

Sample Change Request

ABC ARCHITECTS, INC.
324 BASS STREET
ENFIELD, MA 01234

Phone: (403) 555-3434

Fax (403) 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 DHCD 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 (403) 555-3434.

Thank you for your prompt attention to this matter.

Sincerely,

Michele Pike
Project Architect

Attachment: SK-15 Building 3 -Grading Changes

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