**Proposal for Changes to Sponsor Administration Costs**

MassDOT Aeronautics Division Form AD7-AC (Last Modified: November 27, 2023)

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| **SPONSOR ADMINISTRATION CHANGE DETAILS** |
| **Admin. Change No.** |  | **Check All That Apply (must check one)** |
| **Airport** |  | [ ]  Differing Site Conditions | [ ]  Contract Scope Change |
| **Project No.** |  | **[ ]** Request for Deviation | [ ]  Design/Error Omission |
| **Project Title** |  |
| **Change Title/Overview** |  |
| **Change Amount** |  | **Schedule Impact** | [ ]  Yes | [ ]  No |

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| **1. RECOMMENDATION OF SPONSOR’S CONSULTING ENGINEER/ARCHITECT** |
| The Consultant hereby certifies that an independent analysis of scope and cost was prepared and used to justify any change in contract scope or cost resulting from this change, and that any proposed deviation from the contract documents does not materially injure the project as a whole, and that this change is in the best interest of the awarding authority. Acceptance of this/these proposed changes are recommended. |
|   |  |
| Engineer/Architect – Company Name | Address |
|  |  |  |
| Authorized Signature | Name & Title | Date |

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| **2. ACCEPTANCE OF PROPOSAL BY AIRPORT SPONSOR/OWNER** |
| The Sponsor hereby certifies that appropriated funds are available to cover any increase in cost resulting from this change. The proposal is hereby accepted. |
|  |  |  |
| Authorized Signature | Name & Title | Date |

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| **3. APPROVAL OF MASSDOT AERONAUTICS DIVISION** |
| Approval is granted pursuant to M.G.L. ch. 90, § 51K. Funding is subject to project eligibility limitations and will be reimbursed by MassDOT based on the availability of state funds determined at the end of the project. |
|  |  |  |
| Authorized Signature | Name & Title | Date |

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| **4. SUMMARY OF SPONSOR ADMINSTRATION CHANGES** |
|  | FAA Eligible[[1]](#footnote-2) | State Eligible | Ineligible | Total |
| Contract Award |  |  |  |  |
| Previous Changes |  |  |  |  |
| Sponsor Administrative Change Additions |  |  |  |  |
| Sponsor Administrative Change Deletions |  |  |  |  |
|  |  |  |  |  |
| Total Project Cost |  |  |  |  |

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| **5. THIS SPONSOR ADMINISTRATION CHANGE PROJECT FUNDING BREAKDOWN** |
|  | FAA Eligible2 | State Eligible | Ineligible | Total |
| Federal Share |  |  |  |  |
| State Share |  |  |  |  |
| Local Share |  |  |  |  |
|  |  |  |  |  |
| This Sponsor Admin Change |  |  |  |  |

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| **6. REVISED TOTAL PROJECT FUNDING BREAKDOWN** |
|  | FAA Eligible3 | State Eligible | Ineligible | Total |
| Federal Share |  |  |  |  |
| State Share |  |  |  |  |
| Local Share |  |  |  |  |
|  |  |  |  |  |
| Total Project Cost |  |  |  |  |

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| **7. SCHEDULE CHANGES (only fill in if these changes will impact the Construction Prime Contractor’s overall schedule)** |
| Original Completion Date |  | Original Number of Calendar Days |  |
| Revised Completion Date Based Upon All Changes |  | Number of Calendar Days Added Based Upon All Changes |  |
| Estimated Completion Date Based Upon All Changes to Date |  | Revised Number of Calendar Days Based Upon All Changes to Date |  |

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| **8. SPONSOR ADMINISTRATION CHANGE ATTACHMENT CHECKLIST** |
|  | Yes | No | N/A |
| Sponsor Administration Change write-up for each sponsor administration change item with distinct sections: (1) cost proposal/analysis, (2) clear description, (3) clear justification, (4) statement that the cost is fair and reasonable, (5) schedule impacts, and (6) list of supporting documentation attached as backup. | [ ]  | [ ]  | [ ]  |
| Independent cost estimate (ICE) performed by Engineer/Architect to justify cost is fair and reasonable for each sponsor administration change item. | [ ]  | [ ]  | [ ]  |
| Summary spreadsheet detailing all sponsor administration changes to date including additions, subtractions, and total change amount. | [ ]  | [ ]  | [ ]  |
| Itemized and detailed proposal and/or invoice that is clearly defined for each sponsor administration change item. | [ ]  | [ ]  | [ ]  |

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| **9. COMMENTS (For any answers that are No or N/A in previous section)** |
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1. ,2,3 Subject to the availability of funding at the end of the project. [↑](#footnote-ref-2)