

**EXHIBIT F**  
**FORM OF CHANGE ORDER**

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**INSTRUCTIONS FOR PREPARING THE CHANGE ORDER**

The following information is provided to assist you in preparing the Change Order (CO).

- 1        Insert the Contractor's name as it appears in the Contract.
- 2        Insert the work limits for the CO.
- 3        Indicate if a change is major or minor.
- 4        Give a narrative of the revised work being authorized in the change order.

Address time by one of the following methods:

- 1) Add the time extension number and time in the box provided.
- 2) State in the narrative that no time is added by this CO.
- 3) State in the narrative that time will be addressed later in the project when the time impact of the change order is better known.

Methods 1 and 2 are preferred. Method 3 should not be a normal practice. If time can not be agreed on with the contractor upon execution of a CO, method 3 is acceptable. In this case, time associated with this CO will be nonparticipating until the time justification is provided.

- 5        Attach any new/revised plan sheet(s).
- 6        For CRRMA use only. The CRRMA representative must designate if this CO is participating by providing a value for the days and amount participating. If the CO is non-participating, enter a zero "0" in the fields.
- 7        Direct the Contractor to sign in the Contractor's signature block.
- 8        Affix the seal of the authorized representative in the space located at the left corner of the bottom of the CO Form.

**CAMINO REAL REGIONAL MOBILITY AUTHORITY  
El Paso Streetcar Infrastructure Project**

**CONSTRUCTION CONTRACT CHANGE ORDER NUMBER: \_\_\_\_\_**

1. CONTRACTOR: \_\_\_\_\_
2. Change Order Work Limits: Sta. \_\_\_\_\_ to Sta. \_\_\_\_\_
3. Type of Change: (Major/Minor)
4. Describe the change and the reason for the change order. When necessary, include exceptions to this agreement.

5. New or revised plan sheet(s) are attached and numbered: \_\_\_\_

Each signatory hereby warrants that each has the authority to execute this Change Order.

<p style="font-size: small;">By signing this change order, the contractor agrees to waive any and all claims for additional compensation due to any and all other expenses; additional changes for time, overhead and profit; or loss of compensation as a result of this change. Further, the contractor agrees that this agreement is made in accordance with Article 3.4 of the Contract General Conditions. Exceptions should be noted in the response for #5 above.</p> <p>THE CONTRACTOR _____ Date _____</p> <p>By _____</p> <p>Typed/Printed Name _____</p> <p>Typed/Printed Title _____</p>	<p><b>The following information must be provided</b></p> <p>Time Ext. #: _____ Days added on this C.O.: _____</p> <p>Amt. added by this change order: _____ \$0.00</p> <hr/> <p><b>For CRRMA use only:</b></p> <p>Days participating: _____</p> <p>Amount participating: _____</p> <hr/> <p><b>Signature</b> _____ <b>Date</b> _____</p> <hr/> <p><b>Name/Title</b> _____</p>
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**RECOMMENDED FOR EXECUTION:**

\_\_\_\_\_  
Name/Title Date

\_\_\_\_\_  
Name/Title Date  
 APPROVED       REQUEST APPROVAL

\_\_\_\_\_  
Name/Title Date

\_\_\_\_\_  
Name/Title Date  
 APPROVED       REQUEST APPROVAL

\_\_\_\_\_  
Name/Title Date

\_\_\_\_\_  
Name/Title Date  
 APPROVED       REQUEST APPROVAL

\_\_\_\_\_  
Name/Title Date

\_\_\_\_\_  
Name/Title Date  
 APPROVED

Engineer's Seal

**CONSTRUCTION CONTRACT CHANGE ORDER NUMBER:** \_\_\_\_\_

Estimated Cost:

\_\_\_\_\_ Paid by \_\_\_\_\_ Paid by Invoice? ( Yes  No  )

**TABLE A: Force Account Work and Materials Placed into Stock**

LABOR	HOURLY RATE	EQUIPMENT	HOURLY RATE

**TABLE B: Contract Terms**

				ORIGINAL + PREVIOUSLY REVISED		NEW		
ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ITEM COST	QUANTITY	ITEM COST	OVERRUN/ UNDERRUN

TABLE B: Contract Terms (Continued)

				ORIGINAL + PREVIOUSLY REVISED		NEW		
ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ITEM COST	QUANTITY	ITEM COST	OVERRUN/ UNDERRUN