



AIA North Carolina

A Chapter of The American Institute of Architects



Carolinan AGC
Building Your Business

JCR-27

Request for Change Quotation

October 1975

October 1999

Recommendations:

The request for change quotations is generally initiated by the owner or architect, and should be specific and properly documented.

Comments:

- A. The request for the proposal should include all information needed by the contractor to make a fair, reasonable and realistic estimate of the work.
- B. Supplementary or revised drawings in sufficient copies to permit the contractor to solicit proposals from obviously involved contractors (minimum 6).
- C. A statement of a reasonable expectation of when the change quotation is to be made and, where possible, indicate a reasonable time for consideration of the change by architect and owner and written approval and disapproval to the contract.
- D. Written confirmation to proceed should be given to the contractor if official final approval is a lengthy process. (This will allow work to proceed and protect the architect, contractor and/or subcontractor.)

End of JCR-27

This recommendation is the result of considerable discussion and deliberation by the Architect and General Contractor members of the Joint Cooperative Committee of AIA North Carolina and the Carolinas AGC. While its provisions are not binding on individual Architects or General Contractors, the committee believes that adherence to the recommendations will benefit the Owner and the Construction Industry in general.