# GENERAL

## SUMMARY

### This Section includes the administrative and procedural requirements for executing a change in the Work as herein specified and further described in Part 7 of the General Conditions.

### Owner’s forms references in this Section include (see Appendix A):

#### Change Order Proposal;

#### Change Order Transmittal;

#### COP General Contractor Breakdown Summary;

#### COP Subcontractor Breakdown Summary;

#### COP Cost Breakdown;

#### COP Wage Rates; and

#### COP Equipment Rates.

## PRELIMINARY REQUIREMENTS:

### Prior to submitting the Contractor’s first Change Order Request (COR), or responding to the first Change Order Proposal (COP), the Contractor shall submit a breakdown of journeyman and apprentice, where applicable, wage rates using the Owner’s COP Wage Rates form. The breakdown shall show:

#### Basic wage rate (based on L&I Intent to Pay Prevailing Wages or union agreement);

#### Fringe Package (based on L&I Intent to Pay Prevailing Wages or union agreement);

#### FUI (Federal Unemployment Insurance);

#### FICA (Federal Insurance Compensation Act);

#### Medicare;

#### SUI (State Unemployment Compensation Act);

#### WC (Workers Compensation).

### Contractor shall submit verification of the above rates, if requested by Owner's Representative.

### Prior to submitting Contractor’s first COR or responding to Owner’s first COP that involves equipment owned by the Contractor, the Contractor shall submit a list of all equipment anticipated to be used on the Project. 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 Owner’s COP Equipment Rates form to compute the equipment rate.

## CHANGE ORDER PROCEDURES

### Owner Change Order Proposal (COP): Changes may be initiated by Owner through a Public Works 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.

#### The COP will include:

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

##### Supplementary or revised Drawings or Specifications.

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

### Contractor Change Order Request (COR): The Contractor shall initiate changes by submitting written correspondence, signed and dated, to the Owner's Representative requesting a Change Order Proposal. Work performed by Contractor prior to or without authorization of the Owner may not be compensated. The letter shall include:

#### Description of proposed changes;

#### Reason for making changes;

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

#### Actions required by Owner;

#### Effect on Contract Sum and Contract Time;

#### Documentation consistent with the requirements of Part 7.02 and/or 7.03 of the General Conditions supporting any change in Contract Sum or Contract Time, as appropriate;

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

#### Date the Work is to be completed.

### Field Order: In situations where time is of the essence or an emergency condition exists, the Owner's Representative may directly order a change to the Work by a written Field Order signed by Owner's Representative. Field Orders will only be issued on an agreed upon not-to-exceed cost basis, either lump sum or time and materials.

### Change Order Pricing:

#### The cost of the change shall be marked-up in accordance with General Conditions and Modifications to the General Conditions. NO ADDITIONAL MARK-UPS SHALL BE ALLOWED.

#### Contractor shall provide all backup pricing documentation for a change on the following forms (THESE FORMS SHALL ALSO BE THE ONLY ACCEPTABLE DOCUMENTATION FOR ALL SUBCONTRACTORS.):

##### COP General Contractor Breakdown Summary

##### COP Subcontractor Breakdown Summary

##### COP Cost Breakdown

#### Owner’s Representative may require Contractor to provide certified payroll.

#### Provide all other supporting documentation as required to substantiate the requested costs such as invoices for rental equipment and freight cost. Total cost and time shall be brought forward to the COP form and signed and dated by Contractor.

### Change Order Authorization:

#### A/E recommendation of COP acceptance to Owner is indicated by A/E's signature.

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

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

#### If 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 and returned to the Contractor.

### Correlation with Contractor's Submittals:

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

#### Revise Construction Progress Schedule to reflect changes in Contract Time.

#### Upon completion of Change Order work, record pertinent modifications in the Project Record documents.

### Distribution:

#### Upon authorization of a Change Order, Owner will transmit an executed copy to Contractor.

# PRODUCTS (Not Used)

# EXECUTION (Not Used)

END OF SECTION