

## **SECTION 010350 – MODIFICATION PROCEDURES**

Latest Update: 08-09-2020 See Underlined Text for Edits.

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Also Turn off Under Lines.)

### **PART 1 – GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### **1.2 SUMMARY**

- A. This Section specifies administrative and procedural requirements for handling and processing contract modifications.

#### **1.3 MINOR CHANGES IN THE WORK**

- A. The University will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or Contract Time.

#### **1.4 CHANGE ORDER PROPOSAL REQUESTS**

- A. University Initiated Change Order Proposal Requests: The University 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 University 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 a mutually agreed upon time period, submit an estimate of cost necessary to execute the change to the University for review.
    - a. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities. Include required labor hours and unit costs, with totals for each labor category. Include all credits for deleted work.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts, for new work and deleted work.
    - c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time.

- 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 University.
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 list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities. Include required labor hours and unit costs, with totals for each labor category. Include all credits for deleted work.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts, for new work and deleted work.
  4. Comply with requirements in Section "Product Substitutions" if the proposed change requires substitution of one product or system for a product or system specified.
- C. Proposal Request Form: Use forms provided by the Owner for Change Order Proposals. Sample copies are included at the end of this Section.

1.5 ALLOWANCES **<DELETE IF PROJECT DOES NOT INCLUDE ALLOWANCE>**

- A. Allowance Adjustment: For allowance-cost adjustment, base each Change Order Proposal on the difference between the actual purchase amount and the allowance.
1. Include installation costs in the purchase amount only where indicated as part of the allowance.
  2. Prepare explanations and documentation to substantiate the margins claimed.
  3. The University 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 twenty one (21) days of receipt of the Change Order authorizing work to proceed. The University will reject claims submitted later than twenty one (21) days.
1. Do not include the Contractor's or sub-contractors 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.

1.6 UNIT PRICES **<DELETE IF PROJECT DOES NOT INCLUDE UNIT PRICES>**

- A. Take measurements and compute quantities. Construction Manager will verify measurements and quantities.
- B. Unit Quantities: Actual quantities supplied or placed in the Work shall determine payment.
- C. Final payment for Work governed by unit prices will be made on basis of actual measurements and quantities accepted by University/Engineer multiplied by unit sum/price for Work incorporated in or made necessary by the Work.
- D. Measurement of Quantities:
  - 1. Weigh Scales: Inspected, tested and certified by applicable State department. Weights and Measures department within past year.
  - 2. Platform Scales: Of sufficient size and capacity to accommodate conveying vehicle.
  - 3. Metering Devices: Inspected, tested and certified by applicable State department.
  - 4. Measurement by Weight: Concrete reinforcing steel, rolled or formed steel or other metal shapes will be measured by handbook weights. Welded assemblies will be measured by handbook or scale weight.
  - 5. Measurement by Volume: Measured by cubic dimension using mean length, width and height or thickness.
  - 6. Measurement by Area: Measured by square dimension using mean length and width or radius.
  - 7. Linear Measurement: Measured by linear dimension, at item centerline or mean chord.

1.7 CHANGE ORDER PROCEDURES

- A. Upon the University's approval of a Proposal Request, the University will issue a Change Order Requisition for signatures of the Contractor followed by a Notice to Proceed.

**PART 2 – PRODUCTS** (Not Applicable)

**PART 3 – EXECUTION** (Not Applicable)

END OF SECTION 010350