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| **Change Order Proposal (COP) No.:** |  |
| **Date of Proposal:** |  |

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| **To:**  *(Architect)* | |  | | | | | | | | | | |  | | | **CT DAS Project No.:** | | | | | | | | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | |  | | | **Owner:** | | | | | | | | | CT DAS/Construction Services | | | | | | | | | | | |
|  | |  | | | | | | | | | | |  | | | **Project Name:**  *(Name & Location)* | | | | | | | | |  | | | | | | | | | | | |
| **From:**  *(Contractor or CMR)* | |  | | | | | | | | | | |  | | | **Contract For:**  *(Type of Construction)* | | | | | | | | |  | | | | | | | | | | | |
| **Sent Via:**  *(CA)* | |  | | | | | | | | | | |  | | | **General Requirements:** | | | | | | | | | Section 01 26 00, Subsection 1.6 “Change Order Proposal” | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **COP Based Upon:** | | | | **RFI No.:** | | | |  | | | **Proposal Request No.:** | | | | | | | | | |  | | | **Agency Change Request No.:** | | | | | | | | | | |  | |
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| **Architect:** This “Change Order Proposal (COP)” and attached itemized “Change Order Proposal Workbook(s)” quotation (per Article 13 of the General Conditions) are for changes in the Contract Sum or Contract Time in response to proposed modifications to the Contract Documents, as described in the above noted RFI, Proposal Request, and/or Agency Request. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Description of Proposed Change(s):** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Reason for Change:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Proposed Change in Contract Sum? | | | | | | | | | | **No** | | | | | **Yes** | | | | [Increase or Decrease] | | | | | | | by | | | **$** |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proposed Change in Contract Time? | | | | | | | | | | **No** | | | | | **Yes** | | | | [Increase or Decrease] | | | | | | | by | | |  |  | | | | | **Days.** | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Attachments: Change Order Proposal Workbook(s)** | | | | | | | | | | | | | | | | | **General Contractor or CMR** | | | | | | | | | | | **Subcontractor(s)** | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Supporting Information:** | | | | | | | **Supplier(s)** | | | | |  | | | | | | | | | | | | | **Other** | |  | | | | | | | | | |
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|  | | |  | | | | | | | | | | | **Name (Typed)** | | | | | | | | | | | **Signature** | | | | | | |  | | **Date** | |
| **Reviewed By:** | | | Construction Administrator: | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | |  | |  | |
| **Reviewed By:** | | | Architect/Engineer: | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | |  | |  | |
| **Approved By:** | | | Agency: | | | | | N/A | | | | | |  | | | | | | | | | | |  | | | | | | |  | |  | |
| **Approved By:** | | | CT DAS PM: | | | | | (<$50k): | | | | | |  | | | | | | | | | | |  | | | | | | |  | |  | |
| **Approved By:** | | | CT DAS ADPM: | | | | | ($50k-$100k): | | | | | |  | | | | | | | | | | |  | | | | | | |  | |  | |
| **Approved By:** | | | CT DAS DPM | | | | | ($100k-$200k): | | | | | |  | | | | | | | | | | |  | | | | | | |  | |  | |
| **Approved By:** | | | CT DAS DC | | | | | (>$200k): | | | | | |  | | | | | | | | | | |  | | | | | | |  | |  | |
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| **Proposal Issued By:** | | | | |  | | | | | | | | | | | | | | |  | | |  | | | | | | | |  | |  | | |
|  | | | | | *(Contractor/CMR’s Name -Typed)* | | | | | | | | | | | | | | |  | | | *(Contractor/CMR’s Signature)* | | | | | | | |  | | *(Date)* | | |
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| **Copies :** | CA | | | | | Architect | | | CT DAS PM | | | | | | | | | Agency | | | | Other: | | |  | | | | | | | | | File | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Additional Space if Necessary:** | **OR** | **Not Applicable** |
| **Description of Proposed Change(s) and/or Reasons for Change (continued):** | | |