

**REQUEST FOR PROPOSAL NO.:** \_\_\_\_\_

Date Issued: \_\_\_\_\_

Owner:	<u>Hampton Roads Sanitation District</u>	Owner's Contract No.:	<u>«Owner_Contract»</u>
Engineer:	<u>«Engineer»</u>	Engineer's Contract No.:	<u>«Engineer_Contract»</u>
Contractor:	<u>«Contractor»</u>		
Contract:	<u>«Contract»</u>		
Date of Contract:	<u>«Contract_Date»</u>	Notice to Proceed Date:	_____

The proposed changes are being considered in the Work on the above project as described below. Please advise us promptly of your proposed change in contract price and time to accomplish this work. Note that this is not an order to proceed with the proposed change. Notice to Proceed with the proposed change will be issued later in the form of a Change Order or Work Change Directive if it is decided to proceed with this change.

Proposed Changes:

Engineer by: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor by: \_\_\_\_\_ Date: \_\_\_\_\_

Copy: HRSD, Chief of Design & Construction