

# F66 PROPOSAL RECOMMENDATION

*< Designer's Letterhead >*

*< date >*

*< Name of Construction Representative >*

*< Address >*

*< City, State, Zip >*

RE: RFP No. *< number >* for *< subject >*

*< Work >< Building >*

*< TBR Institution receiving Work >*

*< SBC Project Number >*

I am enclosing a copy of the contractor's proposal in response to the subject RFP. I have reviewed the contractor's proposal, find it consistent with the change described in the RFP, and find the proposed changes in the Contract Sum and the Contract Time to be appropriately documented and reasonable.

*In cases of changes made necessary by codes inspectors, hidden conditions, omissions, or errors*

This change is necessary because ...

*and complete the paragraph with a description of events that led to issuance of the RFP.*

*In cases of changes requested by the Owner as a matter of program preference*

This change is desirable because ...

*and complete the paragraph with a statement of the Owner's objectives, to the extent they are known.*

I recommend that you initiate a change order for the change in the Work described in the RFP, and the proposed *< increase / decrease >* in Contract Time by *< number of days >* and the proposed *< increase / decrease >* in Contract Sum by *< amount >*.

Sincerely,

*< signature >*

*< name and title of signatory >*