SECTION 01250 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.01   RELATED DOCUMENTS

A.   Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.02   SUMMARY

A.   This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

B.   Related Sections include the following:
1.   Division 1 Section "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.

1.03   MINOR CHANGES IN THE WORK

A.   Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

1.04   PROPOSAL REQUESTS

A.   Owner-Initiated Proposal Requests: The Architect 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.   Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the prop
2.   Within time specified in Proposal Request 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 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 an updated Contractor's Construction Schedule that indicates the effect of the change, including, but 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.

B.   Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes 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 total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.

3.   Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

4.   Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but 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.

5.   Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.

C.   Proposal Request Form: Use AIA Document G709 for Proposal Requests.

1.05   ALLOWANCES

A.   Allowance Adjustment: To adjust allowance amounts, base each Change Order proposal on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.

1.   Include installation costs in purchase amount only where indicated as part of the allowance.

2.   If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.

3.   Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.

4.   Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.

B.   Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the Purchase Order amount or Contractor's handling, labor, installation, overhead, and profit. Submit claims within 14 calendar days of receipt of the Change Order or Construction Change Directive authorizing work to proceed. Owner will reject claims submitted later than 14 calendar days after such authorization.

1.   Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.

2.   No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

1.06   CHANGE ORDER PROCEDURES

A.   On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

1.07   CONSTRUCTION CHANGE DIRECTIVE

A.   Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change

in the Work, for subsequent inclusion in a Change Order.

1.   Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.

B.   Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1.   After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

<div align="center">END OF SECTION 01250</div>