



WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

RR-19-5563-C

DOCUMENT TITLE

Change Order Template - under \$60,000

PROGRAM/BUREAU

Remediation and Redevelopment

STATUTORY AUTHORITY OR LEGAL CITATION

Wis. Stats. ch. 292; Wis. Admin. Code ch. NR 700

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

26-Aug-19

DATE FINALIZED

02-Sept-19

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

A handwritten signature in black ink that reads "Jennifer Haeg".

Signature

September 4, 2019

Date

DNR – Remediation and Redevelopment
RR-5563 Change Order Template – under \$60,000
February 2019

PURPOSE: Use this form to formally request and approve a change to an existing purchase order for additional services on contracts totaling less than \$60,000 (including the amended amount). For contracts over \$60,000, use RR-5564. Signature authority is with the Division Administrator.

INSTRUCTIONS: Change order number starts with “1” and sequence continues through the life of the purchase order (PO). Date of issuance is the date the routing process begins. Signature authority is with the Division Administrator.

NOTES:

Yellow highlighted text contains notes/directions to the DNR staff writing the letter.

Grey highlighted text contains areas where DNR staff need to fill in the information.

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.



State of Wisconsin
 Department of Natural Resources
 Remediation & Redevelopment Program
 101 S. Webster St., P.O. Box 7921
 Madison, WI 53703

**Change Order to Contract for
 Professional Services
 Under \$60,000**

CHANGE ORDER NO.: []

DATE OF ISSUANCE: []

PROJECT NAME: []

PURCHASE ORDER NO.: []

LOCATION: (City, County), Wisconsin

1. The Consultant is requested to provide additional services as described in the [insert title or description and date of the document], a copy of which is hereby incorporated by reference and made a part of this Change Order. This Change Order involves [briefly describe the additional work to be performed].
2. For these additional services, the not-to-exceed total contract fee shall be increased by [\$, .00][write out amount as well] from [\$, .00][write out amount as well] to a not-to-exceed total contract fee of [\$, .00][write out amount as well].

[NAME OF FIRM]

STATE OF WISCONSIN

Approved:

Approved:

By _____

By _____

[Name], Director
 Remediation & Redevelopment Program

Title _____

Date _____

Approved:

Date _____

By _____

[Name], Administrator
 Environmental Management Division

Date _____