# CONSTRUCTION CHANGE DIRECTIVE

To (Contractor)  

Name and Location of Project  

<table>
<thead>
<tr>
<th>CCN No.</th>
<th>Date</th>
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## 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  

[ ] Approved if less than $10,000  
[ ] Recommended if greater than $10,000

### DPW FIELD REPRESENTATIVE  

[ ] Approved if less than $10,000, and less than $20,000  
[ ] Recommended if greater than $20,000

### DPW PROJECT MANAGER  

[ ] Approved greater than $10,000, and less than $40,000  
[ ] Recommended if greater than $40,000

### SENIOR FIELD REPRESENTATIVE  

[ ] Approved greater than $20,000, and less than $40,000  
[ ] Recommended if greater than $40,000

### APPROVED BY ADMINISTRATOR  

Required if greater than $40,000

### ACCEPTED BY CONTRACTOR  

Signature by the Contractor indicates acceptance of the adjustment in Contract Sum and Contract Time as indicated above.

Original: DPW Contract File  
Copies to: Contractor, A/E, FR, PM, Agency