



Texas Department of Transportation

Change Order Reason Code Guidance

Use the following reason codes to describe the reason for the CO. A maximum of three reason codes can be included per CO. COs listing project termination costs must use one of the available termination codes as the primary reason code.

Category	Reason Code	Description
1. Design Error or Omission	1A	Incorrect PS&E (TxDOT design): This code should be used when TxDOT prepared the PS&E and an error and/or omission is discovered, but there is no additional cost to the project, nor any contractor delay, rework or inefficiencies.
	1B	Incorrect PS&E (Consultant design): This code should be used when a consultant prepared the PS&E and an error and/or omission is discovered, but there is no additional cost to TxDOT, nor any contractor delay, rework or inefficiencies to the project.
	1C	Other: This code should be used when there is an error and/or omission, (TxDOT or consultant) but the cause (all or partial) cannot be assigned to TxDOT or the consultant and other codes in this category are not appropriate.
	1D	Design error or omission that resulted in delay, rework, or inefficiencies (TxDOT design): This code should be used when TxDOT prepared the PS&E and an error and/or omission is discovered and additional cost, contractor delay, rework or inefficiencies occur on the project.
	1E	Design error or omission that resulted in delay, rework, or inefficiencies (Consultant design): This code should be used when a consultant prepared the PS&E and an error and/or omission is discovered and additional cost to TxDOT or contractor delay, rework or inefficiencies occur on the project.
2. Differing Site Conditions (Unforeseeable)	2A	Differing site conditions (unforeseeable): This code should be used when actual site conditions are found to be different than depicted in the plans, soil borings or other project information. Refer to Article 4.3 of the standard specifications.
	2F	Site conditions altered by Act of God: This code should be used when the project is impacted by Acts of God.
	2G	Unadjusted utility (unforeseeable): This code should be used when unknown utilities impact the project.



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3. TxDOT Convenience	3B	To address public request and needs after letting: This code should be used when a change is made or work is added to accommodate a public request.
	3E	Reduction of future maintenance: This code should be used when a change is made with the intent of minimizing the need for future maintenance. Coordination should be undertaken to determine FHWA participation.
	3F	Additional work desired by TxDOT: This code should be used when TxDOT adds needed work.
	3H	Cost savings opportunity discovered during construction: This code should be used to reduce project cost and/or project duration.
	3I	Implementation of improved technology or better processes: This code should be used when improved technologies or better processes are utilized in the project.
	3K	Addition of stock account or material supplied by TxDOT provision: This code should be used to buy material purchased by the contractor and not incorporated into the project. It should also be used when TxDOT supplies material to the contractor that is incorporated in the project.
	3L	Revising safety work/measures desired by TxDOT: This code should be used to revise safety measures on the project. The safety enhancement may be suggested either by TxDOT or the contractor.
	3M	Other: This code should be used for changes to the project for TxDOT convenience where other codes in this category are not appropriate.
	3N	Upgrade to current standards: This code should be used for necessary changes to upgrade to current design standards where standards have changed subsequent to PS&E preparation.
3O	Time extension: This code should be used to add time to the contract no other work is included in the CO.	



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4. Third Party Accommodation	4A	Failure of a third party to meet commitment: This code should be used when a third party to the contract fails to fulfill any part of their commitment.
	4B	Third party request for additional work: This code should be used to identify additional work requested by a third party. Generally, this will require a modification to the advance funding agreement.
	4D	Other: This code should be used for third party accommodation where other codes in this category are not appropriate.
5. Contractor Convenience	5A	Contractor requested change in traffic control plan or sequence of work: This code should be used for contractor requested change to the traffic control plan or sequence of work and must be acceptable to TxDOT.
	5B	Contractor requested change in materials and/or method of work: This code should be used for a contractor change in materials and/or method of work and must be acceptable to TxDOT.
	5C	Payment for partnering workshop: This code should be used to reimburse a contractor for TxDOT's agreed share of partnering expenses in accordance with Special Provision 000-002.
	5E	Other: This code should be used for in contractor convenience requests where other codes in this category are not appropriate.
	5F	Price adjusted on finished work (price reduced in exchange for acceptance): This code should be used as a reduction in cost for contract items that have deficiencies and TxDOT is willing to accept work at a reduced price.



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6. Untimely ROW/utilities	6A	Right-of-Way not clear (third party responsibility for ROW): This code should be used for contractor impacts which are the result of right-of-way not being cleared on the date(s) specified in the plans where a third party is responsible for the right-of-way acquisition.
	6B	Right-of-Way not clear (TxDOT responsibility for ROW): This code should be used for contractor impacts which are the result of right-of-way not being cleared on the date(s) specified in the plans where TxDOT is responsible for the right-of-way acquisition.
	6C	Utilities not clear: This code should be used for contractor impacts which are the result of known utilities not being adjusted or relocated on the date(s) specified in the plans.
	6D	Other: This code should be used for untimely right-of-way or utilities where other codes in this category are not appropriate.
7. Termination	7A	Contract termination or significant portion of project eliminated - Design error TxDOT: This code should be used when a project is terminated or a significant portion of a project is eliminated due to a major design error and/or omission where TxDOT prepared the PS&E.
	7B	Contract termination or significant portion of project eliminated - Design error consultant: This code should be used when a project is terminated or a significant portion of a project is eliminated due to a major design error and/or omission where a consultant prepared the PS&E.
	7C	Contract termination or significant portion of project eliminated - Utilities: This code should be used when a project is terminated or a significant portion of a project is eliminated due to a major utility delay or impact. The utility impact could be the result of either a known or an unknown utility.
	7D	Contract termination or significant portion of project eliminated - ROW: This code should be used when a project is terminated or a significant portion of a project is eliminated due to a significant right-of-way acquisition delay.
	7E	Contract termination or significant portion of project eliminated - Third party failure to participate: This code should be used when a project is terminated or a significant portion of a project is eliminated when it becomes known or evident that a third party will not be able or is unwilling to fulfill it's obligation under an advanced funding agreement.



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	7F	Contract termination or significant portion of project eliminated - Acts of God: This code should be used when a project is terminated or a significant portion of a project is eliminated due to an Act of God.
	7G	Contract termination or significant portion of project eliminated - Other than above: This code should be used when a project is terminated or a significant portion of a project is eliminated due to reasons where other codes in this category are not appropriate.

There is no CO reason code for dispute resolution. Dispute resolution is a process available to resolve an issue(s) with a contractor. Add a statement in the CO explanation field to denote that a change in the contract was reached through dispute resolution.