

## **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 construction 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 refer to Section 01 26 20.

#### **1.02 SIGNATURES FOR CHANGE ORDER**

Form shall be similar in format and content to Section 01 26 40 and signed by authorized representatives of the Owner, Designer, and Contractor according to the following procedure:

1. Designer prepares and submits supporting documents to Owner.
2. Owner produces and signs three (3) counterparts of form. Owner scans and transmits an informational copy to its construction representative, Designer, and Contractor.
3. Owner's construction representative brings owner's three original, signed counterparts 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.

**PART 2 – PRODUCTS (Not Used)**

**PART 3 – EXECUTION (Not Used)**

**END OF SECTION**