

SECTION 01 26 00 CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.01 SUPPORTING DOCUMENTATION for PROPOSALS or CLAIMS

- A.** Propose related changes to Work, Contract Sum, and Contract Time, in writing together. Propose unrelated changes separately. Attach and reference pertinent documents related to the change.
- B.** For a change in the Work, specifically describe proposed change, or briefly describe the proposed change with specific reference to a completely descriptive attachment, such as a Request for Proposal from the Designer.
- C.** For a change in Contract Sum, state briefly the reason for change, state the amount, and provide itemization of values on the following forms, or similar forms providing the same information:
 - 1. Section 01 26 54 Form for Price Summary:** listing the itemizations of work by subcontractors and the Contractor that together apply to an entire related change in work.
 - 2. Section 01 26 55 Form for Price of Work:** detailing the quantities, units, costs, and extensions for materials, equipment, and labor, subtotaled, plus overhead, and profit related to a specific proposed change in the Work.
 - 3. Section 01 26 56 Form for Price of Time:** if applicable, deriving an average cost per day.
- D.** For a change in Contract Time:
 - 1.** Fully describe the extent of and reasons for the change and effect of the change on the construction schedule, and attach a revised Progress Schedule. Take into account weekends, holidays, and the specified standard baseline for weather delays during the period of the requested extension.
 - 2.** For a change based on weather-related delay, provide and attach:
 - a.** applicable specified Weather Delay Reports, or, if none is specified, daily work logs that describe actual local weather conditions and their impact on progress.
 - b.** National Oceanic and Atmospheric Administration (NOAA) weather data, for corroboration.
 - c.** NOAA comparative data on normals, means, and extremes if such data or another weather baseline is not already provided in Contract Documents.

1.02 SIGNATURES for Change Order:

- A.** Form shall be similar in format and content to Section 01 26 40, and signed by authorized representatives of each of the entities required by Conditions of the Contract.
- B.** Normal procedure shall be that:
 - 1.** Designer prepares and submits supporting documents to Owner.
 - 2.** Owner produces and signs three (3) counterparts of form; transmits by fax, e-mail, or other means, informational copies to its Construction Representative, Designer, and Contractor; and forwards.
 - 3.** Owner's Construction Representative receives counterparts, and brings them to next Progress Meeting, unless urgency and opportunity make for a more timely execution.
 - 4.** Designer and Contractor both sign all three (3) counterparts at Progress Meeting. Each retains a counterpart, and the Owner's Construction Representative retains the third for the Owner.

END OF SECTION