

DIVISION 1 - GENERAL REQUIREMENTS

Section 01035 - Modification Procedures

I. GENERAL

A. STIPULATIONS

The "Special Requirements" and "General Conditions" to the contract form a part of this section by this reference thereto and shall have the same force and effect as if printed herewith in full.

B. RELATED DOCUMENTS

The Contract Drawings and the Standard Form of Agreement apply to this Section.

C. SUMMARY

1. This section specifies administrative and procedural requirements for handling and processing contract modifications.
2. Related Sections: The following sections contain requirements that relate to this section.
 - a. Division 1, Section 01026 - "Unit Prices" for administrative requirements governing use of unit prices, if applicable.
 - b. Division 1, Section 01027 - "Application for Payment" for administrative procedures governing applications for payment.

D. MINOR CHANGES IN THE WORK

Supplemental instructions authorizing minor changes in the work, not involving an adjustment to the contract sum or contract time, will be issued by the professional on the System's minor change order form.

E. CHANGE ORDER PROPOSAL REQUESTS

1. System-Initiated Proposal Requests: Proposed changes in the work that will require adjustment to the contract sum or contract time will be issued by the professional on the System constructor change order form, with a detailed description of the proposed change and supplemental or revised drawings and specifications, if necessary.

- a. Proposal requests issued by the professional are for information only. Do not consider them an instruction either to stop work in progress, or to execute the proposed change.
 - b. Unless otherwise indicated in the proposal request, within 20 days of receipt of the proposal request, submit to the professional for the System's review an estimate of cost necessary to execute the proposed change.
 - (1) Include a list of quantities of products to be purchased and unit costs, along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
 - (2) Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - (3) Include a statement indicating the effect the proposed change in the work will have on the contract time.
2. Contractor-Initiated Change Order Proposal Requests: When latent or other unforeseen conditions require modifications to the contract, the contractor may propose changes by submitting a request for a change to the professional.
 - a. Include a statement outlining the 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 contract time.
 - b. Include a list of quantities of products to be purchased and unit costs along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
 - c. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 3. Proposal Request Form: Use forms as provided by the System for change order proposal requests.

F. CONSTRUCTION CHANGE DIRECTIVE

1. Construction Change Directive: When the System and the contractor are not in total agreement on the terms of a change order proposal request, the System may issue a construction change directive, instructing the contractor to proceed with a change in the work, for subsequent inclusion in a change order.
 - a. The construction change directive will contain a complete description

of the change in the work and designate the method to be followed to determine change in the contract sum or contract time.

- b. All time cards or timesheets that will be used to record the contractor's employees that performed, and all delivery slips for materials and supplies necessary for the completion of the work, must be signed on a daily basis by a System representative. The signature by the System representative is only for the purpose of verifying the performance of, and not the approval or acceptance of, the work completed.
- c. After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the contract.

G. CHANGE ORDER PROCEDURES

Upon the System's professional approval of a change order proposal request, the professional will issue a change order for signatures of System and contractor on System-provided form, as provided in the conditions of the contract.

II. PRODUCTS (Not applicable)

III. EXECUTION (Not applicable)