record of change order PROPOSAL (COP) negotiation

**(complete one form per negotiation session)**

|  |  |  |  |
| --- | --- | --- | --- |
| COLLEGE: |  | | |
| PROJECT NAME: |  | | |
| PROJECT NO.: |  | | |
| CONTRACT NO.: |  | FIELD ORDER NO.: |  |
| DSA NO.: |  | RFP NO.: |  |
| RFC/RFI NO.: |  | COP NO.: |  |
| MEETING ATTENDEES:   |  |  |  | | --- | --- | --- | |  |  |  | | Print Name and Title (Contractor) |  | Print Name and Title (CPT/PMO) | |  |  |  | | Print Name and Title (Contractor) |  | Print Name and Title (CPT/PMO) | |  |  |  | | Print Name and Title (Contractor) |  | Print Name and Title (CPT/PMO) | | | | |
| **Negotiation Summary:** Insert/attach a summary of the negotiation, using the following template.  The Contractor's initial proposal (COP #     ) dated       was received on       in the amount of $     . The PMO estimate, dated      , was in the amount of $     .  The Contractor also requested a time extension of       calendar days. (Enter -0- if no time extension is requested). Of the       calendar days,       calendar days were requested as compensable at $      per day and the balance of       calendar days were requested as non-compensable.  The difference of $      between the proposal and the estimate is related to       (use this space to explain differences, such as quantities, labor rates, materials unit pricing, etc.)  Negotiations took place on       (date(s), attended by       (Names/Titles) representing the Contractor and by       (Names/Titles) representing the PMO/CPT. Based on these discussions and additional documentation shared by the parties, an agreement was reached in the amount of $     , based on adjustments to       (ie the scope of work, labor hours/labor rates, materials quantities and pricing, contractually unallowable costs, adjusted markups, bond premium, etc.) | | | |
| **Negotiation Summary (cont.):** Insert/attach a similar narrative to resolve any time extension issues (e.g. regarding durations, crew sizes, compensable vs. non-compensable, concurrent delays, etc.)    Please detail any further notes below. | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FINAL COP PRICE AGREED TO: | $ | | (per negotiation summary above) | |
| ADJUSTMENT IN TIME (OR “N/A”): | |  | |  |
| DATE NEGOTIATIONS WERE CONCLUDED: | |  | |  |

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| --- |
| **Other Relevant Information:** Example - work being done on T&M w/ NTE (insert amount). |

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|  |  |  |  |  |
| CPT Project Manager  Print Name |  | CPT Project Manager  Signature |  | Date |
|  |  |  |  |  |
| College Project Director  Print Name |  | College Project Director  Signature |  | Date |