**Construction Contract Change Order --** Justification

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| **Submitted for:** |  | Cost Summary and Justification for **Change Orders** and **Change Directives** (requiring A/E review & approval) |
|  |  | Cost Summary for **Change Directives** issued for **Owner Direct Purchase Order** (A/E review not required) |
|  |
| **Change Proposal No:** | **00-000** | **Project No./Name:** |       |
|  |  | **Architect/Engineer:** |       |
| **Date:** | 00/00/0000 | **Contractor:** |       |
|  |
| **A. COST PROPOSAL SUMMARY:** (CM shall prepare this section of the form) |
| **Item ID:** | **Description of Work** (concise title, details are attached)  | **Subcontractor / Vendor:** | **Days:** | **Cost:** |
|       |       |       |       | $       |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| CM OH&P (not approved for deductive Change Orders or Owner Direct Purchase) | **OH&P:** |  |  |
|  | **Total:** |  | **$** |
|  |
| Construction Manager hereby certifies that cost proposal provided is consistent with industry-wide standards of workmanship and costs. |  | \* not required for Change Directives issued for Owner Direct Purchase program. |
| Contractor Signature | Date |  | A/E Approval\* | Date |
|  |
| **B. NECESSITY & JUSTIFICATION FOR CHANGE:** (A/E shall prepare this section of the form) |
|  |  **Owner** |  **A/E** |  **GC** | **Party of Responsibility / Action / Confirmation** |
|  |  |  |  |  **Program** |  **Code** |  **VE** | **Reason for Change** |
|  |  |  |  |  |  |  |  **Yes** |  **No** | **Action / Status confirmed by A/E** |
|  |  |  |  |  |  |  |  |  | **Justification** (provide concise statements or use the matrix to the left if meaning is clear) |
| **Change Initiated by:** |  |  |  |  |  |  |  |  | Who initiated this Chage Porposal? |
| **Confirm Funds Availability:** |  |  |  |  |  |  |  |  | Owner confirmation received? |
| **Necessity** |  |  |  |  |  |  |  |  | Why is this Change Order necessary? |
| **Responsibility** |  |  |  |  |  |  |  |  | Who has necessitated this Change Order? |
| **Original Contract** |  |  |  |  |  |  |  |  | Why was this condition not considered in the original Contract Documents?000 |
| **Payment** |  |  |  |  |  |  |  |  | Who is going to pay for the change if the liability rests with party/parties other than the Owner? |
| **Explanation** |  |  |  |  |  |  |  |  | Supply a detailed explanation of each item to be performed in this Change Order. This must be a complete statement of labor and material. |
| **Justification** |  |  |  |  |  |  |  |  | Supply a complete justification for this work in a clear and concise summary statement.  |
| **Effect on Project** |  |  |  |  |  |  |  |  | Operation, maintenance, space and size. |
| **Effect on Schedule** |  |  |  |  |  |  |  |  | Is this Change Proposal timely and cost effective in terms of schedule and Owner needs? Ensure that the deadline for timely and cost effective decision to include this scope of work is identified in consultation with the CM / GC. |
|  |
| Architect/Engineer (A/E) hereby certifies that no costs are included for corrective work made necessary by error or fault attributable to A/E. |  | USF Project Manager signature indicates approval for incorporation of this change proposal into a Change Order. |
| A/E Signature | Date |  | OWNER Approval | Date |

**File:** UPM-Exhibit H7-Construction Contract Change Order-Justification.docx