



CHANGE ORDER REQUEST FORM INSTRUCTIONS

The Change Order Request Form was created to provide a single point of information for contractors and INDOT staff and to help streamline the review and approval process for change order requests, thereby reducing potential processing delays.

ICI recommends that contractors use this form (generated through collaboration within the ICI/INDOT Joint Cooperative Committee) to submit information in support of a change order request. The information requested on the form includes basic project information such as change order type and description, key personnel, proposed costs, proposed contract time changes and a proposed solution. Upon receiving a written request for additional back up from the contract PE/S, the Contractor should use the spaces located on the second page to provide additional information.

Instructions:

1. Click on this [link](#) to access an electronic Change Order Request form template. The form includes fill in and drop down fields for your use to provide critical information.
2. Assemble and/or generate additional descriptive information and documentation needed to support your request.
3. Generate a cover letter to submit as your formal change request notice (click on this [link](#) for a sample letter).
4. Submit the cover letter, Change Order Request form, additional information and supporting documents to the Project Engineer/Supervisor assigned to the project.

Note: A change order request and associated documents may be reviewed by an individual who is not familiar with the subject project, contract, location and project personnel. Change order request information should be clear and concise to reduce potential processing delays resulting from requested clarifications and a lack of provided information.

Questions: For assistance in completing the Change Order Request form, contact Dan Osborn of Indiana Constructors, Inc. at (317) 634-7547 or email him at dosborn@indianaconstructors.org.