

SECTION 01 26 00

MODIFICATION REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Submittals.
- B. Documentation of change in Contract Sum/Price and Contract Time.
- C. Change procedures.
- D. Construction Change Directive.
- E. Stipulated Sum change order.
- F. Unit price change order.
- G. Time and material change order.
- H. Execution of change orders.
- I. Correlation of Contractor submittals.

1.2 RELATED SECTIONS

- A. Document 00 72 00 - General Conditions - AIA: Governing requirements for changes in the Work, in Contract Sum/Price, and Contract Time.
- B. AIA: Percentage allowances for Contractor's overhead and profit.
- C. Section 01 33 00 - Submittals: Schedule of values.
- D. Section 01 60 00 - Material and Equipment: Product options and substitutions.
- E. Section 01 77 00 - Contract Closeout: Project record documents.

1.3 SUBMITTALS

- A. Submit the name of the individual authorized to receive change documents and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. Change Order Forms: AIA G701. Change Order.

01 26 00-1

1.4 DOCUMENTATION OF CHANGE IN CONTRACT SUM/PRICE AND CONTRACT TIME

- A. Maintain detailed records of work done on a time and material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs of changes in the Work.
- B. Document each quotation for a change in cost or time with sufficient data to allow evaluation of the quotation.
- C. Provide additional data to support computations:
 - 1. Quantities of products, labor, and equipment.
 - 2. Taxes, insurance, and bonds.
 - 3. Overhead and profit.
 - 4. Justification for any change in Contract Time.
 - 5. Credit for deletions from Contract, similarly documented.
- D. Support each claim for additional costs, and for work done on a time and material basis, with additional information:
 - 1. Origin and date of claim.
 - 2. Dates and times work was performed, and by whom.
 - 3. Time records and wage rates paid.
 - 4. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

1.5 CHANGE PROCEDURES

- A. The Architect/Engineer will advise of minor changes in the Work not involving an adjustment to Contract Sum/Price or Contract Time as authorized by AIA A201, 2017 Edition, Paragraph 7.4 by issuing a Field Order, AIA Form G708, Supplemental Instructions, AIA Form G710 or Hight Jackson Associates Architect's Supplemental Instructions.
- B. The Architect/Engineer may issue a Proposal Request which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications and change in Contract Time for executing the change with the stipulation of any overtime work required. The contractor will prepare and submit an estimate within 10 calendar days unless instructed otherwise.
- C. The Contractor may propose a change by submitting a request for change to the Architect/Engineer, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum/Price and Contract Time with full documentation. Document any requested substitutions in accordance with Section 01 60 00.

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Architect/Engineer may issue a document signed by the Owner, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
- B. The document will describe changes in the Work and will designate a method of determining any change in Contract Sum/Price or Contract Time.
- C. Promptly execute the change in Work.

1.7 STIPULATED SUM CHANGE ORDER

- A. Based on Proposal Request and Contractor's fixed price quotation or Contractor's request for a Change Order as approved by Architect/Engineer.

1.8 UNIT PRICE CHANGE ORDER

- A. For predetermined unit prices and quantities, the Change Order will be executed on a fixed unit price basis.
- B. For unit costs or quantities of units of work which are not predetermined, execute Work under a Construction Change Directive.
- C. Changes in Contract Sum/Price or Contract Time will be computed as specified for Time and Material Change Order.

1.9 TIME AND MATERIAL CHANGE ORDER

- A. Submit an itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- B. Architect/Engineer will determine the change allowable in Contract Sum/Price and Contract Time as provided in the Contract Documents.
- C. Maintain detailed records of work done on a Time and Material basis.
- D. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.

1.10 EXECUTION OF CHANGE ORDERS

- A. Execution of Change Orders: Architect/Engineer will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

1.11 CORRELATION OF CONTRACTOR SUBMITTALS

- A. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum/Price.
- B. Promptly revise progress schedules to reflect any change in Contract Time, revise sub schedules to adjust times for other items of work affected by the change and resubmit.
- C. Promptly enter changes in Project Record Documents.

PART 2 PRODUCTS Not Used.

PART 3 EXECUTION Not Used.

END OF SECTION

01 26 00-4