PART 1 - GENERAL

1.1 SUMMARY

A. This section includes the administrative and procedural requirements for executing a change in the Work as herein specified and further described in Article 8 of the General Conditions.

1.2 PRELIMINARY REQUIREMENTS

A. All Change Orders shall be priced through the contract Unit Price Book bare cost subject to the contract coefficient and non-pre-priced limitations for the overall Work Order.

B. All equipment shall be priced from the contract Unit Price Book bare cost subject to the contract coefficient and non-pre-priced limitations for the overall Work Order. For non-pre-priced equipment Contractor shall provide the hourly rate based on the Equipment Watch Rental Rate Blue Book and as modified by the current AGC/WSDOT Agreement or other sources as referenced in the General Conditions. The Contractor shall use the COP Equipment Rates form in Appendix A to compute the equipment rate for non-pre-priced equipment.

1.3 CHANGE ORDER PROCEDURES

A. Owner Change Order Proposal (COP): Changes may be initiated by Owner through a Public Work Change Order Proposal form submitted to the Contractor. Such a request is for information and pricing only and is not an instruction to execute changes or to stop work in progress, unless issued as a Field Order.

1. The COP will include:

a. A detailed description of changes, products, and location of modification in Project and a statement as to whether overtime work is authorized; and

b. Supplementary or revised Drawings or Specifications.

2. An updated Construction Progress Schedule may be requested if the COP impacts the existing Construction Progress Schedule.

B. Contractor Change Order Request (COR): The Contractor shall initiate changes by submitting written correspondence, in letter format, signed and dated to the Owner's Representative requesting a Change Order Proposal. The letter shall include:

1. Description of proposed changes;

2. Reason for making changes;

3. A specific period of time during which requested price will be considered valid;

4. Actions required by Owner;

5. Effect on the individual Work Order Contract Sum and Contract Time;

6. Documentation consistent with the requirements of Parts 8.02, 8.03 and/or 8.04 of the General Conditions supporting any change in Contract Sum or Contract Time, as appropriate;

7. Statement of why proposed change is not covered in Contract Documents; and

8. Include date the Work is to be completed.

C. Field Order: In situations where time is of the essence or an emergency condition exists, Owner's Representative may directly order a change to the Work by a written COP/FIELD ORDER signed by Owner's Representative. Field order will only be issued on an agreed "cost-not-to-exceed" basis.

D. Change Order Authorization:

1. Upon signature and execution by Owner, the Change Order Proposal becomes a Change Order altering the Work Order Contract Time and Contract Sum, as indicated.

2. Contractor may only request payment for changes in the Work against an approved Change Order.

3. If either Owner disapproves the Change Order Proposal, the reason for disapproval will be stated. A request for a revised proposal or cancellation of the proposal will be shown.

E. Correlation with Contractor's Submittals:

1. Application for Payment forms shall record each Change Order as a separate item of work. (see Section 01 29 76, “Progress Payment Procedures”).

2. Revise Construction Progress Schedule to reflect changes in Work Order Contract Time.

3. Upon completion of Change Order Work, enter pertinent modifications in Project Record As-built Documents.

F. Distribution

1. Upon authorization of a Change Order, Owner will transmit one signed copy each to Contractor and A/E. (See Public Works Change Order transmittal and Public Works Change Order Proposal forms in Appendix A.)

PART 2 - PRODUCTS (Not used)

PART 3 - EXECUTION (Not used)

END OF SECTION 01 26 00