

Amendment/Supplemental Amendment Request Process for Consultant Contracts

When a Consultant identifies a need that will require a Supplemental Amendment Request (SAR) or an Amendment Request (AR), the Consultant Project Principal or Consultant Senior Project Engineer will contact the Construction Project Manager and request approval. Once received, the Consultant will prepare and submit Amendment package and all accompanying documentation to the Construction Project Manager for approval and further processing.

The Consultant shall submit the Amendment to allow the Department 12 weeks to process, approve, and execute the Amendment.

[Action Request Form](#)

[Blank Negotiation Meeting Form](#)

[CCEI Fee Sheets](#)

[Request for CEI Support Form with Blank Manhour Staffing Estimate Form](#)

CCEI = Consultant Construction Engineering and Inspection