



THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Project Management Services - Phone: (205) 934-0102 - Fax No. (205) 975-8530

Dec 2006

CONSTRUCTION CHANGE AUTHORIZATION

TO: _____ CCA NUMBER (Assigned by UAB): _____

FROM: _____ PROJECT NO.: _____ DATE: _____

PROJECT: _____

1. DESCRIPTION: _____ (RESPONSE REQUESTED: ☐ IMMEDIATE ☐ ROUTINE)

2. LUMP SUM \$ _____ UNIT COST _____ T&M _____ T&M NOT-TO-EXCEED _____

COST OF CHANGE: \$ _____

- ☐ This change will not extend the current contract completion date.
- ☐ Any request for time extension to be determined in accordance with Article 22 of the General and Modified General Conditions.
- ☐ This change will require a time extension of _____ day(s).

3. INSTITUTED BY: _____

4. JUSTIFICATION OF NEED: _____

5. WHY WORK CANNOT BE COMPETITIVELY BID: _____

6. COST REVIEW: The Architect has reviewed these costs and his judgment finds them to be fair and equitable and in accordance with Article 19 of the General and Modified General Conditions of the Contract. The Architect certifies his recommendation by his signature in block 7 below. (Attach all required backup information)

7. THIS CHANGE IS SUBMITTED FOR REVIEW AND APPROVAL AND IS CLASSIFIED AS THE FOLLOWING TYPE:

- ☐ Minor changes of a total monetary value less than required for competitive bidding and essential to project completion
- ☐ Changes for matters relatively minor and incidental to the original contract necessitated by unforeseeable circumstances or project requirements arising during the course of the work, including unit price changes.
- ☐ Emergencies arising during the course of work.
- ☐ Changes or alternates provided for in the original bidding where there is no difference in price of the Change Order from the original bid on the Alternate.
- ☐ Program Changes of relatively minor items not contemplated when the plans and specifications were prepared & the project was bid. Proposed work is in the public interest and cost does not exceed 10% of the Contract Price.

RECOMMENDED BY: _____ ARCHITECT _____ DATE: _____

AUTHORIZED BY: _____ DIRECTOR PROJECT MGMT/ DESIGN-BUILD SERVICES _____ DATE _____

The Project Architect is hereby instructed to direct the Contractor to implement the above described Construction Change Authorization work and to prepare the formal Change Order in four (4)* copies, including approved documentation. These documents are to be received by the UAB Office of Project Management Services no later than _____

* Six (6) copies for PSCA Projects
Attachments

xc: Architect, Contractor, Central File