Jen Paul, Construction Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Contract Modification Request**

 MaineDOT WIN

Dear      :

Attached for your review is proposed Contract Modification #     . The proposed change will consist of      .

An independent estimate of the cost of the additional work is attached. This modification will add       to the original contract.

*(****Note:*** *The amount of time required by the modification must be noted. If there is no change in the schedule, then state “0 days” or indicate that the modification will not change the amount of time associated with the contract.)*

If you need additional information, please let me know.

Sincerely,

     , Local Project Administrator

Cc: MaineDOT Project Manager

|  |  |
| --- | --- |
| **PROJECT DESCRIPTION:** |       |
| **CONTRACT MOD. NO.:** |       |
| **PROJECT/WIN:** |       |
| **MUNICIPALITY/RR/COMPANY:** |       |
| **DATE ISSUED:**  |       |

To:      **!Unexpected End of Formula**, you are hereby notified, the following work is to be accomplished in accordance with the provisions of your Contract. The work will not be considered authorized for payment without the required signatures. Payment will be made as described.

*(By signing this Order the Contractor agrees that all issues, including time, relating to the described work are satisfactorily resolved by this Order. No other compensation will be sought or made.)*

DESCRIPTION:

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|       |

REASON:

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| --- |
|       |

COST:

|  |
| --- |
|       |

 Amount of this Order: $

|  |  |
| --- | --- |
| Original Contract Amount  | $       |
| Total Cost of this Contract Modification  | $      |
| Total Cost of all Contract Modifications Including this Mod  | $      |
| Percentage of Contract for this Mod |        % |
| Total Percentage of Contract including all Mods |        % |
| Total Contract Amount Including this Mod  | $       |

|  |  |
| --- | --- |
| Additional Days Added (This Mod):        | New Completion Date:       |

|  |  |  |
| --- | --- | --- |
| **TITLE:** | **SIGNATURE:** | **DATE:** |
| Project Resident for Municipality |  |  |
| Contractor |  |  |
| Utility/Railroad (if applicable) |  |  |