**PAYMENT FOR CHANGE ORDER WORK**

This construction bulletin revises the CDOT Construction Manual to provide guidance on the execution of Change Orders. A recent Internal Audit indicates that CDOT has been paying for some change order work before the CDOT Form 90 has been fully executed.

**Change to Construction Manual**

In subsection 120.7.3.1 of the CDOT Construction Manual, add the following:

In accordance with CRS 24-30-202, the CDOT Form 90 must be “fully executed”, i.e. signed by both the Contractor and CDOT, before payment can be made to the Contractor for the change order work. Typically, the CDOT signature required to fully execute the change order would be that of the CDOT Project Engineer. In cases where there is a consultant project engineer, the Resident Engineer's signature is required. Obtain the remaining signatures on the CDOT Form 90 and finalize the explanation letter as soon as possible thereafter.

Payment for the change order work will be made on the monthly or interim estimate as the work is completed. Barring disputes, completed work must be paid for within 45 days as required by statute.

Please print a copy of this bulletin and keep it with your copy of the *Construction Manual*.

If you have questions, please contact your Area Engineer in Project Development.

The *Construction Manual* and Construction Bulletins can be found on the Design and Construction Project Support web page at:

<http://www.coloradodot.info/business/designsupport>