F66 PROPOSAL RECOMMENDATION

<<Designer's Letterhead>>

<<Date>>

<<Name of Owner's Representative>>
<<Address Line 1>>
<<Address Line 2>>

RE: RFP No. <<Number>> for <<Subject>>
        <<Project Name>>
        <<Institution, Location>>
        <<SBC Number>>

I am enclosing a copy of the contractor's proposal in response to the subject RFP. I have reviewed the contractor's proposal, find it consistent with the change described in the RFP, and find the proposed changes in the Contract Sum and the Contract Time to be appropriately documented and reasonable.

The change is necessary because of the following:

☐ Hidden condition   ☐ Codes and/or code official's instruction

☐ Omission   ☐ Programmatic request by Owner

☐ Error   ☐ Other causes
                              (Examples: weather delays, taking liquidated damages, liquidating unused portions of allowances)

Explanation:

   <<For a change caused by hidden condition, omission, or error describe the events that led to the issuance of the RFP. State what is needed and why, how it was determined, impact on Contract Documents, requirements to now be communicated, and impact on project.>>

   <<For a change that is code related describe the events that led to the issuance of the RFP including the specific code being enforced. Provide the official's name, their authority, and their instructions.>>

   <<For a change caused by a programmatic request by the Owner describe the events that led to the issuance of the RFP. State how the change meets the Owner's objectives.>>

   <<For changes resulting from other causes describe the events that led to the issuance of the RFP. Summarize the change and explain pertinent facts or calculations that are not evident in other backup.>>

I recommend a Change Order for the change in the Work described in the RFP, and the proposed <<increase/decrease>> in Contract Time by <<number of days>> and the proposed <<increase/decrease>> in Contract Sum by <<amount>>.

Sincerely,

<<Signature>>
<<Name and title of signatory>>