

SECTION 01035 – MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. THIS SECTION SPECIFIES ADMINISTRATIVE AND PROCEDURAL REQUIREMENTS FOR HANDLING AND PROCESSING CONTRACT MODIFICATIONS.

1.2 MINOR CHANGES IN THE WORK

- A. THE ARCHITECT WILL ISSUE SUPPLEMENTAL INSTRUCTIONS AUTHORIZING MINOR CHANGES IN THE WORK, NOT INVOLVING ADJUSTMENT TO THE CONTRACT SUM OR CONTRACT TIME, ON AIA FORM G710, ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS.

1.3 CHANGE ORDER PROPOSAL REQUESTS

- A. OWNER-INITIATED PROPOSAL REQUESTS: THE ARCHITECT WILL ISSUE A DETAILED DESCRIPTION OF PROPOSED CHANGES IN THE WORK THAT WILL REQUIRE ADJUSTMENT TO THE CONTRACT SUM OR CONTRACT TIME. IF NECESSARY, THE DESCRIPTION WILL INCLUDE SUPPLEMENTAL OR REVISED DRAWINGS AND SPECIFICATIONS.
 - 1. PROPOSAL REQUESTS ISSUED BY THE ARCHITECT ARE FOR INFORMATION ONLY. DO NOT CONSIDER THEM AS AN INSTRUCTION EITHER TO STOP WORK IN PROGRESS OR TO EXECUTE THE PROPOSED CHANGE.
 - 2. WITHIN 14 DAYS OF RECEIPT OF A PROPOSAL REQUEST, SUBMIT AN ESTIMATE OF COST NECESSARY TO EXECUTE THE CHANGE TO THE ARCHITECT FOR THE OWNER'S REVIEW.
 - 3.
 - A. INCLUDE A STATEMENT INDICATING THE EFFECT THE PROPOSED CHANGE IN THE WORK WILL HAVE ON THE CONTRACT TIME.
 - B. INCLUDE SEPARATE LINE ITEMS FOR EACH ITEM OF WORK. LINE ITEMS SHALL INCLUDE UNIT QUANTITIES, LABOR COSTS PER UNIT, LABOR TAXES, MATERIAL COSTS PER UNIT, SALES TAX AND EQUIPMENT COSTS PER UNIT IF APPLICABLE. THE TOTAL OF THESE LINE ITEMS SHALL BE MARKED UP BY THE CONTRACTOR BY THE AMOUNTS ALLOWED BY THE CONTRACT. ITEMS INVOLVING WORK BY SUBCONTRACTORS SHALL INCLUDE THE SAME COST BREAK-DOWN WITH NO ALLOWANCE FOR BOND COSTS. THE GENERAL CONTRACTOR WILL BE ALLOWED TO ADD 1% BOND TO THE TOTAL OF THE GENERAL CONTRACTOR AND SUBCONTRACTORS TOTAL COST. THIS INFORMATION IS REQUIRED AS A MINIMUM FOR REVIEW AND APPROVAL OF COST CHANGES TO THE CONTRACT.
- B. CONTRACTOR-INITIATED PROPOSALS: WHEN LATENT OR UNFORESEEN CONDITIONS REQUIRE MODIFICATIONS TO THE CONTRACT, THE CONTRACTOR MAY PROPOSE CHANGES BY SUBMITTING A REQUEST FOR A CHANGE TO THE ARCHITECT.

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1. INCLUDE A STATEMENT OUTLINING THE 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 CONTRACT TIME.
 2. INCLUDE A COST BREAKDOWN IN THE FORMAT OUTLINED IN PARAGRAPH 1.3.A.3.A. WHEN REQUESTED, FURNISH SURVEY DATA TO SUBSTANTIATE QUANTITIES.
 3. COMPLY WITH REQUIREMENTS IN SECTION "PRODUCT SUBSTITUTIONS" IF THE PROPOSED CHANGE REQUIRES SUBSTITUTION OF ONE PRODUCT OR SYSTEM FOR A PRODUCT OR SYSTEM SPECIFIED.
 4. SUBMIT PROPOSED CHANGES AND REQUEST WITHIN 21 DAYS OF IDENTIFYING ITEM.
- C. PROPOSAL REQUEST FORM: USE AIA DOCUMENT G709 FOR CHANGE ORDER PROPOSAL REQUESTS.

1.4 ALLOWANCES

- A. ALLOWANCE ADJUSTMENT: FOR ALLOWANCE-COST ADJUSTMENT, BASE EACH CHANGE ORDER PROPOSAL ON THE DIFFERENCE BETWEEN THE ACTUAL PURCHASE AMOUNT AND THE ALLOWANCE, MULTIPLIED BY THE FINAL MEASUREMENT OF WORK-IN-PLACE. WHERE APPLICABLE, INCLUDE REASONABLE ALLOWANCES FOR CUTTING LOSSES, TOLERANCES, MIXING WASTES, NORMAL PRODUCT IMPERFECTIONS, AND SIMILAR MARGINS.
1. INCLUDE INSTALLATION COSTS IN THE PURCHASE AMOUNT ONLY WHERE INDICATED AS PART OF THE ALLOWANCE.
 2. WHEN REQUESTED, PREPARE EXPLANATIONS AND DOCUMENTATION TO SUBSTANTIATE THE MARGINS CLAIMED.
 3. SUBMIT SUBSTANTIATION OF A CHANGE IN SCOPE OF WORK CLAIMED IN THE CHANGE ORDERS RELATED TO UNIT-COST ALLOWANCES.
 4. THE OWNER RESERVES THE RIGHT TO ESTABLISH THE ACTUAL 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 THE CONTRACTOR'S HANDLING, LABOR, INSTALLATION, OVERHEAD, AND PROFIT. SUBMIT CLAIMS WITHIN 21 DAYS OF RECEIPT OF THE CHANGE ORDER OR CONSTRUCTION CHANGE DIRECTIVE AUTHORIZING WORK TO PROCEED. THE OWNER WILL REJECT CLAIMS SUBMITTED LATER THAN 21 DAYS.
1. DO NOT INCLUDE THE 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 CONTRACT DOCUMENTS.
 2. NO CHANGE TO THE 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.

1.5 CONSTRUCTION CHANGE DIRECTIVE

- A. CONSTRUCTION CHANGE DIRECTIVE: WHEN THE OWNER AND THE CONTRACTOR DISAGREE ON THE TERMS OF A PROPOSAL REQUEST, THE ARCHITECT MAY ISSUE A

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CONSTRUCTION CHANGE DIRECTIVE ON AIA FORM G714. THE CONSTRUCTION CHANGE DIRECTIVE INSTRUCTS THE CONTRACTOR TO PROCEED WITH A CHANGE IN THE WORK, FOR SUBSEQUENT INCLUSION IN A CHANGE ORDER.

1. THE CONSTRUCTION CHANGE DIRECTIVE CONTAINS A COMPLETE DESCRIPTION OF THE CHANGE IN THE WORK. IT ALSO DESIGNATES THE METHOD TO BE FOLLOWED TO DETERMINE CHANGE IN THE CONTRACT SUM OR 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 THE CHANGE, SUBMIT AN ITEMIZED ACCOUNT AND SUPPORTING DATA NECESSARY TO SUBSTANTIATE COST AND TIME ADJUSTMENTS TO THE CONTRACT.
- 1.6 CHANGE ORDER PROCEDURES
- A. UPON THE OWNER'S APPROVAL OF A PROPOSAL REQUEST, THE ARCHITECT WILL ISSUE A CHANGE ORDER USING AIA DOCUMENT G701 FOR SIGNATURES OF THE OWNER AND THE CONTRACTOR.

PART 2 - PRODUCTS (NOT APPLICABLE)

PART 3 - EXECUTION (NOT APPLICABLE)

END OF SECTION