

DATE

PROJECT TITLE

EMERGENCY WORK AUTHORIZATION (EWA) (No. \_\_\_\_\_)

FIELD DIRECTIVE (FD) (REFERENCE RFP # \_\_\_\_\_)

Reason for Urgency:

Description of Problem:

Action to be Taken:

**Total “Not to Exceed” Cost to Complete** (Labor, Material, Mark up, etc.):

*Minimum information to be included in this section: Costs shall not exceed \$AMOUNT without prior written authorization by the Owner. Work to be invoiced on an hourly basis with daily time records submitted to the Contractor and Professional Services Consultant for approval. Time and Material backup information required for full payment at completion of Work. THE UNDERSIGNED HEREBY CERTIFY THAT THIS WORK IS GERMANE TO THE ORIGINAL CONTRACT AS SIGNED AND THAT THE CIRCUMSTANCES NECESSITATING THIS FIELD DIRECTIVE/EMERGENCY WORK AUTHORIZATION WERE NOT REASONABLY FORESEEABLE AT THE TIME THE CONTRACT WAS SIGNED. THIS FIELD DIRECTIVE/EMERGENCY WORK AUTHORIZATION IS IN THE BEST INTEREST OF THE UNIVERSITY OF ILLINOIS AND IS AUTHORIZED BY LAW.*

Work Completion Required By: \_\_\_\_\_ Date \_\_\_\_\_.

Remarks:

Recommended by: \_\_\_\_\_  
CONTRACTOR (Name, Firm and Division(s) of Work)

Reviewed by: \_\_\_\_\_  
PSC (scope & estimated cost(s) reviewed)

Reviewed by: \_\_\_\_\_  
CM (scope & estimated cost(s) reviewed)

Reviewed by: \_\_\_\_\_  
PM (scope & estimated cost(s) reviewed)

Approved by: \_\_\_\_\_  
DIRECTOR or above for all EWA's (CCU/UOCP&RES)  
PROJECT MANAGER or above per approval authority  
for Field Directives.

pm/sec

c: Professional Services Consultant  
Construction Manager (if applicable)  
Contractor(s)  
Project File