

**SECTION 01 26 00  
CONTRACT MODIFICATION PROCEDURES**

**PART 1 GENERAL**

**1.1 SECTION INCLUDES**

- A. Submittals
- B. Documentation of change in Contract Sum and Contract Time
- C. Change procedures
- D. Construction Change Directive
- E. Stipulated Sum change order
- F. Unit price change order
- G. Time and material change order
- H. Execution of change orders
- I. Correlation of Contractor submittals

**1.2 SUBMITTALS**

- A. Submit the name of the individual authorized to receive change documents and who is responsible for informing others in Contractor's employ or Subcontractors of changes to the work.
- B. Change Order Forms: Issued by the School District of Palm Beach County

**1.3 DOCUMENTATION OF CHANGE IN CONTRACT SUM AND CONTRACT TIME**

- A. Maintain detailed records of work done on a time and material basis.
  - 1. Provide proper documentation to substantiate costs of changes in the work.
- B. Provide data to support computations:
  - 1. Quantities of products, labor, and equipment
  - 2. Taxes, insurance, and bonds
  - 3. Overhead and profit
  - 4. Justification for any change in Contract Time in the form of a revised CMP schedule.
  - 5. Credit for deletions from Contract, similarly documented
- C. On request, support each claim for additional costs, and work done on a time and material basis.
  - 1. Origin and date of claim
  - 2. Dates and times work was performed and by whom.
  - 3. Time records and wage rates paid.
  - 4. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

**1.4 CHANGE PROCEDURES**

- A. The Architect shall advise of minor changes in the work not involving an adjustment to Contract Sum or Contract Time as authorized by issuing supplemental instructions on AIA Form G710 Architect's Supplemental Instructions (ASI).
- B. The Architect may issue a Proposal Request detailing the description of a proposed change along with additional or revised drawings/specifications, and with a change in contract time to execute the change with a stipulation of required overtime work and the period the price is valid.
  - 1. Contractor will prepare and submit an estimate within ten working days.

**1.5 CONSTRUCTION CHANGE DIRECTIVE**

- A. Architect may issue a document, signed by the Owner, instructing the Contractor to proceed with a change in the work, for subsequent inclusion in a change order.
- B. The document will describe changes in the work, and will designate method of determining any change in Contract Sum or Contract Time.
- C. Promptly execute the change in work.
- D. At a predetermined time or at the completion of the work, proceed as shown in Item 1.6, below.

The School District of Palm Beach County

Project Name:

SDPBC Project No.:

**1.6 STIPULATED SUM CHANGE ORDER**

- A. Based on Proposal Request and Contractor's price quotation

**1.7 UNIT PRICE CHANGE ORDER**

- A. Execute change order(s) on a fixed unit price basis for pre-determined unit prices and quantities.
- B. Execute work under a Construction Change Directive, for unit costs or quantities of units of work, not pre-determined.
- C. Compute changes in contract sum or contract time as specified in a time and material change order.
- D. At a predetermined time or at the completion of the work, proceed as shown in Item 1.6, above.

**1.8 TIME AND MATERIAL CHANGE ORDER**

- A. Submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- B. Maintain detailed records of work done on Time and Material basis.
- C. Maintain all information required for proper evaluation of all proposed changes and to associated costs for changes in the work.
- D. At a predetermined time or at the completion of the work, proceed as shown in Item 1.6, above.

**1.9 EXECUTION OF CHANGE ORDERS**

- A. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract, within ten working days.

**1.10 CORRELATION OF CONTRACTOR SUBMITTALS**

- A. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- B. Promptly revise progress schedules to reflect any change in Contract Time, revise sub schedules to adjust time for other items of work affected by the change, and resubmit.
- C. Promptly enter changes in Project Record Documents.

**PART 2 PRODUCTS**

2.1 Not Used.

**PART 3 EXECUTION**

3.1 Not Used.

END OF SECTION