

# F64 REQUEST FOR PROPOSAL

Use this form or AIA form G709

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

From: **Designer** company name only is sufficient

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To: **Contractor** company name only is sufficient

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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:** provide a concise name for the change, such as "Retaining Wall Addition".

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**Description:**

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**Attachments:**

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

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**Distribution:**

Contractor	
Owner Central Office	
Owner Construction Representative	