

CITY OF HOUSTON

Department of Public Works & Engineering

Form 00664 (09/30/97)

WORK CHANGE DIRECTIVE

1. GFS NO. (FILE NO.): _____ 2. WCD NO: _____

3. PROJECT NAME: _____

4. CONTRACTOR: _____

5. CONTRACT NO: _____

6. REFERENCE RFIs/RFPs: _____

7. You are hereby directed to make the following changes in the Work, as described below and specified or shown on attachments, if applicable.

(a) Brief description of the changes in the Work: _____

(b) Justification for change(s): _____

8. PROPOSED ADJUSTMENTS:

(a) Lump sum [increase / decrease] of \$ _____.

Unit Price of \$ _____ per _____.

As provided in subparagraph _____ of General Conditions.

As follows:

(b) The Contract Time is proposed to [be adjusted / remain unchanged].

Proposed adjustment, if any, is [an increase / a decrease] of ____ days.

9. Signature by the City Engineer indicates notice to proceed to the Contractor for the described work and outlines the proposed method of adjustment in Contract Price and Contract Time.

CITY ENGINEER [Signature]

DATE

10. Signature by the Contractor indicates the Contractor's agreement with the above proposed adjustments in Contract Price and Contract Time.

CONTRACTOR [Signature]

TITLE DATE

WORK CHANGE DIRECTIVE NO: _____ to CONTRACT NO: _____ FILE NO: _____ (continued)

11. COST SUMMARY:	DOLLAR AMOUNT	PERCENT
Original Contract Price	_____	100.00%
Previous Change Orders	_____	_____
This Work Change Directive	_____	_____
Revised Contract Price	<input type="text"/>	<input type="text"/>
Projected Contract Modifications*	_____	_____
Projected Contract Price	_____	_____

12. SCHEDULE SUMMARY:	DURATION	COMPLETION DATE
Original Contract Schedule	_____ Days	_____
Previous Time Extensions	_____ Days	_____
This Work Change Directive	_____ Days	_____
Current Modified Contract	<input type="text"/> Days	<input type="text"/>
Projected Contract Modifications*	_____ Days	_____
Projected Contract Schedule	_____ Days	_____

*Based on approved WCDs not yet included in Change Orders and Change Orders not yet issued.

INSTRUCTIONS

PURPOSE: The Work Change Directive (WCD) is used to direct changes in the Work for a critical situation or in the absence of total agreement of the amount of compensation or contract time adjustment. The Work Change Directive also establishes the proposed method of pricing the change. This form is the formal communication tool between Contractor and Construction Manager (CM).

APPLICATION: When signed by the City Engineer, the document becomes an approved Work Change Directive. Delivery of an approved Work Change Directive is official notice to proceed with the work.

This form is applicable to directed contract changes 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

INSTRUCTIONS: This form is prepared by the Construction Manager.

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 WCD number assigned by the CM.
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/RFPs which describe the directed changes.
7. Briefly (a) describe changes in the Work, and (b) give justification for each.
8. Indicate any proposed adjustments to the (a) Contract Price, or (b) Contract Time.
9. City Engineer signs and dates WCD indicating notice to proceed to Contractor for described Work and method of adjustment.
10. Contractor signs the Work Change Directive, acknowledging the proposed methods of adjustment to the Contract Price or Contract Time.
11. Insert current Cost Summary information (amounts and percentages).
12. Insert current Contract Time change information (days and dates).

NOTE: The information required in Items 11 and 12 may be printed as a ProBase report and attached.