

SECTION 01028

CHANGE ORDER PROCEDURES

1. PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Submittals.
- B. Documentation of Change in Contract Price and Contract Time.
- C. Change Procedures.
- D. Construction Change Authorization or Work Directive Change.
- E. Stipulated Price 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. Agreement Forms: Monetary values of established Unit Prices and percentage allowances for Contractor's overhead and profit.
- B. General Conditions: Governing requirements for changes in the Work, in Contract Price, and Contract Time.
- C. Section 01027 - Application for Payment.
- D. Section 01300 - Submittals.
- E. Section 01600 - Material and Equipment: Product options and substitutions.
- F. Section 01700 - Contract Closeout: Project Record Documents.

1.3 SUBMITTALS

- A. Submit 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: See General Conditions.

1.4 DOCUMENTATION OF CHANGE IN CONTRACT 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. On request, 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 Engineer will advise of minor changes in the Work not involving an adjustment to Contract Price or Contract Time as authorized by General Conditions Articles 10, 11 and 12 by issuing supplemental instructions on Field Order.
- B. The Engineer may issue a Proposal Request which includes a detailed description of a proposed change with supplementary or revised plans and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor will prepare and submit an estimate within 15 days.
- C. The Contractor may propose a change by submitting a request for change to the 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 Price and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01600 – Material and Equipment.

1.6 CONSTRUCTION CHANGE AUTHORIZATION OR WORK DIRECTIVE CHANGE

- A. 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 method of determining any change in Contract Price or Contract Time.
- C. Promptly execute the change in Work.

1.7 STIPULATED PRICE CHANGE ORDER

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

1.8 UNIT PRICE CHANGE ORDER

- A. For pre-determined 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 pre-determined, execute Work under a Construction Change Authorization or Work Directive Change.
- C. Changes in Contract Price or Contract Time will be computed as specified for Time and Material Change Order.

1.9 TIME AND MATERIAL CHANGE ORDER

- A. Submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- B. Engineer will determine the change allowable in Contract Price and Contract Time as provided in the Contract Documents.
- C. Maintain detailed records of Work done on 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: 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 Price.
- B. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust time for other items of Work affected by the change, and resubmit.
- C. Promptly enter changes in Project Record Documents.

END OF SECTION