

EXHIBIT I

**CHANGE ORDER FORMAT  
(Lump Sum)**

**NOTE TO DESIGN PROFESSIONAL:**

Please prepare each Change Order in the form and wording given below, deleting inapplicable wording and adding such explanations as may be necessary. The wording in Paragraph 11 may not be changed or altered in any way by either the Design Professional or the Contractor. Send four copies, signed by you and the Contractor, to the Owner. *Do not forward a Change Order unless it is accompanied by a breakdown which has been certified by the Contract Compliance Specialist and Program Manager (if applicable).*

**CHANGE ORDER No.** \_\_\_\_\_

Note to Design Professional: Please leave the Change Order number blank. The Owner will assign a number.

**Project No.** Number, Institution, and Location

BOARD OF REGENTS OF THE UNIVERSITY  
SYSTEM OF GEORGIA, Owner

Note to Design Professional: No Change Order should be forwarded unless you have been furnished with a letter from the Owner authorizing same.

**The date of this Change Order No. \_\_\_\_\_ is Date CANNOT precede the Contract Execution Date.**

1. Submission of this Change Order for consideration was authorized by letter from the Owner, dated Month Day, Year, Incumbrance Record No. \_\_\_\_\_.

2. The changes hereinafter described are applicable to the Contract for the construction of the above-referenced Project and amend the Contract Documents.

3. Description of Change:

Note to Design Professional: Be sure to give a complete statement describing the changes in the work, including the specifications. If drawings are necessary, refer to them by date, etc., and state they are made a part of the Change Order. Copy of drawings should be attached to the Change Order.

4. This Change Order is deemed necessary and originated with the (Design Professional) (Owner) (Contractor) (Using Agency). *(Indicate applicable entity.)*

5. This Change Order is necessary to:

Note to Design Professional: Give a complete description of conditions which necessitate the change.

6. The amount of the Change Order was determined by:

Choose one:  
a. Estimate and acceptance in lump sum.  
b. Unit prices stated in contract or subsequently agreed upon.  
c. Cost and percentage as described in general conditions.

7. A memorandum is attached showing cost breakdown of labor and materials by unit and quantities as prepared by the Contractor and checked by the Contract Compliance Specialist and Program Manager (if any).

8. We have verified the quantity and quality of all materials shown on the memorandum. We have verified that all prices are reasonable and do not exceed current costs for like services or materials, and we have verified that the quality of the materials meets the requirements of the Contract Documents.

**Note to Design Professional:** Please observe that verification of quantities and prices means the Design Professional who signs the Change Order has personal knowledge that the quantities shown in the memorandum referred to under paragraph 7 above are correct, that he has personally satisfied himself that full credit has been extended for any work or materials deleted or omitted, and that he has conclusively established by such checking or inquire as may be necessary that the prices and allowances shown in the memorandum comparable with current costs for like services and materials.

9. The contractor shall be allowed \_\_\_\_\_ additional calendar days for completion. The Material Completion and Occupancy Date is: Month Day, Year.

**Note to Design Professional:** Please insert the number of additional Days allowed and the new Material Completion and Occupancy Date, or, if no additional time is allowed, insert "0" for the Days and "No Change" for the date.

10. The Guaranteed Maximum Price shall be *(increased)* *(decreased)* by \$\_\_\_\_\_ on account of this change. The CM/GC's Fee shall be increased by \$\_\_\_\_\_. The Maximum Amount Allowable for CM/GC's Overhead Costs and Expenses shall be *(increased)* *(decreased)* by \$\_\_\_\_\_.

**Note to Design Professional:** Please delete inapplicable language in parentheses and enter the dollar amount for this change. Insure that cost of the Work, percentage markup for profit, and the daily rate of general conditions costs is accurate and included in the amount of an additive change. If a deductive change, the amount is generally cost of the work only; however, consult with the owner in significant deductive Change Orders to determine if time or profit should be included in the deducted amount.

11. The payment and extension of time, if any, provided by this Change Order constitutes compensation in full to the Contractor and its Subcontractors, Suppliers, and Trade Contractors for all costs and markups, directly and indirectly attributable to the changes ordered herein, and for all delays or time related costs thereto and for any acceleration costs for performance of changes within the time stated and to be completed by the Material Completion and Occupancy Date and for any claims related thereto against the Owner and the Design Professional, and design consultants.

**APPROVED AND AGREED BY CM/GC:**

**RECOMMENDED FOR OWNER'S ACCEPTANCE:**

DESIGN PROFESSIONAL:

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Name/Title)

\_\_\_\_\_  
(Print Name/Title)

Date approved by CM/GC: \_\_\_\_\_

Date approved by Design Professional: \_\_\_\_\_

**APPROVED AND AGREED BY USING AGENCY:**

**APPROVED AND AGREED BY OWNER:**

BOARD OF REGENTS OF THE UNIVERSITY  
SYSTEM OF GEORGIA

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Print Name/Title)

\_\_\_\_\_  
(Print Name/Title)

Date approved by Using Agency: \_\_\_\_\_

Date approved by Owner: \_\_\_\_\_