SECTION 01 2600

CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Supplemental Instructions.
2. Proposal Requests.
3. Contractor proposed changes.
4. Construction Change Directives.
5. Change Orders.

B. Related Sections:
1. Section 01 6000 - Product Requirements.

1.2 CHANGE PROCEDURES

A. Architect's Supplemental Instructions:
1. Architect will advise of minor changes in Work not involving an adjustment to Contract Sum or Contract Time as authorized by the Conditions of the Contract.

B. Proposal Requests:
1. Architect may issue a Proposal Request that includes a detailed description of a proposed change with supplemental or revised Drawings and specifications.
2. Prepare and submit an estimate of any change to Contract Sum or Contract Time within 7 days after receipt. Include:
   a. Quantities and unit costs, with total cost or credit to Owner. If requested, furnish documentation of quantities.
   b. Taxes, delivery charges, equipment rentals, and trade discounts as applicable.
   c. If change in Contract Time is involved, provide updated Progress Schedule.
3. Do not stop work or initiate changes in response to a Proposal Request. If approved, Architect will prepare and issue a Change Order.
4. Submit electronically in Adobe PDF format with copy to Owner’s representative.

C. Contractor Proposed Changes:
1. Contractor may propose a change by submitting request for change to Architect.
2. Describe proposed change, reason for change, its full effect on Work, and any change to Contract Sum or Contract Time. Include:
   a. Quantities and unit costs, with total cost or credit to Owner. If requested, furnish documentation of quantities.
   b. Taxes, delivery charges, equipment rentals, and trade discounts as applicable.
   c. If change in Contract Time is involved, provide updated Progress Schedule.
3. Document any required substitutions in accordance with Section 01 6000.
4. Submit electronically in Adobe PDF format with copy to Owner’s representative.

D. Construction Change Directive:
1. Architect may issue a directive, signed by Owner, instructing Contractor to proceed with a change for subsequent inclusion in a Change Order.
2. Documentation will describe changes in Work and designate method of determining any change to Contract Sum or Contract Time. Promptly execute change.

E. Change Orders:
1. Execution: Architect will issue Change Orders for signature of parties as provided in Conditions of the Contract.

PART 2 - PRODUCTS

Not used

PART 3 - EXECUTION

Not used

END OF SECTION

©2009, SpexPlus™