to be contaminated. The Engineer has determined these contaminated soils need to be removed from the site and properly disposed of.

Resolution:

1. The Agency will field measure the contaminated materials to verify actual quantity.
2. The Contractor will excavate, haul and dispose of the contaminated soil within the identified area. All contaminated soil handling and disposal will follow MPCA regulations and go to an approved landfill.

Entitlement: Payment for this work will be at: Negotiated Unit Prices as shown in the estimate of cost.

This document does not change Contract Time.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
1	2106.607	EXCAVATION SPECIAL	C.Y.	\$10.50	1000.00	\$10,500.00
1	2106.607	HAUL AND DISPOSE OF CONTAMINATED SOIL	C.Y.	\$32.50	1000.00	\$32,500.00
Net Change this Change Order						\$43,000.00

****Group/funding category is required for federal aid projects**

Project Engineer:		Date:	
Print Name:		Phone:	
Contractor:		Date:	
Print Name:		Phone:	