

PROJECT



Washington State DEPARTMENT OF ENTERPRISE SERVICES

FACILITIES DIVISION FACILITY PROFESSIONAL SERVICES (FPS) CONSTRUCTION FIELD AUTHORIZATION (FA)

AGENCY

Contract No.

PROJECT TITLE

FA No.

DESCRIPTION OF CHANGE IN WORK

TO: _____ (CONTRACTOR) REQUEST DATE: _____

When authorized by E&AS, you are directed to proceed with work as described below and/or detailed on the attachments referred hereto:

REASON FOR CHANGE: DESIGN ERRORS DESIGN OMISSIONS AGENCY VALUE ENGINEERING CODE REQUIREMENTS LATENT CONDITIONS ALTERNATIVE PUBLIC WORKS - CONSTRUCTION

EXPLANATION: _____

CHANGE ORIGINATED BY NAME ORGANIZATION

COST DATA COLLECTION

Cost data required by one of the following methods in accordance with the General and Supplemental Conditions.

FIXED PRICE §7.02B UNIT PRICE §7.02C (WHEN APPROVED) TIME & MATERIAL §7.02D



(Owner's Rep)

Cost Data Required by: _____ (Date)

METHOD OF MEASUREMENT

FA Substantiation shall conform to GC 7.02.B, C, & D. Time & Material FA's shall include submittal of daily time-sheets within 2 working days for Owner's review. Time-sheets shall identify workers assigned to the work by name, trade, firm, date and hours worked. Materials, equipment, and other job-related costs shall be supported by detailed invoices. Subcontractors performing Work onsite; regardless of tier, shall be calculated and itemized in the same manner as prescribed for Contractor.

PROPOSED COST

Contractor agrees to perform the work described above within the Proposed Not-To-Exceed Maximum Cost, and Time. Contractor shall promptly Notify the Owner and Owner's Representative in accordance with GC 7.02 or 7.03 if Cost or Time may be exceeded.

NO CHANGE INCREASE DECREASE } Proposed Time (Days)

NO CHANGE INCREASE DECREASE } COST

\$ Proposed Not-To-Exceed Maximum Cost (excluding WSST)

TIME PROPOSED BY CONTRACTOR DATE

NOTICE TO PROCEED

Proposal reviewed and accepted, Notice To Proceed given herein:

APPROVED BY A/E AUTHORIZED BY FPS PROJECT MANAGER DATE

FUNDING VERIFICATION BY AGENCY DATE AUTHORIZED BY FPS MANAGEMENT (> \$50k / Change of Contract Time) DATE

Payment for work authorized by this FA will not be made prior to incorporation of this FA into an authorized Change Order to the Contract by the Department of Enterprise Services, in conformance with GC 7.02A.

FINAL COST & TIME

CHANGE IN CONTRACT SUM:

NO CHANGE INCREASE DECREASE } TO THE CONTRACT SUM COST OF: _____ DOLLARS \$ _____

CHANGE IN CONTRACT TIME: (Attach CPM Schedule)

NO CHANGE INCREASE DECREASE } OF: _____ CALENDAR DAYS

CONTRACTOR DATE

FPS MANAGEMENT (INITIALS & DATE)

FINAL APPROVAL

Final cost and time have been reviewed, verified and accepted by:

FPS PROJECT MANAGER DATE

A/E DATE FPS COST VERIFICATION DATE

FUNDING VERIFICATION BY AGENCY DATE FPS MANAGEMENT (> \$50k / Change of Contract Time) DATE