



# WILLIAM & MARY and VIMS

## NOTICE TO PROCEED / NOT TO EXCEED CHANGE REQUEST

### Part 1 - Project Information

Project Name: \_\_\_\_\_ General Contractor / CM: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_ Change Request Date: \_\_\_\_\_  
 W&M Project Code: \_\_\_\_\_ Required Completion Date: \_\_\_\_\_  
 DEB Project Code: \_\_\_\_\_ RFI or ASI Number: \_\_\_\_\_

PROCESS JUSTIFICATION *(Brief justification for the use of the NTP-NTE change request form with respect to the requirements of DCM Appendix R)*

### Part 2 - Description of Work and Scope of Change Requested

DESCRIPTION OF WORK: Perform the following proposed changes to the work in accordance with all terms and conditions of the contract documents. The Contractor's proposal for work described in this change request/authorization must be itemized and utilize corresponding contractual unit prices.

Contractor's PCO #	Cost	Description of Work
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<div style="border: 1px solid black; height: 50px;"></div>
Reason Code	<input style="width: 100%;" type="text"/>	

Contractor's PCO #	Cost	Description of Work
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<div style="border: 1px solid black; height: 50px;"></div>
Reason Code	<input style="width: 100%;" type="text"/>	

### Part 3 - Instructions to the Contractor / Construction Manager

INSTRUCTION: Contractor shall submit a proposal for this work by the date specified below. The proposal shall be based on performing the work as required to maintain previous schedule commitments.

- Proceed (No Impact) - Proceed with this work provided you agree it has no cost or schedule impact which agreement we will assume is confirmed unless you notify us otherwise in writing within two (2) days from the date of this change request*
- Proceed and Confirm Price - Proceed with the Work. Provide Lump Sum Proposed Change Order to Project Manager for approval within 14 days per section 39 of the General Conditions of the Construction Contract (forms CO-7, CO-7CM, and CO-7DB).*

Schedule Impact (Days)	Total Not to Exceed Cost	Budget Line Item Impact Relative to Contingency Type Used	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Contingency Budget:	<input style="width: 100%;" type="text"/>
Budget Line Item Impacted (Contingency Type to Be Used) <input style="width: 100%;" type="text"/>		Contingency Used:	<input style="width: 100%;" type="text"/>
		Available Contingency:	<input style="width: 100%;" type="text"/>
		Amount this NTP-NTE:	<input style="width: 100%;" type="text"/>
		Remaining Contingency:	<input style="width: 100%;" type="text"/>

### Part 4 - Recommendations and Approvals

Reviewed by Project Manager <input type="checkbox"/> YES <input type="checkbox"/> NO <input style="width: 100%; height: 20px;" type="text"/> signature	APPROVED by AVP / UA <input type="checkbox"/> YES <input type="checkbox"/> NO <input style="width: 100%; height: 20px;" type="text"/> signature
Recommended by Director, Design & Construction <input type="checkbox"/> YES <input type="checkbox"/> NO <input style="width: 100%; height: 20px;" type="text"/> signature	APPROVED by Contractor/CM <input type="checkbox"/> YES <input type="checkbox"/> NO <input style="width: 100%; height: 20px;" type="text"/> signature

*In accordance with DCM Appendix R, this form may be utilized to authorize changes to the work in accordance with W&M's Change Order Procedure Guidelines. If urgent conditions require work to begin prior to issuance of the formal change order, an NTP-NTE shall be issued. Use of the NTP-NTE is appropriate for safety, unforeseen condition remediation which will halt progress, prevention of loss, prevention of significant rework, or similar situations. The NTP-NTE will be approved by the University Architect and shall be formalized as a change order within 30 days.*