



## OBO MPP Change Order/Amendment Implementation Plan Addendum

**In Accordance with MPP Guidelines Change Orders/Amendments:** If any change order/amendment are required on a MPP project the protégé must be notified prior to the request for approval and given the opportunity to provide services. In addition, the MPP minimum percentage must be maintained, where appropriate, throughout the duration of the project.

| OBO Verification                                   | Contract/Change Order Amount | Mentor Amount | Mentor Percentage | Protégé Amount | Protégé Percentage | Subcontractors /Subconsultants Amount | Subcontractors /Subconsultants Percentage |
|--|------------------------------|---------------|-------------------|----------------|--------------------|---------------------------------------|---|
| Original Contract:<br>*excluding contingency       | \$                           | \$            | %                 | \$             | %                  | \$                                    | %   |
| CO# 1:   | \$                           | \$            | %                 | \$             | %                  | \$                                    | %   |
| CO# 2:   | \$                           | \$            | %                 | \$             | %                  | \$                                    | %   |
| CO# __:  | \$                           | \$            | %                 | \$             | %                  | \$                                    | %   |
| CO# __:  | \$                           | \$            | %                 | \$             | %                  | \$                                    | %   |
| CO# __:  | \$                           | \$            | %                 | \$             | %                  | \$                                    | %   |
| CO# __:  | \$                           | \$            | %                 | \$             | %                  | \$                                    | %   |
| This Change Order:<br>(Increase)                   | \$                           | \$            | %                 | \$             | %                  | \$                                    | %   |
| <b>Revised Contract:</b><br>*excluding contingency | \$                           | \$            | %                 | \$             | %                  | \$                                    | %   |

**MPP Project #/Name:** \_\_\_\_\_

**Change Order #:** \_\_\_\_\_ (Ex: 01, 02)

**Change Order/Amendment Amount:** \$ \_\_\_\_\_

**Amendment Justification:** Provided Below; or Attach (*Justification must include a statement as to why the services could not be completed under the current timeframe or approved funding*):  Yes  No

**Change Order/Amendment Type:**

1.  **Time Extension – New End Date:** \_\_\_\_\_ (Please sign & return form if no cost)
2.  **Change of Subcontractor:** \_\_\_\_\_ (Please provide reason below for the change, have Mentor and Protégé sign off & return form)

3.  **Funding Increase – Amount** (Please continue on to questions A & B below)
4.  **Funding Decrease – Amount** (Please continue on to questions A & B below)

**A. Will protégé be performing any work within this change order?**  Yes  No (If no, skip to B)  
 - Amount of Change Order/Amendment to be received by the protégé: \$ \_\_\_\_\_

- Please indicate the services the protégé will be providing for this change order/amendment (in box below):

- B. If Protégé will not be providing any services on this change order/amendment, please indicate why in the box below:

**5. Revised scope of work**

**By signing below, all parties agree to the information submitted in this document. Additionally, the protégé also agrees that they have received notification of the referenced change order/amendment for this project and were given the opportunity to provide services.**

EXECUTED by \_\_\_\_\_ (Mentor Firm) this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

By: \_\_\_\_\_ Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

EXECUTED by \_\_\_\_\_ (Protégé Firm) this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

By: \_\_\_\_\_ Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

**OBO Statement for the change order/amendment:**

**RECOMMENDED FOR APPROVAL: EXECUTED by the Office of Business of Opportunities, Compliance on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

By: \_\_\_\_\_ Title: \_\_\_\_\_

\*This information is only required if the amendment is greater than \$50,000, and the amendment must be approved by the City Council.