

U4B FACILITIES
CONSTRUCTION CHANGE AUTHORIZATION (CCA)
Document Transmittal

REFERENCE: _____ CCA NUMBER: _____

PROJECT: _____

ARCHITECT/ENGINEER: _____

CONTACT: _____ PHONE: _____

This contract modification is recommended for approval by the Architect/Engineer based on the professional opinion thereof and on the following:

- This is additional work not now required by the Contract Documents, including the Instructions to Bidders, General Conditions, Drawings and Technical Specifications, etc., and modifications thereto.
- Site visits where possible, have confirmed the need for the work.
- All required submittals, shop drawings, etc., applicable thereto have been submitted/approved and the work is not required as a part thereof.
- Detailed cost breakdowns have been received/reviewed and are equitable.
- Time extension requests have been evaluated for compliance with required contractor schedules and associated responsibilities
- Other (See comments below)

RECOMMENDED: _____ DATE: _____
Architect/Engineer

COMMENTS: _____

RECOMMENDED: This Construction Change Authorization has been reviewed in conjunction with the Project Contract Documents and approval is recommended.
Funding is included in the latest approved project contingency/PFSR dated _____
 _____ DATE: _____
Project Manager

APPROVAL: _____ DATE: _____
Department Director

Copies : Director of Financial Management