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| **Construction Change Directive (CCD) No.:** |  |
| **Date of Directive:** |  |

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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 1.7 “Construction Change Directive” | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CCD Based Upon:** | | | | | **RFI No.:** | | |  | **Proposal Request No:** | | | |  | | | | | | **COP No.:** | |  | | | **Agency Request No.:** | | | | | | |  | |
|  | | | | |  | | |  |  | | | |  | | | | | |  | |  | | |  | | | | | | |  | |
| **Contractor/CMR:** In accordance with the requirements of Article 13 of the General Conditions, the CMR or Contractor is hereby authorized and directed to make the following change(s) to the Contract. All work under this “Construction Change Directive” shall be done on a Time and Material (Cost Plus) or Unit Price basis. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Description of Construction Change(s):** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **The basis for the final amount of adjustment to the Contract Sum shall be as follows:**  The final amount shall be subject to a “Change Order Proposal” cost review and “Change Order” approval in accordance with the requirements of **Article 13** of the General Conditions. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The amount of this “Construction Change Directive” for labor and materials shall not exceed: | | | | | | | | | | | | | | | | | | | | | | | **$** | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| When signed by the DAS Authorized Representative and received by the CMR or Contractor, this document becomes **EFFECTIVE** **IMMEDIATELY** as a Construction Change Directive (CCD), and the CMR or Contractor shall proceed with the change(s) noted above. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | **Name (Typed)** | | | | | | | | | |  | | **Signature** | | | | | | |  | | | **Date** | | | |
| **CT DAS PM** | | | (<$50): | | | |  | | | | | | | | | |  | |  | | | | | | |  | | |  | | | |
| **CT DAS ADPM** | | | ($50-$100k): | | | |  | | | | | | | | | |  | |  | | | | | | |  | | |  | | | |
| **CT DAS DPM** | | | ($100k-$200k): | | | |  | | | | | | | | | |  | |  | | | | | | |  | | |  | | | |
| **CT DAS DC** | | | (>$200k): | | | |  | | | | | | | | | |  | |  | | | | | | |  | | |  | | | |
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| Signature by the CMR or Contractor indicates the CMR’s or Contractor’s agreement with the basis of the final amount of adjustment in the Contract Sum as set forth in this Construction Change Directive (CCD). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CMR or**  **General Contractor By:** | | | | | | |  | | | | | | | | |  | |  | | | | | | | | |  | | |  | | |
|  | | | | | | | *(authorized representative)* | | | | | | | | |  | | *(signature)* | | | | | | | | |  | | | *date* | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CT Board of Regents for Higher Education** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Reviewed By:** | | | |  | | | | | | | | | | |  | | |  | | | | | | | | |  | | |  | | |
|  | | | | *(typed name)* | | | | | | | | | | |  | | | *(signature)* | | | | | | | | |  | | | *(date* | | |
| **Reviewed By:** | | | |  | | | | | | | | | | |  | | |  | | | | | | | | |  | | |  | | |
|  | | | | *(typed name)* | | | | | | | | | | |  | | | *(signature)* | | | | | | | | |  | | | *(date)* | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Copies:** | GC/CMR (2 – Return signed original to CT DAS PM) | | | | | | | | | | | | | CA | | | | | | Architect | | | | | | | | CT DAS ADPM | | | | |
|  | Agency | | | | | Other: | | | |  | | | | | | | | | | | | | | | | | | File | | | | |

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| **Additional Space if Necessary:** | **OR** | **Not Applicable** |
| **Description of the Construction Change(s) (continued):** | | |