

## **SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES**

### **PART 1 - GENERAL**

#### **1.01 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.

#### **1.02 SUMMARY**

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
  - 1. Specification 00 72 00 General Conditions of the Contract, Specification 00 73 00 Special Conditions of the Contract and Specification 01 26 14 Change Order Recap Form.

#### **1.03 MINOR CHANGES IN THE WORK**

- A. All changes in the Work will only be authorized by a fully executed Contract Modification Form, executed by both the Contractor and the Owner, or as otherwise authorized by the General Conditions of the Contract.

#### **1.04 PROPOSAL REQUESTS**

- A. Owner-Initiated Proposal Requests: Owner 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. Proposal Requests issued by Owner are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
  - 2. Within time specified in Proposal Request after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change. The submission shall include:
    - a. A list of quantities of 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. Indication of applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Costs of labor directly attributable to the change.
    - d. 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.
    - e. Other requirements of the General Conditions of the Contract.
    - f. Change Order Request Recap Form (01 26 14) completed by the Contractor.
    - g. Submission will be made as one complete packet, via electronic mail, to the Architect.
- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Architect.
  - 1. Include a statement outlining 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 the Contract Time. The submission shall include:
    - a. A list of quantities of 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. Indication of applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Costs of labor directly attributable to the change.
    - d. 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.
    - e. Other requirements of the General Conditions of the Contract.
    - f. Change Order Request Recap Form (01 26 14) completed by the Contractor.

g. Submission will be made as one complete packet, via electronic mail, to the Architect.

C. Proposal Request Form: Request for Proposal will be on Owner's approved form.

1.05 CHANGE ORDER PROCEDURES

A. On Owner's approval of a Proposal Request, the Owner will issue a Contract Modification for signatures of Owner, Surety and Contractor on Owner's "Contract Modification / Supplemental Agreement Form".

**PART 2 - PRODUCTS (NOT USED)**

**PART 3 - EXECUTION (NOT USED)**

**END OF SECTION**