**CONSTRUCTION CHANGE PROPOSAL REQUEST #**

**CHANGE(S) REQUESTED by: PROJECT NAME:**

**OWNER PROJECT NUMBER:**

**Design Professional PROJECT MANAGER:**

**CONTRACTOR DATE:**

**USER GROUP**

**BUILDING OFFICIAL**

**For Hard Bid or Task Order Contracts:** Please refer to Section 28 of the General Conditions of the Construction Agreement between Owner and Contractor, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**For CMAR Contracts:** Please attach an itemized quotation as described in Exhibit 2 and Article 10.1.4 of the General Conditions to Construction Manager at Risk Contract, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**For JOC Contracts:** Please refer to Section 11 of the General Conditions of the Standard Form Agreement between Owner and Contractor, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**DESCRIPTION OF REQUESTED CONTRACT CHANGE(S):**

**JUSTIFICATION(S) FOR REQUESTED CONTRACT CHANGE(S):**

**COST SUMMARY**: $\_\_\_\_\_\_

Please attach an itemized quotation for changes in the Contract Sum and/or Time applicable to proposed modification described above with adequate detail to permit evaluation, include itemized proposal from Subcontractors. If funding is being split between multiple funding sources, indicate the breakdown under the **Cost Summary**.

***Funding Breakdown:***

* XXX Allowance (AUA #X): $(X,XXX.XX)
* Contingency (CUA #X): $(X,XXX.XX)
* Change Order (CO #X): $(X,XXX.XX)

**FUNDING IDENTIFICATION (***choose all that apply***):**

|  |  |  |
| --- | --- | --- |
| **CONTRACTOR CONTINGENCY** | **CONTRACTOR ALLOWANCE** | **OWNER REQUEST** |
| **DESIGN PROF. OMISSIONS** | **DESIGN PROF. ERRORS** | **UNFORESEEN CONDITIONS** |
| **BUILDING OFFICIAL** | **OTHER:** | |

**CONTRACT TIME:**

The Contract Time will remain the same.

Change Substantial Completion date to           .

Change Final Completion date to           .

***NO WORK IS AUTHORIZED UNTIL A CHANGE ORDER HAS BEEN EXECUTED BY THE OWNER.***

***FOR NAU INTERNAL USE ONLY***

**PM/DATE DM/DATE**

**\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

DESIGN PROFESSIONAL CONTRACTOR

ADDRESS ADDRESS

ADDRESS ADDRESS

BY: BY:

DATE: DATE: