





## Standard General Conditions – Article 9.2 Change Order Process Notice of Proposed Change

X 710 (2020-02)

### Notice of Proposed Change – Form Instructions

#### Completing the Notice of Proposed Change:

1. If a *Change* is being considered, the *City Representative* will provide the *Contractor* with this *Notice of Proposed Change* form. **Note: Receipt of this form by the *Contractor* is not an authorization for the *Contractor* to proceed with additional *Work*.**
2. In addition to providing a detailed *Change Quotation* to the *City Representative* within ten (10) days of receipt of this *Notice of Proposed Change* form, the *Contractor* is to provide a summary of the *Change Quotation* for the proposed *Change* to the *Work*.
3. If *The City* has retained a *Design Professional*, *The City's Design Professional* must sign the *Notice of Proposed Change* form to indicate that they have reviewed the *Contractor's Change Quotation* and are recommending the proposed *Change* be accepted by the *City Representative*.
4. The *City Representative*, after receiving and approving the completed *Notice of Proposed Change* form, will issue an authorized *Change Order*.