



Vermont Department of Environmental Conservation

Agency of Natural Resources
EC7
Facilities Engineering Division
Construction Section
1 National Life Drive, Main 1
Montpelier VT 05620-3510
Telephone: (802)-760-8135
Fax: (802)-828-1552

SOP for Change Order

Project:	Owner:		
Engineer:	FED Representative:		
Funding Source:	Project Loan #:	Contract #:	Date:

Below listed items are to be used during review of proposed SRF project change orders:

1.	Is the work eligible?	Yes	No	N/A
2.	If work is eligible, has nature and justification been adequately described?	Yes	No	N/A
3.	Is the Change Order needed to rectify design errors?	Yes	No	N/A
4.	Does the Change Order involve rework?	Yes	No	N/A
	A. If rework is involved, could it have been reasonably avoided?	Yes	No	N/A
	B. If the Change Order involves utility relocation, was a reasonable effort made to approximate location during design?	Yes	No	N/A
5.	Was the Change Order prior approved?			
6.	Will work result in a change in the original design criteria?	Yes	No	N/A
	A. If yes, then has the design change been approved by the Review Engineer with SOV.	Yes	No	N/A
7.	Will the work cause some other problem or put stress on other equipment or processes that may not have been considered?	Yes	No	N/A
8.	Has the Change Order been signed and dated by the contractor, engineer, and owner?	Yes	No	N/A
9.	Has a complete derivation of the cost been included?	Yes	No	N/A
	A. If cost breakout is unit price, are unit prices used in agreement with prices listed in the bid documents?	Yes	No	N/A
	B. If cost breakout is not unit price, does the cost include:			
	1. A detailed breakout of labor - job classification, rate of pay and hours worked	Yes	No	N/A
	2. A detailed breakout of material used - including a unit cost for each item	Yes	No	N/A
	3. A detailed breakout of equipment used - including a hourly or daily rate for equipment	Yes	No	N/A
	4. Are overhead and profit markup reasonable and in accordance with specification?	Yes	No	N/A
	C. Does evidence of negotiations exist?	Yes	No	N/A
10.	Will approval of this Change Order result in cumulative cost to date for change orders exceeding contingency funds?	Yes	No	N/A