

Florida Atlantic University Board of Trustees  
CONSTRUCTION CONTRACT CHANGE ORDER

Change No: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project: \_\_\_\_\_ Project \_\_\_\_\_  
 A/E \_\_\_\_\_ A/E Job No: \_\_\_\_\_  
 CM): \_\_\_\_\_

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Your proposal dated \_\_\_\_\_ has been accepted for making the following changes:

DESCRIPTION OF CHANGE				DECREASE	INCREASE
(attach additional sheets if required)					\$
NOTICE TO PROCEED DATE :					
ORIGINAL CONTRACT SUM :					
CONTRACT TIME	DAYS	COMPLETE*			\$
Present Contract			New Add (Deduct)		\$
This Change			Present Contract Sum		\$
New Contract Time			New Contract Sum		\$

\*SUBSTANTIAL COMPLETION DATE

This Change Order is an Amendment to the Owner and Construction Manager Agreement, and all contract provisions shall apply unless specifically exempted. The amount and time change designated are the maximum agreed to by both the Owner and the CM for this change. In consideration of the foregoing adjustments in Contract Time and Contract Sum, the CM hereby releases Owner from all claims, demands, or causes of action arising out of the transactions, events and occurrences giving rise to this Change Order. This written Change Order is the entire agreement between Owner and CM with respect to this Change Order. No other agreement or modification shall apply to this contract amendment unless expressly provided herein.

AGREED

\_\_\_\_\_ DATE \_\_\_\_\_  
 CM

\_\_\_\_\_ DATE: \_\_\_\_\_  
 A/E

\_\_\_\_\_ DATE: \_\_\_\_\_  
 President or Designee

FLORIDA ATLANTIC UNIVERSITY BOARD OF TRUSTEES  
CONSTRUCTION CONTRACT CHANGE ORDER JUSTIFICATION FORM

A/E shall supply \_\_\_\_\_ Change No: \_\_\_\_\_

All of the following information: \_\_\_\_\_ Project No: \_\_\_\_\_

Project is \_\_\_\_\_% complete as of \_\_\_\_\_  
 (date)

Project is \_\_\_\_\_% ahead of schedule

Project is \_\_\_\_\_% behind schedule

NECESSITY AND JUSTIFICATION FOR CHANGE:

Change initiated by: Owner \_\_\_\_\_ A/E \_\_\_\_\_ CM: \_\_\_\_\_

University has confirmed funds for change are available: Yes \_\_\_\_\_ No: \_\_\_\_\_

Give the following information for each item:

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?
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

A/E hereby certifies that no costs are included for corrective work made necessary by error or fault attributable to A/E

\_\_\_\_\_  
 Signature

DATE: \_\_\_\_\_