

## SECTION 01 26 00 – CONTRACT MODIFICATION PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section specifies administrative requirements necessary for contract modification procedures including, but not necessarily limited to:
  - 1. Change Order Proposals.
  - 2. Construction Change Directive.
  - 3. Change Order.

#### 1.2 CHANGE ORDER PROPOSALS

- A. Owner-Initiated Proposal Requests: Proposed changes in the Work that will require adjustment to the Contract Sum and/or Contract Time will be issued by the Construction Manager, with a detailed description of the proposed change and supplemental or revised Drawings and Specifications, if necessary.
  - 1. Proposal requests issued by the Construction Manager are for information only. Do not consider them an instruction either to stop work in progress, or to execute the proposed change, unless directed specifically to do so.
  - 2. Unless otherwise indicated in the proposal request, within (14) calendar days of receipt of the proposal request, submit to the Construction Manager for review a proposed cost necessary to execute the proposed change. The Contractor and Subcontractors must use the electronic change order proposal form contained in the Contract Documents which will be provided by the Construction Manager.
    - a. Include a list of all labor, equipment, quantities of products to be purchased and unit costs, and indirect costs. Where requested, furnish survey data to substantiate quantities.
    - b. Indicate all applicable delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time. If requesting a time extension to the contract, an updated CPM schedule must be provided justifying the time extension request. Without submission of the CPM schedule, no extension of time will be granted with the change order proposal.
- B. Contractor-Initiated Proposal Requests: When latent or other unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a change order proposal to the Construction Manager. The Contractor must submit the request no later than (14) calendar days after the condition is uncovered. The Contractor and Subcontractors must use the electronic change order proposal form contained in the Contract Documents which will be provided by the Construction Manager.
  - 1. Include a statement outlining the reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.

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2. Include a list of all labor, equipment, quantities of products to be purchased and unit costs, and indirect costs. Where requested, furnish survey data to substantiate quantities.
3. Indicate applicable delivery charges, equipment rental, and amounts of trade discounts.

### **1.3 CONSTRUCTION CHANGE DIRECTIVE**

- A. The Owner, in order to avoid delays in the progress of work, will issue a directive to the Contractor to proceed with the Work when the Owner and the Contractor are unable to reach an agreement on the cost of a change, or when the Construction Manager and the Contractor disagree whether to the work is included in the Contract or not, or if there is not enough time permitted to prepare a change order proposal. Such direction shall be in the form of a letter of direction.

### **1.4 CHANGE ORDER**

- A. Upon the approval of the Owner, Construction Manager, and Architect, the Construction Manager will prepare and issue a formal Change Order for execution by all parties.

**- END OF SECTION 01 26 00 -**