

SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Requirements:
 - 1. Section 012500 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.
 - 2. Section 013100 "Project Management and Coordination" for requirements for forms for contract modifications provided as part of web-based Project management software.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue through Architect supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710.

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect, through the Architect, will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Owner-Initiated Proposal Requests are not instructions either to stop work in progress or to execute the proposed change.
 - 2. Within 20 days, when not otherwise specified, after Prime Contractor's receipt of Proposal Request, submit a Proposed Change Order (PCO) estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of materials or products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

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- c. Include costs of labor and supervision directly attributable to the change, including labor burden, taxes, insurance, benefits, per diems and all other direct labor costs.
 - d. Identify and include all premium time (hours) and cost required.
 - e. Include all insurance and bond costs.
 - f. Include overhead and profit, as permitted by the Agreement Between the Owner and Contractor.
 - g. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 - h. Quotation Form: Use form provided by Owner. A sample copy are included in Project Manual.
- B. Contractor-Initiated Proposals: If latent or changed conditions are encountered, Contractor may initiate a claim by submitting a Request for Change (RFC) to Architect.
 1. Include a statement outlining reasons for the change, the effect of the change on the Work, and the basis for entitlement. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Identify the date when the changed conditions were discovered.
 3. Include a list of quantities of products or materials required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 4. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 5. Include costs of labor and supervision directly attributable to the change, including labor burden, taxes, insurance, benefits, per diems and all other direct labor costs.
 6. Identify and include all premium time (hours) and cost required.
 7. Include all insurance and bond costs.
 8. Include overhead and profit, as permitted by the Agreement Between the Owner and Contractor.
 9. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 10. Comply with requirements in Section 012500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
 11. Proposal Request Form: Use form provided by Owner. A sample copy are included in Project Manual.

1.5 ADMINISTRATIVE CHANGE ORDERS

- A. Allowance Adjustment: See Section 012100 "Allowances" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect actual costs of allowances.
- B. Unit-Price Adjustment: See Section 012200 "Unit Prices" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect measured scope of unit-price work.
 - 1. Contractor shall notify Architect when Unit Price work is to be started.
 - 2. Contractor shall document through field measurements, surveys, delivery tickets or other means the quantity of Unit Price work performed for Architect's review.
 - 3. Where completed Unit Price work will be concealed, Contractor shall notify Architect prior to concealing the Unit Price work for Architect's verification and shall not conceal the Unit Price work until directed to do so by Architect.
 - 4. When Unit Price work has been completed, Contractor shall submit to Architect a signed statement quantifying the Unit Price work provided for calculation of payment due to Contractor.

1.6 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Contractor's PCO, or completion and verification of Unit Price work, or direction to proceed with Alternate work, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701CMa.
 - 1. Change Order will be issued for changes in Contract Price, or Contract Time, or both Contract Price and Contract Time.

1.7 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect, through the Architect, may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 - 1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
 - 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 26 00