

WORK CHANGE DIRECTIVE (WCD)

WCD No.: WCD-[INSERT #]

PROJECT NAME: [INSERT PROJECT NAME]

PROJECT NUMBER: [INSERT PROJECT #]

TO: [INSERT CONTRACTOR CONTACT]
[INSERT CONTRACTOR NAME]
[INSERT ADDRESS]
[INSERT CITY, STATE, ZIP]

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

1.1 DESCRIPTION OF CHANGES:

- A. Brief description of changes in the Work:
[INSERT CHANGE DESCRIPTION]
- B. Justification for change(s):
[INSERT JUSTIFICATION]

1.2 PROPOSED ADJUSTMENTS:

- A. Contract Price (Check one):
 - Lump sum [INSERT INCREASE OR DECREASE] of \$.
 - Unit Price of \$[INSERT UNIT PRICE] per [INSERT UNIT].
 - As provided in subparagraph [INSERT PRAGRAPH #] of General Conditions.
 - As follows: [INSERT SPECIAL CONDITIONS].
- B. Contract Time: Contract Time is proposed to [INSERT BE ADJUSTED OR REMAIN THE SAME]. Proposed adjustment, if any, is [INSERT INCREASE OR DECREASE] of [INSERT # OF DAYS] working days.

1.3 NOTICE TO PROCEED BY THE CITY

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

[INSERT YOUR NAME]
[INSERT YOUR TITLE]

Date

[INSERT DIRECTOR NAME]
Director of [INSERT YOUR DEPARTMENT]

Date

[INSERT CM NAME]
City Manager

Date

1.4 ACCEPTANCE BY CONTRACTOR

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

[INSERT CONTACT NAME]
[INSERT CONTACT TITLE]

Date

END OF SECTION