

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

Project Number:	Agency Name:
Project Name:	Agency Address:
Project Location:	
Site Code:	Agency Contact:
Building ID:	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
- ☐ 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: _____ Date: _____
(Agency Signature*)

(Type or Print Name)

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

AFTER CONCURRENCE PROVIDE COPIES OF ALL CONTRACTS / CHANGE ORDERS 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 Construction Contract Award / Change Order)

FPC Project Manager: _____ Date: _____
(Signature)

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

7/16/2025