

State of Idaho
DIVISION OF PUBLIC WORKS
CONSTRUCTION CHANGE DIRECTIVE

To (Contractor)	DPW PROJECT NO.	
Name and Location of Project	CCD No.	Date

THE CONTRACTOR IS DIRECTED TO MAKE THE FOLLOWING CHANGE(S):

Description of Change:

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum is:

- Lump Sum (increase) (decrease) of \$ _____
- As provided in Article 16, Subparagraph 16.3.7 of the Fixed Price Construction Contract (Force Account).
- As Follows:

2. The Contract Time is proposed to (be adjusted) (remain unchanged). The proposed adjustment, if any, is (an increase of _____ days) (a decrease of _____ days).

When signed by the Owner and Design Professional and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with change(s) described above. The proposed adjustments will be added to a future Change Order, when finalized. No payment will be made until such Change Order is executed. This Construction Change Directive is subject to Section 16.3 of the Fixed Price Construction Contract.

DESIGN PROFESSIONAL	Date
DPW FIELD REPRESENTATIVE [] Approved if less than \$10,000 [] Recommended if greater than \$10,000	Date
DPW PROJECT MANAGER [] Approved greater than \$10,000, and less than \$20,000 [] Recommended if greater than \$20,000	Date
SENIOR FIELD REPRESENTATIVE [] Approved greater than \$20,000, and less than \$40,000 [] Recommended if greater than \$40,000	Date
APPROVED BY ADMINISTRATOR Required if greater than \$40,000	Date
ACCEPTED BY CONTRACTOR	Date
Signature by the Contractor indicates acceptance of the adjustment in Contract Sum and Contract Time as indicated above.	