

NJDEP CHANGE ORDER SUBMITTAL GUIDELINES

- 1. The loanee or designated representative is responsible for submitting for the Department's review and approval all change orders executed on the project. All change orders shall be executed on the Department's form and completed in accordance with the C/O instructions. At a minimum two original fully executed change orders must be submitted.**
- 2. So not to jeopardize funding, it is recommended that changes which are in excess of \$100,000, alter the project scope and type of treatment, substantially alter the design drawings, specifications or location, size, capacity, or quality of any major part of the project or significantly delay or accelerate the project schedule be granted NJDEP prior approval before proceeding with the change.**
- 3. An independent engineer's estimate shall be provided for all changes submitted to the department. This estimate will serve as the primary basis for determining the reasonableness of the final change order cost.**
- 4. The contractor's estimate/quote, as annotated, may be submitted in lieu of the engineer's estimate. However, this estimate must be accompanied with a written statement from the engineer, which indicates that the contractor's price has been reviewed and is reasonable to the contracting parties.**
- 5. NJDEP approval of change order cost needed before reimbursement of allowable amount can be made.**