

Section 01255

CHANGE ORDER PROCEDURES

PART 1 GENERAL

1.01 SUMMARY

This Section includes procedures for processing Change Orders, including:

1. Assignment of responsible individual for approval and communication of changes in Work.
2. Documentation of change in Contract Price and Contract Time.
3. Change procedures, using proposals and construction contract modifications, Work Change Directive, Stipulated Price Change Order, Unit Price Change Order, and Time and Materials Change Order.
4. Execution of Change Orders.
5. Correlation of Contractor submittals.

1.02 MEASUREMENT AND PAYMENT (NOT USED)

1.03 REFERENCES

- A. Rental Rate Blue Book for Construction Equipment (a.k.a. Data Quest Blue Book)

1.04 SUBMITTALS (NOT USED)

1.05 RELATED REQUIREMENTS

- A. Document 00700 – “General Conditions”
- B. Section 01785 – “Project Record Documents”

1.06 QUALITY ASSURANCE (NOT USED)

1.07 SYSTEM DESCRIPTION

- A. Responsible Individual

Provide letter indicating name and address of individual authorized to execute change documents and responsible for informing others in Contractor’s employ and Subcontractors of changes to Work. Information shall be provided at a Preconstruction Conference.

- B. Documentation of Change in Contract Price and Contract Time
1. Maintain detailed records of changes in Work. Provide full information required for identification and evaluation of proposed changes, and substantiate costs of changes in Work.
 2. Document each proposal for change in Contract Price or Contract Time with sufficient data to allow evaluation of proposal.
 3. Proposals shall include the following minimum information:
 - a. Quantities of items in original Bid with additions, reductions, deletions, and substitutions.
 - b. Quantities and cost of items in original Schedule of Values with additions, reductions, deletions and substitutions.
 - c. Provide Unit Prices for items not included in Schedule of Unit Prices with supporting information.
 - d. Justification for changes in Contract Time.
 - e. Additional data upon request.
 4. For changes in Work performed on a time-and-materials basis, provide the following additional information:
 - a. Quantities and description of products and equipment.
 - b. Taxes, insurance and bonds.
 - c. Overhead and profit as noted in Document 00700 – “General Conditions”.
 - d. Dates, times, and by whom Work was performed.
 - e. Time records and certified copies of applicable payrolls.
 - f. Invoices, receipts for products, rented equipment and subcontracts, similarly documented.
 5. For changes in Work performed on a time-and-materials basis, payment for rental equipment will be as follows:
 - a. Actual invoice cost for duration required to complete extra work without markup for overhead and profit. When extra work comprises only a portion of rental invoice where equipment would otherwise be

on site, compute hourly equipment rate by dividing the actual monthly invoice by 176. (One day equals 8 hours and 22 work days in 1 month.)

- b. Do not exceed estimated operating costs given in Blue Book for items of equipment. Overhead and profit will be allowed on operating cost.
6. For changes in Work performed on a time-and-materials basis using Contractor-owned equipment, use Blue Book rates as follows:
- a. Contractor-owned equipment will be paid at Blue Book Rental Rate for duration of time required to complete extra work without markup for overhead and profit. Utilize lowest cost combination of hourly, daily, weekly, or monthly rates. Use 150 percent of Rental Rate for double shifts (one extra shift per day) and 200 percent of Rental Rate for more than two shifts per day. Standby rates shall be 50 percent of appropriate Rental Rate shown in Blue Book. No other rate adjustments apply.
 - b. Do not exceed estimated operating costs given in Blue Book. Overhead and profit will be allowed on operating cost. Operating costs will be allowed for equipment on standby.

C. Change Procedures

1. Changes to Contract Price or Contract Time can only be made by issuance of Change Order. Issuance of Work Change Directive will be formalized into a Change Order. Changes will be in accordance with requirements of Document 00700 – “General Conditions”.
2. Project Manager will advise of minor changes in Work not involving an adjustment to Contract Price or Contract Time as authorized by Document 00700 – “General Conditions” by issuing supplemental instructions.
3. Request clarification of Plans, Specifications, Contract Documents, or other information by using Request for Information. Response by Project Manager to Requests for Information does not authorize Contractor to perform tasks outside scope of Work. Changes must be authorized as described in this section.

D. Proposals and Contract Modifications

1. Project Manager may issue Request for Proposal, which includes detailed description of proposed change with supplementary or revised Plans and Specifications. Project Manager may also request a proposal in response to Request for Information. Prepare and submit proposal within 7 days or as specified in request.

2. Submit request for Contract changes to Project Manager describing proposed change and its full effect on Work, with a statement describing reason for change and effect on Contract Price and Contract Time including full documentation.
 3. The Owner may use Engineer to review change orders.
- E. Work Change Directive
1. Project Manager may issue a signed Work Change Directive instructing Contractor to proceed with a change in Work. Work Change Directive will subsequently be incorporated in Change Order.
 2. Document will describe changes in Work and designate method of determining change in Contract Price or Contract Time.
 3. Proceed promptly to execute changes in Work in accordance with Work Change Directive.
- F. Stipulated Price Change Order
- Stipulated Price Change Order will be based on accepted proposal.
- G. Unit Price Change Order
1. Where Unit Prices for affected items of Work are included in Bid, unit price Change Order will be based on unit prices, subject to Document 00700 – “General Conditions”.
 2. Where Unit Prices of Work are not pre-determined in original Bid, Work Change Directive or accepted proposal will specify unit prices to be used.
- H. Time-and-Material Change Order
1. Provide itemized account and supporting data after completion of change, within time limits indicated for claims in Document 00700 – “General Conditions”.
 2. Project Manager will determine change allowable in Contract Price and Contract Time as provided in Document 00700 – “General Conditions”.
 3. Maintain detailed records of Work done on time-and-material basis as specified in paragraph 1.07.b, Documentation of Change in Contract Price and Contract Time.
 4. Provide full information required for evaluation of changes and substantiate costs for changes in Work.

I. Execution of Change Documentation

Project Manager will issue Change Orders, Work Change Directives, or accepted proposal for signatures of parties as described in Document 00700 – “General Conditions”.

J. Correlation of Contractor Submittals

1. For Stipulated Price Contracts, promptly revise Schedule of Values and Application for Payment forms to record authorized Change Orders as separate line item.
2. For Unit Price Contracts, next monthly estimate of Work after acceptance of a Change Order will be revised to include new items not previously included and appropriate unit prices.
3. Promptly revise progress schedules to reflect change in Contract Time, and to adjust time for other items of work affected by change, and resubmit for review.
4. Promptly enter changes to on-site and record copies of Plans, Specifications, or Contract Documents as required in Section 01785 – “Project Record Documents”.

1.08 – 1.09 NOT USED

1.10 DEFINITIONS

- A. Blue Book is defined as the Rental Rate Blue Book for Construction Equipment.
- B. Rental Rate is defined as full unadjusted base rental rate for appropriate item of construction equipment.

1.11 – 1.13 NOT USED

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION