

## MEMORANDUM

TO: Director of Professional Services

FROM: Consultant Name

DATE: \_\_\_\_\_

SUBJECT: County / Item No. / Mod Number

### Project Chronology

Road Name: \_\_\_\_\_

Item No. \_\_\_\_\_

\_\_\_\_\_ County

### Chronology of Original Contract and Subsequent Contract Modifications

#### Original Contract:

- Purpose and Need, or Scope, of Original Contract
- Notice to Proceed Date for Original Contract
- Dollar Amount of Original Contract

#### Contract Modification No. 1

- Purpose and Need, or Scope, of CM 1
- Notice to Proceed Date for CM 1
- Dollar Amount of CM 1

#### Contract Modification No. 2

- Purpose and Need, or Scope, of CM 2
- Notice to Proceed Date for CM 2
- Dollar Amount of CM 2

Etc.