Project: ­­­

**NOC No:**

Project No:

Purchase Order No: Date:

Construction Manager/ Project Contact:

General Contractor: Department:

In accordance with our contractual obligation, this letter is notification of the following potential change. We have reviewed all available information, and after careful consideration we believe there is an exposure for additional cost to the Owner and/or delay to the Schedule as set forth below.

**Description:** *(reference RFIs, ASIs, SKs etc. and describe the scope of the change; attach detail as appropriate)*

The cost exposure associated with this issue is approximately: $

[To avoid schedule impacts this work must be released by: ]

[This work affects the critical path and schedule impacts can’t be mitigated. Number of days requested, based upon immediate authorization to proceed: ]

|  |  |
| --- | --- |
| **Owner’s Direction** | **Cause as Determined by the Project Team** |
| Do not Proceed. | Unforeseeable Field Condition |
| Price only. Prepare PCO for review/approval. | Owner Requested Change – User Program |
| Proceed immediately, and promptly provide a PCO. *(If the CM/GC fails to provide a PCO within the time limits set forth in the Agreement, the cost exposure established in this NOC shall automatically convert to a Guaranteed Maximum Price.)* | Owner Requested Change – Technical Scope |
|  | Architect/Engineer Error or Omission |
|  | Regulatory Requirement |

**PCO Calculation Method**

Lump Sum

Time and Material

Unit Prices

Submitted by: Recommended by: Agreed to by:

(Construction Manager/ (Architect) Yale University

General Contractor)

(Name) (Name) (Name)

Date: Date: Date: