

CHANGE ORDER MEMORANDUM

DOT CEM-4903 (REV 09/2025)

DATE

TO

FROM

RESIDENT ENGINEER

CHANGE ORDER NUMBER

SUPPLEMENT NUMBER

CATEGORY CODE

CONTRACT NUMBER

COUNTY - ROUTE - Begin Postmile / End Postmile

PROJECT IDENTIFIER NUMBER

FEDERAL NUMBER

CHANGE ORDER AMOUNT

\$

☐ Increase ☐ Decrease ☒ No Cost

SUPPLEMENTAL WORK FUNDS PROVIDED

\$

☐ Yes ☒ No

CONTINGENCY BALANCE (Including this change)

\$

IS HEADQUARTERS APPROVAL REQUIRED?

☐ Yes ☒ No

IS THE REQUESTED CHANGE WITHIN THE PROJECT SCOPE?

☒ Yes ☐ No

ARE THERE SUFFICIENT UNOBLIGATED CONTINGENCY FUNDS AVAILABLE?

☒ Yes ☐ No

WILL THE TIME ADJUSTMENT CAUSED BY THIS REQUESTED CHANGE CAUSE NEGATIVE IMPACTS?

☐ Yes ☒ No

IS THE REQUESTED CHANGE IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS?

☒ Yes ☐ No

IS THE REQUESTED CHANGE IN ACCORDANCE WITH PROJECT AGREEMENTS OR PERMITS?

☒ Yes ☐ No

DOES THE REQUESTED CHANGE REQUIRE A COST EFFECTIVENESS OR PUBLIC INTEREST FINDING?

☐ Yes ☒ No

IS THE REQUESTED CHANGE A RESULT OF A RISK IDENTIFIED IN THE PROJECT RISK REGISTER?

☐ Yes ☒ No

Original Contract Time

working day(s)

Time Adjustment This Change

zero

working day(s)

☐ Deferred

Previously Approved Time Adjustments

working day(s)

Percentage Time Adjustment (Including This Change)

%

Total Number of Unreconciled Deferred Time Change Orders (Including This Change)

THIS CHANGE ORDER PROVIDES FOR:

This change order modifies the contract documents, specifically the Standard Specifications and the Special Provisions, to bring ongoing Caltrans construction contracts into compliance with recent changes made to the Disadvantaged Business Enterprise (DBE) program.

On September 30, 2025, the U.S. Department of Transportation (U.S. DOT) issued an interim final rule (IFR), effective October 3, 2025, which, among other things, implemented changes to the DBE Program via modifications to 49 Code of Federal Regulations Part 26. (Docket Number DOT-OST-2025-0897.)

There will be no additional payment to you or credit to the Department as a result of the work described.

No time adjustment will be made, since the work described in this change order will not result in a critical delay.

CONCURRENCE BY

PROJECT ENGINEER	DATE	PROJECT MANAGER	DATE
CONSTRUCTION ENGINEER	DATE	OTHER	DATE

TO			CONTRACT NUMBER
FROM			COUNTY - ROUTE - Begin Postmile / End Postmile
RESIDENT ENGINEER			PROJECT IDENTIFIER NUMBER
CHANGE ORDER NUMBER	SUPPLEMENT NUMBER	CATEGORY CODE	FEDERAL NUMBER

FEDERAL PARTICIPATION			FUNDING SOURCE SEGREGATION	
☐ PARTICIPATING	☐ PARTICIPATING IN PART		☐ CHANGE ORDER FUNDED PER CONTRACT	
☐ NON-PARTICIPATING	☐ NON-PARTICIPATING (Maintenance)		☐ CHANGE ORDER FUNDED AS FOLLOWS	
☐ NO FEDERAL FUNDS				
ESTIMATE OF COSTS			FUNDING SOURCE	PERCENT
	THIS REQUEST	TOTAL TO DATE		
ITEMS				
ITEM ADJUSTMENTS				
FORCE ACCOUNT				
AGREED PRICE				
ADJUSTMENTS				
TOTAL				

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

District or Headquarters Prior Approval By		Submitted by	
NAME	DATE	SIGNATURE	DATE

GENERAL INFORMATION

- Form DOT CEM-4903, "Change Order Memorandum," is an internal Department document that must be prepared for each change order to document what the change is, the reason the change is being made and concurrences for the change.