

Section 01255

CHANGE ORDER PROCEDURES

PART1 GENERAL

1.1 SECTION INCLUDES

1. 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, Time and Materials Change Order.
 4. Execution of Change Orders.
 5. Correlation of Contractor submittals.

1.2 REFERENCES

1. Rental Rate Blue Book for Construction Equipment (Data Quest Blue Book). Rental Rate is defined as full unadjusted base rental rate for appropriate item of construction equipment.

1.3 RESPONSIBLE INDIVIDUAL

1. 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 Preconstruction Conference.

1.4 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 cost or time with sufficient data to allow evaluation of proposal.

3. Proposals shall include the following minimum information:
 1. Quantities of items in original Document 00410 - Bid Form with additions, reductions, deletions, and substitutions.
 2. Quantities and cost of items in original schedule of values with additions, reductions, deletions and substitutions.
 3. Provide unit prices for items not included in Schedule of Unit Prices with supporting information when absent from Schedule of Unit Price Work.
 4. Justification for changes in Contract Time.
 5. Additional data upon request.
4. For changes in Work performed on a time-and-materials basis, provide the following additional information:
 1. Quantities and description of products and equipment.
 2. Taxes, insurance and bonds.
 3. Overhead and profit as noted in Document 00800 - Supplementary Conditions.
 4. Dates, times, and by whom work was performed.
 5. Time records and certified copies of applicable payrolls.
 6. 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:
 1. 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 one week equals 40 hours.)
 2. 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:

1. 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.
2. Do not exceed estimated operating costs given in Blue Book. Overhead and profit will be allowed on operating cost. Operating costs will not be allowed for equipment on standby.

1.5 CHANGE PROCEDURES

1. Changes to Contract Price or Contract Time can only be made by issuance of Document 00941 - Change Order. Issuance of Document 00940- Work Change Directive will be formalized into a Change Order. Changes will be in accordance with requirements of Document 00700 - General Conditions.
2. City Engineer 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 Drawings, Specifications, Contract Documents or other information by using Document 00931- Request for Information. Response by City Engineer to Requests for Information does not authorize Contractor to perform tasks outside scope of Work. Changes must be authorized as described in this section.

1.6 PROPOSALS AND CONTRACT MODIFICATIONS

1. City Engineer may issue Document 00932- Request for Proposal, which includes detailed description of proposed change with supplementary or revised Drawings and Specifications. City Engineer 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 Contractor changes to City Engineer 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. City may use Design Consultant to review change orders.

1.7 WORK CHANGE DIRECTIVE

1. City Engineer 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.

1.8 STIPULATED PRICE CHANGE ORDER

1. Stipulated Price Change Order will be based on accepted proposal.

1.9 UNIT PRICE CHANGE ORDER

1. Where Unit Prices for affected items of Work are included in Document 00410 - Bid Form, unit price Change Order will be based on unit prices, subject to Articles 7 and 9 of Document 00700 - General Conditions.
2. Where unit prices of Work are not pre-determined in Document 00410- Bid Form, Work Change Directive or accepted proposal will specify unit prices to be used.

1.10 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. City Engineer 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 1.04, 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.

1.11 EXECUTION OF CHANGE DOCUMENTATION

1. City Engineer will issue Change Orders, Work Change Directives, or accepted proposal for signatures of parties as described in Document 00700 - General Conditions.

1.12 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 rates.
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 Drawings, Specifications or Contract Documents as required in Section 01785 - Project Record Documents.

PART 2 P R O D U C T S - Not Used

PART 3 E X E C U T I O N - Not Used

END OF SECTION