

SECTION 01 26 00

CONTRACT MODIFICATION PROCEDURES

This section specifies administrative and procedural requirements for handling and processing contract supplements and modifications

PART 1 – GENERAL

1.01 REQUIREMENTS INCLUDED

A.

1.02 RELATED REQUIREMENTS

A.

1.03 CONTRACT DOCUMENT SUPPLEMENTS

- A. Clarification/supplemental instructions which provide further detail to requirements inferred in the contract documents or authorize minor changes in the work, not involving an adjustment to the Contract Sum or Contract Time, will be issued by the Professional with supplemental or revised drawings and specifications, if necessary. Clarifications/supplemental instruction issued by the Professional shall become binding and a part of the Contract as minor changes in the work unless the Builder notifies the Professional within 15 days that the instructions result in changes that affect the Contract Cost or Contract Time.
- B. Request for Information (RFI): Shall be initiated by the Builder when necessary for performance of the work. The Professional's reply will constitute further detail to requirements if inferred in the contract documents or authorization for minor changes in the work, not involving an adjustment to the contract sum or contract time. The Builder shall maintain a sequentially numbered log of all such requests.
- C. Builder Corrective Action Proposals: Shall be initiated by the Builder when deviations from the contract requirements have been constructed. The Contractor shall provide a fully detailed proposal for his corrective or remedial work. The Professional's reply will indicate approval of the proposed action as detailed, approval with certain modifications, or rejection of the proposal. The Builder shall maintain a sequentially numbered log of all such proposals.

1.04 PROPOSAL/CHANGE ORDER REQUESTS

- A. Request for Proposal (RFP): Proposed changes in the work that will require adjustment to the Contract Sum or Contract Time will be issued by the Professional, with a detailed description of the proposed change and supplemental or revised Drawings and Specifications, if necessary.
 - 1. Proposal requests issued by the Professional are for information only. Do not consider them a directive either to stop work in progress, or to execute the proposed change.

2. Unless otherwise indicated in the proposal request, within 21 days of receipt of the proposal request, submit to the Professional for the Owner's review an estimate of cost necessary to execute the proposed change.
 - a. Include a list of quantities of products to be purchased and unit costs, along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
 - b. Itemize labor charges by time and category.
 - c. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - d. Indicate overhead and profit charges.
 - e. Include a statement indicating the effect the proposed change in the work will have on the Contract Time.
- B. Builder Initiated Change Order Requests (RCO): When latent or other unforeseen conditions require modifications to the Contract, the Builder may propose changes by submitting a request for a change to the Professional.
 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.
 2. Include a list of quantities of products to be purchased and unit costs along with the total amount of purchases to be made. Where requested furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
- C. Proposal/Change Order Request Forms: Use the standard **FIU Form 09** provided or approved equal for Proposal/Change Order Requests. The Builder shall maintain a sequential log of all Requests for Change Orders.

1.05 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive (CCD): When the Owner and the Builder are not in total agreement on the terms of a Change Order Proposal Request, the Professional may issue a Construction Change Directive on the standard **FIU Form 11** provided, instructing the Builder to proceed with a change in the work, for subsequent inclusion in a Change Order.
 1. The Construction Change Directive will contain a description of the change in the the work and designate the method to be followed to determine change in the Contract Sum or Contract Time.
- B. Documentation: For CCD's stipulating a Time and Materials basis for change in the Contract Sum maintain detailed records on a time and material of work required by the Construction Change Directive.
 1. After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

1.06 CHANGE ORDER PROCEDURES

- A. Upon the Owner's approval of a Change Order Proposal Request, the Professional will issue a Change Order for signatures of the Owner and the Builder on the standard FIU Form provided.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION

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