

CONSTRUCTION CONTRACT CHANGE ORDER JUSTIFICATION FORM

Architect/Engineer shall supply
All of the following information:

Change No: _____
State Project No: _____

Project is _____% complete
As of _____.
(Date)

Project is _____% ahead of schedule.
Project is _____% behind schedule.

NECESSITY AND JUSTIFICATION FOR CHANGE:

Change initiated by: Owner _____ A/E: _____ Contractor: _____

University has confirmed funds for change are available: Yes ___ No ___

Deviation from the UCF Standards: Yes ___ No ___

Give the following information for each item:

NECESSITY – Why is this Change Order necessary?

RESPONSIBILITY – Who has necessitated this Change Order?

ORIGINAL CONTRACT – Why was this condition not considered in the original
Contract Documents?

PAYMENT – Who is going to pay for the change if the liability rests with
party/parties other than the Owner?

EXPLANATION – Supply a detailed explanation of each item to be performed in
this Change Order. This must be a complete statement of
labor and material.

JUSTIFICATION – Supply a complete justification for this work in a clear and
concise summary statement.

EFFECT ON PROJECT – Operation, maintenance, space and size.

UCF STANDARDS – Does this Change Order represent a deviation from the UCF
Standards? If this Change Order (in whole or in parts) represents a deviation, the
Standards Committee must be informed so they can review the deviations. It is the
responsibility of the UCF Construction Project Manager to notify the Standards
Committee, in writing, as soon as the Change Order deviation becomes apparent.

Architect/Engineer hereby certifies that no costs are included for corrective work made necessary
by error or fault attributable to Architect/Engineer

Signature

Date: _____

**FLORIDA BOARD OF EDUCATION, DIVISION OF COLLEGES & UNIVERSITIES
CONSTRUCTION CONTRACT CHANGE ORDER**

Change No.: _____ Date: _____

Project: _____

Project No: UCF- _____ A/E Job No: _____ Federal Project No: _____

Architecture/Engineer (Name): _____

To (Contractor): _____

Your Proposal Dated _____ has been accepted for making the following changes:

DESCRIPTION OF CHANGE				DECREASE	INCREASE
NOTICE TO PROCEED DATE: _____ ORIGINAL CONTRACT SUM: _____ \$ _____				-0-	\$
Contract Time	Days	Complete*	Subtotal		\$0.00
Present Contract			New (Add) (Deduct)		\$0.00
This Change			Present Contract Sum		\$
New Contract Time			New Contract Sum		\$0.00

*SUBSTANTIAL COMPLETION DATE

This Change Order is an agreement to the Contract Agreement between the Contractor and the Owner, and all contract provisions shall apply unless specifically exempted. The amount and time Change designated are the maximum agreed to by both the Owner and the Contractor for this change. In consideration of the foregoing adjustments in contract time and contract sum, the Contractor hereby releases Owner from all Claims, demands, or causes of action arising out of the transactions, events and occurrences giving rise to this Change Order. This written Change Order is the entire agreement between Owner and Contractor with respect to this Change Order. No other agreement or modifications shall apply to this contract amendment unless expressly provided herein. L. this Change Order represents final action pursuant to Section 120.57, Florida Statutes (1978). **The change described in this change order cannot proceed without this signed agreement. Proceeding without this signed agreement represents a violation of the Construction Contract.**

AGREED

_____	_____	_____	_____
CONTRACTOR	DATE	PRESIDENT OR DESIGNEE	DATE
_____	_____	_____	_____
ARCHITECT/ENGINEER	DATE	DIRECTOR	DATE
_____	_____	_____	_____
UCF PROJECT MANAGER	DATE	CONSTRUCTION COORD.	DATE