

SECTION 01 2600**CONTRACT MODIFICATION PROCEDURES****PART 1 - GENERAL****1.01 SUMMARY**

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Comply with requirements of the General Conditions, Article 4 "Administration of the Contract" and Article 7 "Changes in the Work."

1.02 MINOR CHANGES IN THE WORK

- A. University's Representative may issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time.

1.03 COST PROPOSAL

- A. University-Initiated Cost Proposal: University's Representative will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. A Cost Proposal issued by University's Representative is neither instructions to stop work in progress or to execute the proposed change.
 - 2. Within seven days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with the total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. If the schedule is impacted, include an updated construction schedule that indicates the effect of the change, including, and not limited to, changes in activity duration, start, and finish times, and activity relationship.
 - 3. Proposal Request Form: Use Exhibit 7, "Cost Proposal," with attachments "Cost Proposal Summary," and "Supporting Documents for the Cost Proposal Summary."
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, the Contractor may initiate a claim within seven days of discovery by submitting a request for a change.

1. Include a statement outlining 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 the Contract Time.
2. Include a list of quantities of products required or eliminated and unit costs, with the total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
3. Indicate applicable taxes, delivery charges, and equipment rental.
4. Include costs of labor and supervision directly attributable to the change.
5. If the schedule is impacted, include an updated Contractor's construction schedule that indicates the effect of the change, including, and not limited to, changes in activity duration, start, and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
6. Comply with requirements in Substitution Procedures if the proposed change requires the substitution of one product or system for product or system specified.
7. Proposal Request Form: Use Exhibit 7, "Cost Proposal," with attachments "Cost Proposal Summary," and "Supporting Documents for the Cost Proposal Summary."

1.04 CHANGE ORDER PROCEDURES

- A. On University's Representative's approval of a Cost Proposal, University's Representative will issue a Change Order for signatures of University's Representative and Contractor for changes to the Contract Sum or the Contract Time on Change Order form. A sample is included in Contract Documents, Exhibit 9.

1.05 FIELD ORDER

- A. University's Representative may issue a Field Order, Exhibit 8. Field Order instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order. Field Order contains a complete description of the change in the Work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION