

SECTION 01 26 00 MODIFICATION PROCEDURES

PART 1 - GENERAL

1.01 SUPPORTING DOCUMENTATION for PROPOSALS or CLAIMS

- A.** Propose changes to Work in writing, specifically describing proposed change, or briefly describing the proposed change with specific reference to a completely descriptive attachment.
- B.** Propose changes in Contract Sum in writing, stating briefly the reason for change, and summarizing material, equipment, labor, overhead, and profit factors for Contractor, Subcontractors, and Sub-subcontractors. Unless waived by Owner, attach itemization of values of direct cost on form shown as Section 01 26 54, Section 01 26 55, and Section 01 26 56, or similar form which provides same information, citing:
 - 1.** Materials: units, costs, quantities, totals;
 - 2.** Equipment: hours, rates, totals; and,
 - 3.** Labor: hours, rates, totals.
- C.** Propose changes in Contract Time in writing:
 - 1.** Fully describe the reasons for the change and effect of the change on the construction schedule, and attach a revised Progress Schedule; and/or,
 - 2.** For a change based on weather-related delay, provide and attach weather data from National Oceanic and Atmospheric Administration (NOAA) as an impartial basis for determining justifiable extensions, or daily work logs which describe actual local weather conditions and impact, subject to approval by Designer. Provide and attach NOAA comparative data on normals, means, and extremes. See Section 01 26 25, Weather Delay Report.

1.02 FORM for CHANGE ORDERS and CONSTRUCTION CHANGE DIRECTIVES

The form shall be that shown as Section 01 26 40, or a similarly formatted document utilizing the same text. Complete description of change in Work shall be included in the body of the form or in referenced attachment. Change in Contract Sum and Contract Time shall be expressed in the body of the form.

1.03 FORM for FIELD ORDERS

The form shall be that shown as Section 01 26 39, or a similarly formatted document utilizing the same text. Complete description of change in Work shall be included in the body of the form or in referenced attachment. Change in contingency funds or reserve funds shall be expressed in the body of the form. Field orders shall not be used to change the contract sum or the contract time those may only be accomplished by change order.

1.04 SIGNATURES:

- A.** Forms shall be signed by authorized representatives of each of the entities required by Conditions of the Contract.
- B.** Proposed Change Orders or Field Orders will be prepared by Owner and normally signed by both Owner and Designer before being issued to Contractor. Contractor shall sign acceptable proposed documents, or refuse to sign if in disagreement, then shall retain one counterpart and return other counterparts to Designer.

END OF SECTION