

Town of Miami Lakes Request For Change Order (RCO)

Part A

CONTRACTOR: _____ RCO NUMBER.: _____

ADDRESS: _____ PROJECT NO.: _____

_____ PROJECT TITLE: _____

PROJECT MANAGER: _____ TELEPHONE NO.: _____

E-MAIL: _____

This RCO is submitted requesting a Change Order to: (1) increase/decrease the time for performance and/or (2) increase/decrease the value of the Contract (circle as applicable)

Detailed Basis/Scope for RCO Please add a detailed description of proposed changes, including any impact to the critical path.. Failure to submit sufficient detail may result in the rejection of or delay in review of the RCO. Use additional pages if necessary.

Financial Data

Original Contract Value: _____ CPR Value: _____

Value of Previous Change Orders: _____ Proposed Revised Contract Value: _____

Increase/Decrease in time for Completion: _____ (calendar days)

Current Completion Date: _____ Proposed Completion Date: _____

By signing and submitting this RCO the Contractor certifies that the supporting cost data is accurate and, in the opinion of the undersigned, the stated prices and/or time request are both fair and reasonable. The signatory certifies that they are authorized by the Contractor to execute this RCO.

Name: _____ Signature: _____

Title: _____ Date of Submittal: _____



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Part A

Town of Miami Lakes Review (Contractor do not complete)

Reason for Change: Regulatory Town Requested Error/Omission Unforeseen

By signing below the signatory has either concurred with or rejected the proposed CPR as submitted:

ARCHITECT/ENGINEER:

Name of Firm: _____ Concur Reject

Basis for acceptance/rejection: _____

Name Signature Date

TOWN OF MIAMI LAKES:

Project Manager: Concur Rejected

Name Signature Date

Basis for acceptance/rejection: _____

Department Director: Concur Rejected

Name Signature Date

Basis for acceptance/rejection: _____

Procurement Manager: Concur Rejected

Gary Fabrikant
Name Signature Date

Basis for acceptance/rejection: _____

