

NO. _____

Project No. _____ Bid No. _____ Contract No. _____

Contract / Project Name:

Contractor:

Request By: _____ Date of Request: _____

1. Directive: The COUNTY hereby directs and authorizes the following change(s) in the work required by the Contract documents be made and the CONTRACTOR is hereby directed to proceed promptly. In the event that as a result of the CONTRACTOR accepting this Field Directive Change, there are determined to be change(s) in the Contract (1) scope, (2) cost, or (3) time subsequent to the CONTRACTOR finalizing the change(s) in the work required, and upon receipt and acceptance by the COUNTY of a written and documented claim by the CONTRACTOR, such changes shall be incorporated in a Change Order which is subject to approval by the COUNTY and the CONTRACTOR.

2. Description of the change(s):

3. Purpose or Intent of Field Directive Change:

4. Attachments (List documents supporting change)

5. Not-to-exceed limits applicable to this Field Directive Change:

Unless specifically authorized by the COUNTY by a written amendment to this Field Directive Change, the CONTRACTOR shall not exceed the following limits:

A. Estimated not-to-exceed increase (decrease) in the Contract price: _____

B. Estimated not-to-exceed increase (decrease) in completion time in calendar days: _____

NO. _____

6. Claim(s) resulting from Field Directive Change:

In the event that, as a result of the CONTRACTOR providing or performing the change(s) in the required construction work as set forth in this Field Directive Change, the CONTRACTOR determines that consideration should be given to (1) changing the Contract scope, (2) increasing the CONTRACTOR'S compensation, or (3) increasing the contract time; the CONTRACTOR shall in accordance with the provisions of the Contract Document, submit a written claim to the COUNTY requesting that a Change Order be executed incorporating changes in the (1) Contract scope, (2) CONTRACTOR compensation, or (3) Contract time as appropriate. Such a claim shall include documentation to support the claim.

It is understood and agreed by the COUNTY in authorizing and by the CONTRACTOR in accepting this Field Directive Change that the following methods shall be used as the basis for considering the issuance of a Contract Change Order or any CONTRACTOR claim arising out of this Field Directive Change.

A. Method of Determining Change in Contract Price B. Method of Determining Change in Contract Time

- Time and Materials
- Unit Prices
- Cost plus Fixed Fee
- Other

- Contractor's Records
- Consultant's Records
- Other

7. ACCEPTANCE

COUNTY AUTHORIZATION

Printed Name	Signature	Title	Date
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CONTRACTOR AUTHORIZATION

Contractor's Business Name _____

Printed Name	Signature	Title	Date
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Corporate Seal

Witness

Copies Distributed to:

- Contractor (Signed Original)
- Director Project Sponsoring Department (Signed Original)
- Project Manager
- Consultant (If Applicable)
- Procurement Management

(Affix if applicable, check if None)