

SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 GENERAL

1.1 CHANGE PROCEDURES

- A. Architect's Supplemental Instructions:
 - 1. Format: AIA Document G710 - Architect's Supplemental Instructions.
 - 2. Landscape Architect will advise of minor changes in Work not involving an adjustment to Contract Sum or Contract Time as authorized by the Conditions of the Contract.
- B. Proposal Requests:
 - 1. Format: AIA Document G709 - Proposal Request.
 - 2. Landscape Architect may issue a Proposal Request that includes a detailed description of a proposed change with supplemental or revised Drawings and specifications.
 - 3. Prepare and submit an estimate of any change to Contract Sum or Contract Time within 7 days after receipt. Include:
 - a. Quantities and unit costs, with total cost or credit to Developer. If requested, furnish documentation of quantities.
 - b. Taxes, delivery charges, equipment rentals, and trade discounts as applicable.
 - c. If change in Contract Time is involved, provide updated Progress Schedule.
 - 4. Do not stop work or initiate changes in response to a Proposal Request. If approved, Landscape Architect will prepare and issue a Change Order.
 - 5. Submit electronically in Adobe PDF format.
- C. Contractor Proposed Changes:
 - 1. Format: Contractor's standard.
 - 2. Contractor may propose a change by submitting request for change to Landscape Architect.
 - 3. Describe proposed change, reason for change, its full effect on Work, and any change to Contract Sum or Contract Time. Include:
 - a. Quantities and unit costs, with total cost or credit to Developer. If requested, furnish documentation of quantities.
 - b. Taxes, delivery charges, equipment rentals, and trade discounts as applicable.
 - c. If change in Contract Time is involved, provide updated Progress Schedule.
 - 4. Document any required substitutions in accordance with Section 016000.
 - 5. Submit electronically in Adobe PDF format.
- D. Construction Change Directive:
 - 1. Landscape Architect may issue a directive, signed by Developer, instructing Contractor to proceed with a change for subsequent inclusion in a Change Order.
 - 2. Documentation will describe changes in Work and designate method of determining any change to Contract Sum or Contract Time. Promptly execute change.
- E. Change Orders:
 - 1. Format: AIA Document G701 - Change Order.
 - 2. Execution: Prepare Change Orders for signature of parties as provided in Conditions of the Contract.
 - 3. Submit electronically in Adobe PDF format.

PART 2 PRODUCTS

Not used

PART 3 EXECUTION

Not used

END OF SECTION