

Contract Change Form Instructions

Item	Instructions
Project Name	Enter the Project Name identified in the executed SRA.
Contract Number	Enter the Contract Number identified in the executed SRA. (Example: P2-METRA-TSB-001-Z-FE)
IDOT Project Number	Enter the IDOT Project Number identified in the executed SRA. (Example: ACCRE-HFWF(318))
IDOT Job Number	Enter the IDOT Job Number identified in the executed SRA. (Example: D-20-002-19)
Executed SRA Amount	Enter the amount of the original executed SRA.
Date	Enter the date of the original executed SRA.
Awarded Contract (NTP) Amount	Enter the Awarded Contract (NTP) Amount.
Original Contingency Authorization Amount	Enter the Original Contingency Authorization Amount.
Original PMR Authorization Amount	Enter the Original Project Management Reserve (PMR) Amount.
Current SRA Amount	If there have been previous amendments to the original executed SRA, enter the Current SRA Amount. If there have been no previous amendments, enter the original executed SRA amount.
Amendment #	If there have been previous amendments to the original executed SRA, enter the latest amendment number. If there have been no previous amendments, select "N/A".
Date	If there have been previous amendments to the original executed SRA, enter the date the latest amendment was executed. If there have been no previous amendments, leave blank.
Current Contract (NTP) Amount	If there have been previous change orders to the Awarded Contract (NTP) Amount, enter the Current Contract (NTP) Amount. If there have been no previous change orders, enter the Awarded Contract (NTP) Amount.
C.O. #	If there have been previous change orders to the Awarded Contract (NTP) Amount, enter the latest Change Order number. If there have been no previous change orders, enter "N/A".
Date	If there have been previous change orders to the Awarded Contract (NTP) Amount, enter the date the latest Change Order was executed. If there have been no previous change orders, leave blank.
Current Contingency Available	If there have been previous change orders, enter the Current Contingency available. If there have been no previous changes orders, enter the Original Contingency Authorization Amount.
Current PMR Available	If there have been previous change orders, enter the Current PMR available. If there have been no previous changes orders, enter the Original PMR Authorization Amount.
This Change Order Amount	Enter the amount of this Change Order.
Change Order #	Enter the number of this Change Order.
Contingency Funds Needed	Enter the amount of Contingency funds needed in this Change Order.
PMR Funds Needed	Enter the amount of PMR funds needed in this Change Order.
New Funds Needed to increase SRA	For this Change Order, enter the amount of new funds needed to increase the SRA amount through Amendment.
Total Contract Change	Enter the Total Contract Change amount. The Total Contract Change can include amendment amounts, contingency, PMR or any available funding in the SRA that is not part of contingency, PMR or within the NTP amount.
Contingency Remaining	Enter the amount of Contingency remaining after this Change Order.
PMR Remaining	Enter the amount of PMR remaining after this Change Order.
Change Order Description	Enter Change Order Description. Attach additional sheets or maps as necessary.
Determination	Check the appropriate justifications for this change order.
Notes and Attachments	Provide additional determination notes and list attachments as needed.