

CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION

CONTRACT OVERRUN REQUESTS

DOCUMENT CHECKLIST

Contract Registration No. _____ Overrun No. _____

Check all that apply: ≤\$50,000 > \$50,000 No Cost Overrun Credit/Underrun
 Non-material Scope Change Client/Sponsor Request

The following documents constitute a complete overrun/underrun package:

<u>ORIG.</u>	<u>COPIES</u>	<u>DOCUMENT</u>	<u>ENCLOSED/AT SITE</u>
1	1	Document Checklist (this form) ☼	<input type="checkbox"/>
0	2	Change Order/Overrun Log Entry for this Overrun ☼	<input type="checkbox"/>
1	1	Contract Overrun Request Form (Parts A, B and C) ☼ <input type="checkbox"/>	<input type="checkbox"/>
0	2	125% Overrun Justification Report (<i>if applicable</i>)	<input type="checkbox"/>
0	2	Bid Analysis (Top 3 bidders unit prices) (<i>back-up to 125% Overrun Report, if applicable</i>)	<input type="checkbox"/>
1	1	Contractor's Cost Proposal ☼ (<i>req'd only if overrun is > 125% and no agreement can be reached</i>)	<input type="checkbox"/>
1	1	Cost Proposal For Unit Price (<i>if applicable</i>) ☼	<input type="checkbox"/> or <input type="checkbox"/>
0	2	Specs and/or drawings relative to overrun condition ☼ (<i>if applicable</i>)	<input type="checkbox"/>
0	2	Pertinent Correspondence (<i>if applicable</i>)	<input type="checkbox"/>
1	0	Change Order/Overrun Log(s) (at site for EAO Audit)	<input type="checkbox"/>
0	2	Letter documenting Emergency Situation (<i>if applicable</i>)	<input type="checkbox"/>
0	2	Client/Sponsor Agency Letter (<i>if client requested change</i>)	<input type="checkbox"/>
0	2	Last Approved Time Extension (<i>if applicable</i>)	<input type="checkbox"/>
1	1	Certification Memo (<i>if applicable</i>)	<input type="checkbox"/>

Note: This form can be used only when a contract's time has expired and a Time Extension cannot be approved.

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- NOTES:** 1. An original is a document with an original signature. All originals must be signed with blue ink.
2. : Submitted by RE/CPM; : Submitted by Contractor; ☼: Required at negotiations.
3. ** Additional requirements.

Note: RE/CPM to check off all documents enclosed/at site.