CHANGE PROPOSAL

**GENERAL CONTRACTOR**

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Company Name | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Change Proposal No. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Project Name |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Work Changes Proposal Request No. |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Architect |  |

THE BREAKDOWN OF PROPOSED COSTS FOR THIS CHANGE PROPOSALIS AS FOLLOWS:

|  |  |  |
| --- | --- | --- |
| **A.** | **For self-performed work:**  1. Cost of Material & Supplies | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 2. Cost of Equipment | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 3. Cost of Labor | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 4. Payroll Tax, Insurance & Fringe Benefits on Labor  *(Percentage of line 3) (See UGC Article 11)* | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 5. Subtotal | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 6. Mark-Up (*See* *UGC Article 11)* | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **7. Subtotal** |  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **B.** | **8. Total cost for subcontractors** *(from attached Subcontractor change proposal worksheets)* | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 9. Mark-Up *See* *Article 3 of Design-Build or CMAR Agreement* | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 10. Subtotal of Lines 8 & 9  *(Part B - Lines 8, 9 &10 not applicable if no subcontractor is involved)* |  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **C.** | **11. TOTAL COST OF WORK** *(subtotal of lines 7 & 10)* |  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | 12. Cost of Insurance (Builder's Risk only—if Change Order only)  *(Percentage of line 11)* |  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 13. Cost of Performance & Payment Bonds (if Change Order only)  *(Percentage of line 11)* |  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 14. General Conditions *(if Contract Time extension is applicable)* |  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**TOTAL VALUE OF PROPOSAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**D.** Request calendar day(s) to be added to contract time for this change.

**E.** Total HUB percentage for this Change Proposal is \_\_\_\_\_\_\_\_\_%.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature *(General Contractor)* |  |

CHANGE PROPOSAL

**SUBCONTRACTOR**

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Company Name | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  CHANGE PROPOSAL NO. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Project Name |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Work Changes Proposal Request No. |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Architect |  |

THE BREAKDOWN OF PROPOSED COSTS FOR: WORK CHANGES PROPOSAL REQUEST #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IS AS FOLLOWS:

|  |  |  |
| --- | --- | --- |
| **A.** | **For Self Performed Work:**  1. Cost of Material & Supplies | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 2. Cost of Equipment | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 3. Cost of Labor | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 4. Payroll Tax, Insurance & Fringe Benefits on Labor  *(Percentage of line 3) (See UGC Article 11)* | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 5. Subtotal | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 6. Mark-Up *See* *UGC Article 11 [para.11.8.1]* | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **7. Subtotal** |  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **B.** | **8. Total Cost for Lower Tier Subcontractors** *[if applicable]* | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 9. Mark-Up *See* *UGC Art. 11 [para.11.8.2]* | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 10. Subtotal of Lines 8 & 9  *(Part B - Lines 8 & 9 not applicable if no lower tier subcontractors are involved)* |  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**TOTAL VALUE OF PROPOSAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature *(Subcontractor)* |  |

CHANGE PROPOSAL

**LOWER TIER SUBCONTRACTOR**

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| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Company Name | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  CHANGE PROPOSAL NO. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Project Name |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Work Changes Proposal Request No. |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Architect |  |

THE BREAKDOWN OF PROPOSED COSTS FOR: WORK CHANGES PROPOSAL REQUEST #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IS AS FOLLOWS:

|  |  |  |
| --- | --- | --- |
| **A.** | **FOR SELF PERFORMED WORK:**  1. Cost of Material & Supplies | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 2. Cost of Equipment | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 3. Cost of Labor | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 4. Payroll Tax, Insurance & Fringe Benefits on Labor  (Percentage of line 2) *(See UGC Article 11)* | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 5. Subtotal | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 6. Mark-Up *See* *UGC Article 11 [para.11.8.1]* | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**TOTAL VALUE OF PROPOSAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature *(Lower Tier Subcontractor)* |  |