



SECTION 01250

CHANGE ORDER PROCEDURES

PART 1. GENERAL

1.1 WORK INCLUDED

- A. Promptly implement change order procedures as follows:
 - 1. Provide details as required for OWNER to evaluate Change Order including scope of change, labor costs, material costs, equipment costs, and percentage of overhead and profit applied.
 - 2. Maintain detailed records of work performed on a time and material/force account basis.
 - 3. Provide additional documentation upon request.
- B. Designate during pre-construction phase the CONTRACTOR's representative who is authorized to accept and approve Change Order requests and who is responsible for coordinating approved Change Orders with the CONTRACTOR's employees and Subcontractors.

1.2 RELATED DOCUMENTS

- A. Agreement between OWNER and CONTRACTOR, Section 00514.
- B. General Conditions, Section 00700
- C. Supplementary Conditions, Section 00800
- D. Applications for Payment, Section 01290
- E. Contract Closeout, Section 01770 (Final Application for Payment)

1.3 CHANGE ORDER PROCEDURES

- A. OWNER or his Resident Project Representative or the DESIGN ENGINEER at the request of the OWNER may initiate a change by submitting a request for proposal (RFP) to the CONTRACTOR. The request shall include:
 - 1. Written description of the change being requested.
 - 2. Supplementary or revised Drawings and Specifications.
 - 3. The projected increase in Contract Time if any and a specific statement authorizing overtime work if the change is approved.
 - 4. A date (deadline) for submission of the CONTRACTOR's proposal.

- B. CONTRACTOR may initiate a claim for a change by submitting written notice containing the following:
1. Scope of work for the proposed change.
 2. Reason change is required and the relationship to other elements of the Work.
 3. The proposed change in Contract Price including a cost breakdown indicating additional labor, material, and equipment charges, and the application of a percentage of overhead and profit.
 4. Statement of the effect of the change on the Contract Time.
 5. Statement on the effect of the change on Project Milestones and the progress schedule including a deadline for the OWNER's response to the change request as required to prevent a stoppage or delay of the Work in progress.

1.4 WORK CHANGE DIRECTIVE

- A. OWNER or his Resident Project Representative or the DESIGN ENGINEER at the request of the OWNER may issue a Work Change Directive ordering an addition, deletion, or revision in the Work in response to differing or unforeseen subsurface or physical conditions under which the Work is to be performed or in response to change order requests requiring immediate action.
- B. The Work Change Directive shall include:
1. A statement detailing the scope of the change.
 2. Revised Drawings and Specifications if required.
 3. A statement designating the method for determining or validating any change in the Contract Price or Contract Time. Such statement may include a not to exceed amount as agreed upon by the OWNER and the CONTRACTOR.
 4. OWNER's signature authorizing the CONTRACTOR to proceed with the change.
 5. CONTRACTOR's signature indicating agreement with the terms of the Work Change Directive.

1.5 FIELD ORDER

- A. OWNER or his Resident Project Representative or the DESIGN ENGINEER at the request of the OWNER may issue a Field Order requiring minor changes to the Work but not requiring a change to the Contract Price or Contract Time. The Field Order shall be documented as follows:
1. Written description of the change covered by the Field Order.
 2. Date Field Order issued to the CONTRACTOR.
 3. Signature of Resident Project Representative
 4. CONTRACTOR's signature indicating agreement with the terms of the Field Order.
 5. CONTRACTOR shall make revisions to prints as built.
- B. In lieu of a written Field Order, Resident Project Representative may annotate the

change in a log/field book as long as the above documentation is included. Such annotation shall include the CONTRACTOR's signature indicating agreement with the terms of the Field Order.

1.6 DOCUMENTATION OF PROPOSALS AND CLAIMS

- A. Notice: Change Orders must be submitted to the Owner in proper form. Contact the Procurement Contracts Specialist assigned to this contract and they will provide the Contractor with an excel spreadsheet to be completed. Follow all directions and submit Change Order to the assigned Project Engineer.
- B. Support each proposal with sufficient substantiating data to allow evaluation of the proposal. Such substantiating data may include:
 - 1. Breakdown of labor costs.
 - 2. Breakdown of equipment costs.
 - 3. Materials required including invoices from suppliers and percentage of mark-up applied.
 - 4. Taxes, insurance, and bonds.
 - 5. Credit for work deleted from original contract Work resulting from change.
 - 6. Percentage of overhead and profit applied.
 - 7. Justification of any change in Contract Time.
 - 8. Additional documentation as may be required.
- C. Support each Claim for additional costs and/or time not submitted and approved in accordance with the aforementioned Change Order Procedures with the above substantiating data and the following additional information:
 - 1. Name of OWNER's authorized agent who ordered or approved the additional work and date of the request.
 - 2. Validating information supporting CONTRACTOR's claim for an adjustment of Contract Price and/or Contract Time, or other relief with respects to the terms of the Contract.

1.7 CORRELATION WITH OTHER CONTRACT SUBMITTALS & CONTRACT DOCUMENTS

- A. No applications for payment for work under this Contract will be processed until the CONTRACTOR's Progress Schedule and Schedule of Values are up-dated to reflect approved changes in Contract Price and Contract Times.
- B. Revise Progress Schedule monthly to reflect each change in Projects Milestones and projected Substantial Completion date.
- C. Upon completion of work under a Field Order, Work Change Directive, or Change Order enter pertinent changes to the Record Documents and As-built Drawings.



- D. The OWNER will review any Change Order claim and either grant or deny as otherwise provided for in the Contract Documents.

PART 2. PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION