

Contractor's Change Proposal (CCP) Checklist



TPWD Project Number	
Contract Manager	
Location	
Project Name	
CCP No.	

Checklist		
	<i>Proposed Change Order form, RFI, ASI, if applicable</i>	Attach fully executed documents
	<i>Field Order, if applicable</i>	Attach fully executed Field Order Form
	<i>Contractor's Change Proposal Form</i>	Complete narrative description of the SOW, schedule and cost impact. Must be signed by an employee of the Contractor with authority to bind the company.
	<i>Contractor's Change Proposal Cost Breakdown form</i>	Self-performed work – invoices for materials, rental, increase in bonds and/or insurance. change orders that are > \$10k, all costs (minus labor) must include price substantiation for at least 80%.
	<i>Sub Contractor's Change Proposal Cost Breakdown form (If applicable)</i>	Copy of subcontractor quote(s)
	<i>Updated Work Progress Schedule (If applicable)</i>	Must demonstrate proposed change order work's effect on critical path relative to the baseline schedule
	<i>Change Proposal Log</i>	Submit updated change proposal log

Notes:

Submit all change proposal documentation to the Construction Manager who will only accept complete packets. An internal TPWD and A/E (as applicable) review will follow.

TPWD will only review and evaluate complete proposals that include all required supporting documentation. Incomplete change proposals will be rejected and returned to the Contractor for revision and resubmission.

Contractor may not bill for change order work prior to execution of the Change Order.

Following execution of a Change Order, Contractor shall add the approved change order amount to its schedule of values.

Reminder: *Should an HSP Amendment be necessary for this change, the Contractor is responsible for working directly with HUB staff via HUB@tpwd.texas.gov.*

Texas Parks and Wildlife Department maintains the information collected through this form. With few exceptions, you are entitled to be informed about the information we collect. Under Sections 552.021 and 552.023 of the Texas Government Code, you are also entitled to receive and review the information. Under Section 559.004, you are also entitled to have this information corrected.