

# F64 REQUEST FOR PROPOSAL

|              |  |             |       |
|--------------|--|-------------|-------|
| Project Name |  | Request     |       |
| Institution  |  | Date Issued | _____ |
| Location     |  |             |       |
| SBC No.:     |  | Request No. | _____ |

From: **Designer**

To: **Contractor**

Please submit a proposal for adjustments to the Contract Sum and Contract Time that you would require to accept this change. Your proposal to change Contract Sum must be itemized in accordance with forms and requirements contained in the Contract Documents; and, your proposal to change Contract Time must correlate to the itemization, consider anticipatable weather delays, and explain effects on project schedule, preferably with a proposed revised progress schedule attached.

Please submit your proposal within 10 days or give written notice of date your proposal can be expected.

This is not a Modification to the Contract, and you are not authorized to proceed with the described changes in Work, nor are you entitled to your proposed changes in Contract Sum or Contract Time, until an appropriate Modification may be executed.

**Subject:**

**Description:**

**Attachments:**

**Issued by:** (name & title & signature w/seal)

**Distribution:**

|                                   |  |
|-----------------------------------|--|
| Contractor                        |  |
| Owner Central Office              |  |
| Owner Construction Representative |  |
|                                   |  |