

INSTRUCTIONS

PURPOSE: The Request for Proposal (RFP) is used to request a priced proposal for changes in the work to be performed by the Contractor. This form may also document changes requested by other City of Houston personnel or other agencies.

APPLICATION: This form initiates proposed changes in the scope of work, including but not limited to the following:

- Additions or reductions (including deletions) of existing bid item quantities
- Increases or decreases in construction contract time duration
- Change in the methods, material, etc. not covered by existing bid item quantities
- New work not covered by existing bid item quantities
- Schedule or cost consideration for conditions not indicated by the Contract Documents

RESPONSE: The Contractor responds to this request with a formal proposal for the work described. The proposal should include the following:

- Scope of the change
- List of items of work
- List of materials or equipment required for the change
- Detailed cost estimate conforming to the General Conditions Article 7.4 - Adjustment in Contract Price
- Recommended schedule of changes
- Completed or future work that will be affected by the changes

INSTRUCTIONS: This form is prepared by the City Project Manager/Project Engineer and is forwarded to the Contractor.

The following instructions correspond to the numbers provided on the form:

1. Insert the GFS number for the project with the file number in parentheses.
2. Insert a sequential RFP number as assigned by the Construction Manager.
3. Insert the project name as stated in the Contract Documents.
4. Insert the name of the Contractor performing the Work.
5. Insert the Contract number for the project as assigned by the Controller's office.
6. List the RFIs referenced in this RFP.
7. List work items to be priced by Contractor. Have an estimate of the proposed changes prepared and attached to the file copy of the RFP. *[When typing in this table, text will wrap within columns and table rows will increase to accommodate longer text.]*
8. Requestor signs and dates RFP.