

**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 50, 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 if not already provided in Project Manual.

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 SIGNATURES:

- A.** Form shall be signed by authorized representatives of each of the entities required by Conditions of the Contract.
- B.** Proposed Change Orders will be prepared by Owner or Designer and normally signed by both before being issued to Contractor. Contractor shall sign acceptable proposed Change Orders, or refuse to sign if in disagreement, then shall retain one (1) counterpart and return other counterparts to Designer.

END OF SECTION