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| **Proposal Request (PR) No.:** |  |
| **Date of Request:** |  |

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| **To:**  *(Contractor or CMR)* |  | | | | | | | | |  | | **CT DAS Project No:** | | | | |  | | | |
| **Owner:** | | | | | CT DAS/Construction Services | | | |
| **Project Name:**  *(Location)* | | | | |  | | | |
| **From:**  *(Architect)* |  | | | | | | | | | **Contract For:**  *(Type of Construction)* | | | | |  | | | |
| **Sent Via:**  *(CA)* |  | | | | | | | | | **General Requirements** | | | | | Section 01 26 00, Subsection 1.5 “Proposal Request” | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Proposal Request Based Upon:** | | | | | | | | | **RFI No.:** | |  | | | | **RFI Response No.:** | | |  | | |
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| **Contractor/CMR:** The proposed modifications to the Contract Documents are described below. In accordance with the requirements of **Article 13** of the General Conditions, please submit a “Change Order Proposal” quotation, including a completed “Change Order Proposal Workbook”, for the changes in the Contract Sum and/or the Contract Time for the proposed modifications to the Contract Documents described below. Submit the “Change Order Proposal” and “Change Order Proposal Workbook” **within** **fourteen (14) days** or notify the Construction Administrator, in writing, of the date on which you anticipate submitting your proposal.  **THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED BELOW FOR THE PROPOSED MODIFICATIONS.** | | | | | | | | | | | | | | | | | | | | |
| **Description of the Work:** | | | | | | | | | | | | | | | | | | | | |
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| **Attachments:** | | |  | | | | | | | | | | | | | | | | | |
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| **Proposal Requested By:** | | | | |  | | | | | | | | |  | |  | | |  |  |
|  | | | | | *(Architect’s/Engineer’s Name -Typed)* | | | | | | | | |  | | *(Architect’s/Engineer’s Signature)* | | |  | *(Date)* |
|  | | | | | | | | | | | | | | | | | | | | |
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| **Copies :** | | CA | | Architect | | | CT DAS PM | | | | | | Other: | | |  | | | File | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Additional Space if Necessary:** | | | | | | **OR** | | **Not Applicable** | | | | | | | | | | | | | |
| **Description of the Work (continued):** | | | | | | | | | | | | | | | | | | | | | |