

NOTICE TO PROCEED / NOT TO EXCEED CHANGE REQUEST



Project Name:

Project Code:

Change Request Date:

Required Completion Date:

RFI Number:

Description of work: Perform the following proposed changes to the work in accordance with all terms and conditions of your contract. Your proposal for work described in this change request/authorization must be itemized and utilize corresponding contractual unit prices.

| | | | |
|-------|-------------|---------------------|-------------|
| PCO # | Cost | Description of Work | Reason Code |
|-------|-------------|---------------------|-------------|

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|-------|------|---------------------|-------------|

Instruction: Submit your proposal for this work by the date specified below. 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 2 days from date of this change request.

Proceed and Confirm Price- Proceed with this 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).

**Total Not To Exceed Cost
(Sum of Above Items)**

**Schedule Impact
(Number of Days)**

Budget Line Item Impact (CM-at-Risk Only):

Contingency Budget Contingency Type

Previous Commitments to Contingency

Current Contingency Budget

Amount this PCO

Remaining Contingency

Signatures:

Recommended: _____
 University Project Manager Date

 Director, FPDC Date

Approved: _____
 AVP, Facilities Management Date

Contractor **Date**