

SECTION 01028

CHANGE ORDER PROCEDURE

PART I - GENERAL

1.01 DESCRIPTION OF WORK

- A. Make such changes in the Work, in the Contract Sum, in the Contract Time of Completion or any combination thereof, as are described in written Change Orders issued by Architect and signed by the Owner and issued after execution of the Contract, in accordance with the provisions of this Section.

1.02 RELATED REQUIREMENTS

- A. Changes in the work are further described in the General Conditions and in the Supplementary General Conditions.
 - 1. Provide full written data required to evaluate changes.
 - 2. Maintain detailed records of work done on a time and material force account basis.
 - 3. Provide full documentation to Architect for Owner on request.
- B. General Contractor will designate, in writing, the person who is authorized to execute Change Orders.
 - 1. Designate, in writing, the member of Contractor's organization:
 - a. Who is authorized to accept changes in the Work.
 - b. Who is responsible for informing others in the Contractor's employ of the authorization of changes in the Work.

1.03 SUBMITTALS

- A. Make submittals directly to the Architect at the address shown on the Project Directory in the Project Manual.

1.04 PRODUCT HANDLING

- A. Maintain a "change order log" at the job site, accurately reflecting current status of all pertinent data. Such log shall track all proposed changes from initiation thru final disposition.

1. Make the Log available to the Architect and Owner for review at their request.

1.05 QUALITY ASSURANCE

- A. Include within the Contractor's quality assurance program such measures as are needed to assure familiarity of the Contractor's staff and employees with these procedures for processing Change Order data.

1.06 CHANGES - CONSTRUCTION CHANGE DIRECTIVES

- A. The architect will utilize a Construction Change Directive (CCD) for the Contractor to proceed with changes in the work or project scope. Changes which do not affect time or cost may also be handled using the Request for Information (RFI) Form initiated by the Contractor
- B. The Directive will be used for both the changes requiring no change to project time or cost, and those changes which require a change in either time, cost or both. The Construction Change Directive will designate the method of determining any change in the Contract Sum and any changes in Contract Time.
- C. The Owner and Architect will sign and date the Construction Change Directive as appropriate. Upon receipt the contractor shall promptly respond to the category noted. If the contractor has no disagreement with the CCD, he should sign and return a copy. Any disagreements with the directive shall be addressed in accordance with the General and Supplemental Conditions and the agreement. The categories noted in the CCD are as follows:
 1. Proceed with work without change in price or time.
 2. Submit itemized proposal, do not proceed until directed
 3. Proceed with work, submit documented costs and time within 30 days
 4. Proceed with work, submit costs/time when available.
- D. When requested, support each CCD with sufficient substantiating data to allow the Architect to evaluate the quotation. All responses shall be detailed and broken down into sub-components. Provide the following data to support each specific response:
 1. Labor time and hours required or used.
 2. Equipment rate and hours required or used.

3. Material quantities, pricing, data, and delivery time required.
4. Applicable taxes and insurance
5. Credit for Work deleted from Contract, similarly documented.
6. Overhead and profit percentages used.
7. Justification for any change in Contract Time..
8. Fragnet schedule changes.

1.07 CHANGE ORDER REQUESTS

- A. Change Order Requests may be initiated by the owner or contractor to address changes in contract scope, costs, or timing.
- B. Change Order Requests shall be initiated on a form approved by the architect and contain all information necessary to evaluate the proposed changes. Include all pricing and timing backup information as noted below.
- C. A complete list of all Change Order Requests shall be kept by the Contractor and submitted with each new Change Order Request. The list shall show the disposition of prior Change Order Requests.

1.08 PROCESSING OF CHANGE ORDER REQUESTS

- A. The contractor shall include with each Change Order Request the following information:
 1. State proposed change in the Contract Sum, if any.
 2. State proposed change in the Contract Time of Completion, if any.
 3. Clearly describe other changes in the Work, if any, required by the proposed change or desirable therewith.
 4. Include full back-up information such as subcontractor's letter of proposal or similar information.
- B. Support each quotation with sufficient substantiating data to allow the Architect to evaluate the quotation. All responses shall be detailed and broken down into sub-components. Provide the following data to

support the noted costs:

1. Labor time and hours required.
 2. Equipment rate and hours required.
 3. Material quantities, pricing, data, and delivery time required.
 4. Applicable taxes, insurance and bonds.
 5. Credit for Work deleted from Contract, similarly documented.
 6. Overhead and profit.
 7. Justification for any change in Contract Time.
- B. The Change Order Request will be reviewed by the Architect and forwarded to the Owner for his evaluation. Additional information may be requested to substantiate the information submitted. After receipt of all substantiation the Owner will approve or deny this request.
- C. Approved Change order requests will be periodically grouped for payment.
- D. Change Orders shall include all related costs and impacts. The contractor, by submitting the change order, warrants that all applicable changes and impacts have been included in the costs and that no further charges will occur for the designated work.

1.09 PROCESSING OF CHANGE ORDERS

- A. Change Orders will be dated and will be numbered in sequence when issued. The Change Orders will be issued based upon the AIA documents.
- B. The Change Order will describe the change or changes, will refer to the Proposal Requests or Change Order Requests or other back-up document involved and will be signed by the Owner, the Architect, and the Contractor. A Change Order may combine a group of Change Order Requests.
- C. The Architect will issue three (3) copies of each Change Order to the Contractor:
1. The Contractor shall promptly sign all three (3) copies and return all original copies to the Architect. The Architect will sign all three

- (3) copies and forward these to the owner.
2. The Owner will return one copy of the Change Order to the Contractor and Architect after signature by all parties.
- D. Should the Contractor disagree with the stipulated change in Contract Sum or change in Contract Time of Completion, or both:
1. The Contractor promptly shall return three (3) copies of the Change Order, unsigned by him, to the Architect with a letter signed by the Contractor stating the reason or reasons for the Contractor's disagreement.
 2. The Contractor's disagreement with the Change Order shall not in any way relieve the Contractor of his responsibility to proceed with the change as further ordered and/or to seek settlement of the dispute under pertinent provisions of the Contract Documents.

1.10 CORRELATION WITH CONTRACTOR SUBMITTALS

- A. Periodically revise Schedule of Values and Request for Payment forms to record each change as a separate item of Work, and to record the adjusted Contract Sum.
- B. Periodically revise the Construction Schedule to reflect each change in Contract Time.
 1. Revise sub-schedules to show changes for other items of Work affected by the changes.
- C. Upon Completion of Work under a Change Order, enter pertinent changes in Project Record Documents.

PART 1 - PRODUCTS (Not Applicable)

PART 2 - EXECUTION (Not Applicable)

END OF SECTION