# CONSTRUCTION CHANGE DIRECTIVE (CCD)

# Minnesota State Form

CONTRACT NUMBER*:* ***[Insert contract PO number]***

PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTRACTOR ADDRESS:

DIRECTIVE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following change in the Contract Documents is approved and the Work is authorized to proceed accordingly. Determine and submit final costs and time adjustments (if any) in accordance with the conditions of the Contract. This change will be incorporated in a subsequent Change Order.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description:**

Attachments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSED ADJUSTMENTS**

Determine adjustments to the Contract Sum and the Contract Time as provided in Article 7.3 of AIA Document A201-2007, as modified by the Minnesota State Colleges and Universities.

Increase to: Contract sum not to exceed $ \_\_\_\_\_\_\_\_\_\_\_ Contract time \_\_\_\_\_\_calendar days.

Decrease to: Contract sum not to exceed $ (\_\_\_\_\_\_\_\_\_) Contract time \_\_\_\_\_\_calendar days.

|  |  |  |
| --- | --- | --- |
| **Issued By Architect/Engineer:** | **Authorized by Owner:** | **Acknowledged by Contractor**: |
| Address: | Address: | Address: |
| By  | By | By |
| Date | Date | Date |

Encumbrance shall be completed immediately after authorizing work.

|  |
| --- |
| **Encumbered:** (For Minnesota State use only.) Employee certifies that funds have been encumbered as required by Minnesota Statute §16A.15.By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |