

**SECTION 012600**  
**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 Sections:
1. Division 01 Section 016000, "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.
- 1.3 MINOR CHANGES IN THE WORK
- A. Design Professional will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions." or Architect's Bulletin form.
- 1.4 CHANGE ORDER REQUESTS
- A. Owner/Design Professional-Initiated Change Order Requests: 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. Change Order Requests issued by Owner/Design Professional are not instructions either to stop work in progress or to execute the proposed change.
  2. Within time specified in Change Order Request after receipt of Change Order Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include 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. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. 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.
    - e. Quotation Form: Use Change Order Request (COR) form. Contractor shall complete the COR Cost Analysis form and the Sub-Contractor shall submit the Sub-Contractor Cost Analysis form with supporting documentation and cost breakdown by line item, or other form approved by Owner.
- B. Contractor-Initiated Change Orders: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Owner/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.
  2. Include 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.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  4. Include costs of labor and supervision directly attributable to the change.
  5. 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.
  6. Comply with requirements in Division 01 Section 012500, "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
  7. Change Order Request Form: Use Owner's standard Change Order Request form as approved by Owner and Design Professional.

- 1.5 ADMINISTRATIVE CHANGE ORDERS
- A. Allowance Adjustment: Refer to Division 01, 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: Refer to Division 01 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.
- 1.6 CHANGE ORDER PROCEDURES
- A. On Owner's approval of a Change Order Request, Owner will prepare and issue a Change Order on attached form for signatures of Owner, Design Professional and Contractor.
- 1.7 CONSTRUCTION CHANGE DIRECTIVE
- A. Work Change Directive: Owner may issue a Construction Change Directive on attached form. 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 Work 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**