

**Delegated Project  
Request for FP&C Concurrence in  
Construction Contract Award / Change Order**

Project Number:  
Project Name:

Agency Name:  
Agency Address:

Project Location:  
Site Code:  
Building ID:

Agency Contact:  
Email:

**To be completed by the Agency**

The following information is attached and the Agency requests FP&C's concurrence in the award of / change to the construction contract for:

\_\_\_\_\_ to \_\_\_\_\_ due \_\_\_\_\_  
(Total Proposed Contract Amount) (Contractor) (Proposed End Date)

**CONSTRUCTION CONTRACT AWARD**

**CHECK BOX AS APPLICABLE (THE FOLLOWING REQUIRE ATTACHMENTS):**

- ☐ Proposed Contract for Construction (*REMINDER: Bonds are required for Contracts \$25,000 or Above*)
- ☐ Any addenda published during the Bid / Proposal process (*Digital submittal is acceptable*)
- ☐ Bid or Proposal Tabulation Form with agency recommendation of award.

**IF PUBLIC BIDDING WAS REQUIRED, BY CHECKING THE BOXES BELOW, I CONFIRM THAT THE FOLLOWING HAVE BEEN COMPLETED IN COMPLIANCE WITH R.S. 38:2212:**

- ☐ Proof of publication of advertisement for bids

**CHANGE ORDER**

**CHECK BOX AS APPLICABLE (THE FOLLOWING REQUIRE ATTACHMENTS):**

- ☐ Proposed Change Order (Change Order Number \_\_\_\_\_) (*Input total proposed contract amount above*)
  - ☐ The Proposed Change Order value is under \$50,000 and does not require JLCB Action.
  - ☐ The Proposed Change Order value is between \$50,000 and \$250,000 and must be reported to JLCB.
  - ☐ The Proposed Change Order value is in excess of \$250,000 and must be approved by JLCB.
  - ☐ The Proposed Change Order value brings the cumulative value of change orders executed in one month over \$250,000 and must be approved by JLCB.

☐ Other: \_\_\_\_\_

Agency: \_\_\_\_\_  
(Agency Signature\*)

Date: \_\_\_\_\_

**\*Agency Signature certifies that all provisions of the CEA have been met.**

**AFTER CONCURRENCE PROVIDE COPIES OF ALL CONTRACTS / AMENDMENTS TO FPC UPON EXECUTION**

**To be completed by FP&C and returned to the Agency**

- ☐ FP&C concurs in award of / change to the Contract for Construction  
(Agency must submit all invoices to FP&C for payment)
- ☐ FP&C does not concur in award of / change to the Contract for Construction  
Reason: \_\_\_\_\_

(Agency must resolve and then submit another Request for FP&C Concurrence in Design Contract Award / Amendment)

FPC Project Manager: \_\_\_\_\_  
(Signature\*)

Date: \_\_\_\_\_

Remit to: **FPC-CEA @la.gov**