**LPA SIGNIFICANT CHANGE ORDER NOTIFICATION FORM**

The CM must provide prior concurrence of all significant change orders. Significant is defined per CMS Table 104.02-1.

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| **CO #** | **PID** | **LPA** | **PE/PS** | **Contractor** |
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| --- | --- | --- | --- | --- | --- | --- |
| **Ref. No.** | **Pro Rata** | **New Item or Extension of Existing** | **Item Description** | **Quantity****or****Lump Sum** | **Unit Price****or****Lump Sum** | **Total Cost** |
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**Attach any supporting documentation and address the questions on the back of this form.**

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| **Submitted by:** |  | **(CPE)** |  | **(Date)** |
| **Concurred by:** |  | **(CM)** |  | **(Date)** |

**LPA PRIOR CONCURRENCE**

**CHANGE ORDER NOTIFICATION FORM (continued)**

1. Why is the work necessary?
2. Why didn’t the plan provide for the work?
3. Is the work within the project’s scope and within the work limits? If no, see Page 3 “Extension of Project Limits”
4. Is there any impact to the environmental documentation?
5. What changes are involved and where are they to take place?
6. Who is responsible? (Indicate if plan error, owner request, contractor request.)
7. How will this impact the schedule? Will this result in a time extension?
8. Is there a DBE involved? If so, state the DBE’s involvement including time, money, work-type, etc.
9. Does this involve a dispute/claim?

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| **EXTENSION OF PROJECT LIMITS** |
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| **Description of the Added Work Within Extended Limits:**  |
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| **Original Project Limits (Describe):**  |
| County \_\_\_\_\_\_\_\_\_\_ |
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| **Original Project Length:**  |
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| **Limits of Project Extension (Describe):**  |
| County \_\_\_\_\_\_\_\_\_\_ |
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| **Length of Project Extension:**  |
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| **Revised Project Length:** |
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