

**QCV – RETAIL CENTER – CLEAN & SEAL CERTAIN CMU WALLS & CONCRETE
WALKWAYS**

TULALIP, WASHINGTON

SECTION 012600 – CONTRACT MODIFICATION PROCEDURES

PART 1 – GENERAL

1.01 RELATED REQUIREMENTS

- A. Drawings and General Provisions of Contract, including General and Special Conditions and other Division 1 Specification Sections, apply to Work of this Section.

1.02 SUMMARY

- A. This section specifies minimum administrative and procedural requirements for handling and processing Contract modifications, i.e., Change Orders.
- B. NOT USED.
- C. NOT USED.

1.03 MINOR CHANGES IN THE WORK

- A. The Construction Manager may issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time.

1.04 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: The Construction Manager will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Construction Manager are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. After receipt of Proposal Request Contractor shall submit a quotation within time specified in Proposal Request estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Indicate the effect of the proposed change on the Contract Time.
- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to the Construction Manager.

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1. Include a statement outlining 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 the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
- C. Proposal Request Form: Use AIA Document G709 for Proposal Requests or other acceptable format as approved by the Construction Manager.

1.05 ALLOWANCES – NOT USED

1.06 CHANGE ORDER PROCEDURES

- A. On Construction Manager's approval of a Proposal Request, Construction Manager will issue a Change Order for signatures of Owner and Contractor.

1.07 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Construction Manager may issue a Construction Change Directive. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 012600