

CONSTRUCTION CHANGE DIRECTIVE

Commonwealth of Massachusetts
Department of Housing & Community Development

CHANGE DIRECTIVE NO: _____

Owner: _____ **Housing Authority**

Date: _____

Development Number: _____

DHCD FISH Number _____

Contractor _____

Architect _____

Telephone No: _____

Telephone No: _____

Fax: _____

Fax: _____

Pursuant to Article 8 of the General Conditions you are hereby directed to make the following change(s) in this Contract

DO NOT USE THIS FORM FOR LUMP SUM CHANGES OR TIME EXTENSIONS .

The Contract Sum shall be adjusted by the following method (please check one)

- A. Unit Price of \$ _____ per _____
- B. Unit Prices found in Section 01.20.00 of the specifications.
- C. Unit Prices found on the Attached list.
- D. Time and materials basis per Article 8.3.1.3 of the General Conditions
- E. Subject to the Conditions of Article 8.5 and 8.7 of the General Conditions **"Work Done Under Protest"**. The Contractor is not relieved of the obligation to notify the Owner's Representative when protested work is being performed, to allow for accurate monitoring. Failure to provide such notice may jeopardize the Contractor's right to compensation.
- F. As follows: _____

THE NOT TO EXCEED LIMIT FOR THIS CHANGE DIRECTIVE IS \$ _____ .

- The Contract time shall be properly adjusted upon completion of any compensable work.
- Payment for the aforementioned work cannot be processed until executing an appropriate change order(s) to adjust the contract sum.
- When signed by the Owner and DHCD and received by the Contractor, this Construction Change Directive becomes effective IMMEDIATELY, and the Contractor shall proceed with the change(s) described above.
- This change directive is not valid until approved by the Owner and DHCD

Approved: Architect

Approved: Owner

Firm: _____

_____ **Housing Authority**

By: _____

By: _____

Date: _____

Date: _____

**Reviewed Construction Advisor
Department of Housing & Community Development**

**Approved: Director of Construction Management
Department of Housing & Community Development**

By: _____

By: _____

Date: _____

Date: _____