

**City of Miami
Capital Improvements Program
Contract Change Proposal Request**

Submittal Instructions

Overview

Change Orders typically result due to several specific reasons, which include; owner driven, unforeseen conditions, regulatory changes, or errors and omission.

Contractors must use the Change Proposal Request Forms (“CPR”) when requesting a Change Order on a Project. Each Form contains highlighted fields that must be completed. The non-highlighted fields cannot be filled. Failure to complete and submit the CPR will result in rejection of any request for a Change Order. The CPR consists of the following three parts:

- Part A (Form CPR-A)
- Part B (Form CPR-B)
- Part C (Form CPR-C)

CPR-A and CPR-B must be completed and submitted with each CPR request. Completion and submission of CPR-C will depend on the scope of the proposed Change Order. The City’s Construction Manager may request the submission of CPR-C as a minimum requirement for a specific proposed Change Order.

Submission Requirements

The request for a Change Orders can be initiated by one of three parties; the owner, the contractor, or the design professional. In instances where the Change Order is initiated by action of the design professional any such request will be communicated to the contractor by the City’s Construction Manager. Except where the request for a Change Order is initiated by the Contractor all requests for Change Orders will be requested through the City’s Construction Manager.

Upon the receipt of such a request or where the Contractor is generating the request the contractor is to immediately complete and submit a CPR following the Change Order requirements contained in its contract with the City. The CPR is to be submitted to the City’s Construction Manager for review.

In completing the required forms the contractor must provide all of the required information including a detail on the reason for the change, and a detailed description of the changes. In addition, the contractor must submit documentation to support its costs, including subcontractor pricing, cost calculations, material and equipment costs, and any other documentation that supports the proposed cost of the work. The overhead and profit percentages included on CPR-B cannot exceed the percentages stated in the contractor’s contract with the City.

A CPR will not be approved without sufficient documentation to support the costs. The Construction Manager may either request that additional information be submitted or reject and return the CPR. Where the CPR is rejected and returned the Contractor will

be notified in writing the reason for the rejection. Upon Capital Improvements Program's approval of the CPR, the City's Construction Manager will forward the Change Order Form (Form CO) to the contractor for signature.

Upon receipt of the signed Change Order Form Capital Improvements Program will process the Change Order for approval. Where additional funding requires the approval of the City Commission the City will execute the Change Order after obtaining the necessary approval. After Capital Improvements Program signs the Change Order the City's Construction Manager will distribute the appropriate copies.

