

SECTION 01035

MODIFICATION PROCEDURES

- A. General:
 - 1. This section specifies administrative and procedural requirements for handling and processing Contract modifications, and is supplemental to the terms and conditions of Attachment A, General Terms and Conditions for Construction and Labor Hour Contracts, latest edition, to the Construction Contract.
- B. Minor Changes in the Work:
 - 1. Supplemental instructions authorizing minor changes in the Work, if, in the opinion of BNL, do not involve adjustment to Contract Sum or Schedule, may be issued from time to time by MPO representatives, through the Field Change Request (FCR) Procedure.
 - 2. If, in the opinion of the Contractor, after review of the supplemental instructions, an adjustment is involved, the terms of Article 22, Changes, of Attachment A shall govern.
- C. Change Order Proposal Requests:
 - 1. Proposal requests that require adjustment to the Contract Sum or Schedule if accepted, will be issued by BNL through the FCR Procedure or the Engineering Change Notice (ECN) Procedure. A detailed description of the proposed change and supplemental or revised Drawings and Specification will be included. Proposal requests are for information only and shall not be considered as instruction to stop work in progress, or to execute the change, unless the FCR or ECN states so specifically.
 - a. Unless otherwise indicated, within ten (10) days of receipt, submit an estimate of cost to execute the change.
 - 1) Include a list of quantities of products to be purchased and unit costs, along with the cost of purchases to be made. If requested, furnish survey data to substantiate quantities.
 - 2) Indicate applicable delivery charges, equipment rental, and amounts of trade discounts.
 - 3) Include a statement indicating the effect the proposed change in the Work will have on the Contract Schedule.

D. Contractor Initiated Change Order Proposal Requests:

1. When unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request to BNL.
 - a. Include a statement outlining reasons for the change. Provide a complete description of the change. Indicate effect of the proposed change on the Contract Sum and Schedule.
 - b. Include a list of quantities of products to be purchased and unit costs, along with amount of purchases to be made. If requested, furnish survey data to substantiate quantities.
 - c. Indicate applicable delivery charges, equipment rental, and amounts of trade discounts.
 - d. Comply with requirements in Section 01630 "Product Substitutions" if the change requires substitution of one product or system for product or system specified.

E. Construction Change Directive:

1. When BNL and Contractor are not in agreement on terms of a Change Order Proposal Request, BNL may issue Construction Change Directive instructing the Contractor to proceed with a change, for subsequent inclusion in a Change Order, to be negotiated between both parties at a future date.
 - a. Construction Change Directive will contain a complete description of the change and designate method to be followed to determine change in the Contract Sum or Schedule.
 - b. Maintain detailed records of man hours utilized and materials provided for work required by the Construction Change Directive.
 - c. After completion of the change submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.
 - d. Upon receipt of this detailed documentation, the data will be reviewed, the final cost negotiated and a formal change to the contract issued as specified below.

F. Change Order Procedures:

1. Upon BNL's approval of a Change Order Proposal Request, BNL will issue a Change Order for signatures of BNL and Contractor, as provided in the Conditions of the Contract.

END OF SECTION 01035

Revision History	
Date	Rev. No.
02-19-09	0