

**REQUEST FOR CHANGE PROPOSAL /  
NOTICE TO PROCEED - CHANGE ORDER**

**UT - Battelle Subcontract No.  
4000006067**

1. DATE	2. SUBCONTRACT NUMBER	3. SNS TASK ORDER NUMBER	4. RFCP NO.
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5. NAME AND ADDRESS OF SUBCONTRACTOR

In accordance with the Changes and Modification Clauses, you are requested to provide a detailed cost proposal and schedule evaluation on this document for your performance of the proposed change (s) to your Subcontract as set forth and described below. Submit your proposal within \_\_\_\_\_ calendar days from the date of this request for proposal. K/J/-JV requires the Subcontractor to submit a detailed breakdown of the proposed price (labor, material, overhead, profit, etc) and schedule evaluation.

**DO NOT START WORK OR TAKE ANY OTHER ACTION ON THE PROPOSED CHANGE UNTIL YOU RECEIVE A COPY OF THIS FORM AS EXECUTED IN THE NOTICE TO PROCEED SECTION.**

6. DESCRIPTION OF PROPOSED CHANGE: \_\_\_\_\_

7. SPECIFICATIONS AND DRAWINGS AFFECTED: \_\_\_\_\_

8. K/J - JV REVIEW AND APPROVAL (Date & Initial) ( ) In-Scope Change ( ) Out-of-Scope Change

8a. CONSTRUCTION ENGINEER/SUPT.	8b. RESIDENT ENGINEER	8c. SAFETY	8d. PROCUREMENT
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**SUBCONTRACTOR CHANGE PROPOSAL RECAP**

The proposed change(s) in the subcontract work as described above will be performed by the Subcontractor in accordance with all terms and conditions of the subcontract referenced above. The pricing contained in this proposal is effective for a period of sixty (60) calendar days from the date of the submittal. The Subcontractor is to provide detailed price breakdown according to the WBS and Scheduled Activity Number set forth in the attached **Subcontract Change Estimate Proposal**.

In consideration of the change(s) agreed to herein as complete and equitable adjustment(s) for the work described in this subcontract Change Order, the Subcontractor hereby releases Knight/Jacobs, UT-Battelle, LLC and the Government from any and all liability under this subcontract for further equitable adjustments attributable to such facts or circumstances giving rise to the subcontract's proposal(s) which are the basis for this subcontract change order, except for the issuance of a formal modification to the Knight/Jacobs Joint Venture Subcontract.

PROPOSAL DATE	AMOUNT	SCHEDULE IMPACT (Days)	SUBCONTRACTORS SIGNATURE
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REVISED PROPOSAL DATE	REVISED AMOUNT	Rev. Schedule Impact	SUBCONTRACTOR SIGNATURE
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**CONCURRENCE SIGNATURES & DATE**

K/J-JV CONSTRUCTION ENGINEER/SUPT.	K/J-JV SCHEDULING	K/J - JV COST
K/J-JV CONSTRUCTION MANAGER	K/J-JV PROCUREMENT MANAGER	SNS TASK LEADER
SNS-CF ASSOCIATE DIVISION DIRECTOR	SNS-CF DIVISION DIRECTOR	SNS PROCUREMENT

**NOTICE TO PROCEED**

**IN ACCORDANCE WITH THE CHANGES AND MODIFICATION CLAUSES, YOU ARE HEREBY NOTIFIED TO PROCEED WITH ALL ASSOCIATED TASKS NECESSARY FOR THE COMPLETION OF THE CHANGE(S) OUTLINED IN ITEMS 6 & 7 ABOVE, PLUS ANY AND ALL ATTACHMENTS. THE EFFECTIVE DATE OF THIS NOTICE-TO-PROCEED IS \_\_\_\_\_.**

ISSUED BY:	DATE:
_____	_____
<b>K/J - JV Procurement</b>	

## INSTRUCTIONS FOR COMPLETING SUBCONTRACT CHANGE ESTIMATE PROPOSAL

1. Enter the Work Breakdown Structure Code applicable to the change and the RFCP number.
  2. Enter the Schedule Activity Number(s) for the work affected by the proposed change. Be sure to reference your CPM schedule.
  3. Description of materials required, work to be done, special equipment needed, ect. Breakdown should be in sufficient detail to permit itemizing of all direct costs.
  4. Quantity - Contractor's estimate of quantity required in terms of unit of measure.
  5. Unit of Measure - Description of the unit in which each item is to be estimated (e.g., SY=square yard, CY=cubic yard, HRS=hours, SF=square feet, LF=linear feet, BF=board feet, EA=each, LB=pound).
  6. Labor Costs - Enter Manhours, Base Rate, Fringe Rate, Tax Rate (**DO NOT INCLUDE OVERHEAD, PROFIT OR BOND COST HERE**), and total. In the manhours column, enter the estimated number of manhours needed to perform the work listed in the description column.
  7. Material Cost - Enter unit cost of material to be supplied and total cost
  8. Equipment Costs - Enter estimated costs of special equipment listed in the description column which are special to the contract and of a significant dollar value.
  9. Other Direct Costs - Enter estimated costs which are special to the contract and of a significant dollar value. Identify Subcontractor costs and any other cost not identified elsewhere and include backup documentation on how these cost were derived.
  10. Total \$/Unit Unburden - Enter the total dollars per unit cost. This is line item total cost divided by the number of
  11. Line Total Cost - Self-explanatory.
  12. Task Duration (Days) - Enter the estimated number of days to perform the work. **NOTE:** You are required to submit proposed revisions to the Subcontract CPM Schedule identifying the change(s) and the schedule impact of the change.
  13. In the appropriate spaces provided, as a decimal, enter your overhead, profit and bond percentages. If under a forward pricing rate agreement, enter the previously negotiated rates.
- NOTE: YOU WILL NEED TO ENTER PRICING FOR EACH WBS NUMBER AND SCHEDULE ACTIVITY NUMBER, ADDITIONS AND DELETIONS WILL HAVE TO BE SEPARATELY PRICED.**

## INSTRUCTIONS FOR COMPLETING CHANGE ORDER SCHEDULE SUBMITTAL

1. As required by Section H, Terms and Conditions, Para 9.10, Schedules and Reports, Section G - Submittals, Subparagraph (1) General, Subcontractor shall provide all schedule submittals on computer disk media as well as tabular printouts and graphics presentations. The latest version of Primavera™ scheduling software shall be used
2. In accordance with Section H, Terms and Conditions, Para 9.10, Schedules and Reports, Section F, Subparagraph (8) Requests for Proposals and Change Orders, when changes to the work are proposed, the subcontractor shall submit revisions to the Subcontract CPM Schedule identifying the changes and the schedule impact of the change. The proposed schedule revisions shall be submitted with the subcontractor's cost proposal for each proposed change. Additions and/or deletions shall be treated as a separate line item.
3. In accordance with Section H, Terms and Conditions, Para 9.10, Schedules and Reports, Section O, Delays and Requests for Extension of Time the Change Order Schedule Submittal shall be divided in two sections. The first section will show project critical path prior to the change. The first section will indicate activity number, activity description, original duration, REM duration, early start, early finish an total float. The second section will show the change order tasks and the sequence of the work, and provide Contract Value and Labor Hours of Tasks. This section will also Identify impact to contract milestones dates (if any), completion date of added tasks and contract