

SAMPLE CHANGE REQUEST

ABC ARCHITECTS, INC.**324 BASS STREET
ENFIELD, MA 01234****Phone: (413) 555-3434****Fax (413) 555-4444**

May 22, 1995

Mr. Ray Rogers, Project Manager
RST CONSTRUCTION COMPANY, INC.
Box 100
Enfield, MA 01234

RE: Enfield 705-1
Change Request #4

Dear Mr. Rogers,

Pursuant to our conversation at the weekly field meeting this morning, please submit an itemized quotation for changes in the Contract Sum and/or Contract Time resulting from the proposed revision to the grades and construction of a retaining wall, approximately 50 feet in length, along the back of Building 3. More specific details can be found on the attached clarification sketch SK-15. These details should be compared to the grades and details shown on Drawings L-3 and L-4. All proposed work shall be performed in accordance with other conditions of the contract.

Your attention is directed to Article 8 of the General Conditions which clearly spells out the manner in which a change estimate may be prepared.

This request is not a change order nor is it a directive to proceed with any revised work. Once I receive your change estimate I will review it with the Enfield H.A. and the EOHLC construction advisor and notify you accordingly. Hopefully we can review your change estimate at our weekly field meeting on May 29, 1995.

If you have any questions feel free to contact me at (413) 555-3434.

Thank you for your prompt attention to this matter.

Sincerely,

Michele Pike
Project Architect
Attachment: SK-15 Building 3 -Grading Changes

cc:	EOHLC Construction Advisor -	w/attachment
	Enfield H.A. Executive Director	w/attachment
	Calamari Landscape Architects -	w/attachment
	Project Representative	w/attachment