

# SECTION 01 26 00 CONTRACT MODIFICATION PROCEDURES

## 1. GENERAL

This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

## 2. 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.

**B.** Related Sections include the following:

1. Section 01.22.00 Unit Prices for administrative requirements for using unit prices.
2. Section 01.29.00 Payment Procedures for administrative requirements for Applications for Payments and payment for Work perform relative to this section.
3. Section 01.74.19 Construction and Demolition Waste Management.

## 3. MINOR CHANGES IN THE WORK

The Architect will issue in consultation with the Construction Advisor supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time and in accordance with the requirements of Article 8 of the General Conditions.

## 4. CHANGE REQUESTS

**A. Owner-Initiated Proposals (Change Requests):** The Architect 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 Requests issued by Architect 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 the Change Request, but in no event more than 20 days after receipt of Change Request, submit a written quotation (Change Estimate) estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change. Change Estimates 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.
  - (b.) The amount of workforce labor required or eliminated based on the hourly wage rates found elsewhere in these documents.
  - (c.) Applicable, delivery charges, equipment rental, and amounts of trade discounts.
  - (d.) A written statement as to the impact on the construction schedule.

**B. Contractor-Initiated Proposals: (Change Requests)** If latent or unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a change request to the Architect which:

- (1.) Includes 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.) Includes a Change Estimate that itemizes the 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.) Indicates the amount of workforce labor required or eliminated based on the hourly wage rates found elsewhere in these documents.
  - (4.) Indicates applicable, delivery charges, equipment rental, and amounts of trade discounts.
  - (5.) Complies with requirements in Division 1 Section 01.25.13 OR Equals Product Substitutions if the proposed change requires substitution of one product or system for a product or system specified.
5. The Contractor shall submit claims for increased costs because of a change in scope in the Contract Documents before starting work on any unforeseen or unknown condition. The Owner will reject claims submitted prior to such authorization unless a method of monitoring the impact on Contract Sum and Contract Time has been authorized

## 6 CHANGE ORDER PROCEDURES

- A. Upon the Architect's agreement with a Contractor's Change Estimate, **the Architect** will prepare a Change Order for signatures of the Owner, Contractor, and Department subject to the policies described in the DHCD Construction Handbook.
- B. The Change Order form (01.26.00.01) can be found in DHCD Construction Handbook or on the DHCD Website and a sample can be seen at the end of this section
- C. The Contractor shall provide necessary supporting documentation for the prompt approval of Change Orders by the Owner and Department. The Contractor shall be fully responsible for any delays caused by a lack of adequate supporting documentation.
- D. All change Orders require a voted approval of the Housing Authority Board.
- E. Change Orders over \$5,000 or those that will result in a cumulative added total of 5% or more of the Original Contract Sum must also be approved by the Administrator.
- F. Payment for Change Order Work shall be by the regular payment procedure described in Section 00.29.00 and the Construction Handbook.
- G. The Owner will be responsible for disseminating copies of all approved Change Orders.

## 7 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: A Construction Change Directive instructs the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order as required by Article 8 of the general Conditions..
  - (1.). A Construction Change Directive contains a complete description of a change in the Work. It also designates the method to be followed to determine any 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 Construction Change Directive.
  - (1.). After completion of a change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.
  - (2.) These costs must be incorporated into a Change Order which must be approved following the process described in Paragraph 6 Above.

- C. The process for when and how to utilize a Construction Change Directive and the necessary methods for monitoring said Work are described in the Construction Handbook.
- D. The Construction Change Directive form (01.26.00.02) can be found in the DHCD Construction Handbook or on the DHCD website, .and a sample can be seen at the end of this section.
- E. Payment for work completed under the auspices of a Construction Change Directive must be included in an approved Change Order before any payment for extra work can be made per the process described in Section 01.29.00.

**END OF SECTION 01 26 00  
CONTRACT MODIFICATION PROCEDURES**