

CONSTRUCTION CHANGE

Date: _____

Contract No.: _____ Work Type: _____
Route: _____ Des No.: _____ Location: _____ of _____
Structure No.: _____ Project No.: _____

TO: _____
_____ District Deputy Commissioner

ATTN.: _____
District Construction Office Manager

FROM: _____
Roadway Services Manager, Production Management Division
Structural Services Manager, Production Management Division
District Design Office Manager

Transmitted herewith are copies of revised Sheet Nos.: _____
for the above-referenced contract. These sheets were revised on _____
The revision involved the following:

Please have the Project Engineer or Supervisor prepare a Change in Plans, Form IC-626, covering any revised pay quantities, if applicable.

Two sets of these plans are for your files and two sets each are to be delivered to the Contractor and Project Engineer or Supervisor. The FHWA is being provided with a half-size set of these revised sheets for their files (if applicable).

Note: Quantity revisions are to be computed and transmitted by the designer with this memorandum to the Project Engineer or Supervisor for aid in preparing Form IC-626.