

PART 1 GENERAL

1.01 FORMATS

- A. Format and administrative procedures will be reviewed and discussed at the Preconstruction Conference.

1.02 PROCEDURES

- A. Two copies shall be prepared and delivered to the Owner's Representative.

1.03 SUBCONTRACTOR CHANGE

- A. A change or substitution of any subcontractor listed on the Condition of Contract Award notice to be issued with the Notice of Award, shall be subject to the prior approval of the Owner.

PART 2 EXECUTION

2.01 MODIFICATION PROPOSAL REQUESTS

- A. Changes may be initiated by the Owner's Representative through the reference document submitted to the Contractor. The proposal will include:
1. Description of changes, products, and location of modification in the project.
 2. Supplementary or Revised Drawings.
 3. Reason for requesting changes.
- B. Such request is for information only and is not an authorization to proceed, nor to stop work in progress.
- C. A sample Modification Proposal Form is attached at the end of this section.

2.02 CONTRACTOR PROPOSAL

- A. Changes may be initiated by the Contractor through the reference document submitted to the Owner's Representative. The proposal will include:
1. Effect on Awarded Contract Price and contract time.
 2. Documentation supporting change in contract time, as appropriate.
 - a. Labor required
 - b. Equipment required
 - c. Products required
 - d. Taxes, insurance, and bonds required
 - e. Documented credit for work deleted from the contract
 - f. Overhead and Profit
 - g. Justification for any changes in contract time
 - h. Subcontractor's and supplier's invoices
 3. Such request is for information only and is not an authorization to proceed, stop work in progress.

2.03 DETERMINATION OF PAYMENTS

- A. The payments shall be full payment for all work done by Modification Proposals. The payment shall cover all expenses of every nature, kind, and description, including all overhead profit, occupational tax and any other Federal or State revenue acts (other than sales tax), premiums on public liability and property damage insurance policies.

SAMPLE MODIFICATION PROPOSAL FORM FOLLOWS

MODIFICATION PROPOSAL

PROJECT:

**PROPOSAL NO.
DATE:**

OWNER: Bellingham Dept. of Parks & Recreation
3424 Meridian Street
Bellingham WA 98225

CONTRACTOR:

I. PROPOSAL REQUEST
Please furnish your proposal for executing the following change(s):

II. CONTRACTORS PROPOSAL

(Agreed) or (Maximum)
Cost _____

(Agreed) or (Maximum)
Credit _____

Time Extension (if
required) _____

Authorized Contractor Signature: _____ Date: _____

III. ARCHITECTS REVIEW

We have examined the foregoing proposal and find the cost reasonable and recommend its acceptance.

Architect: _____ Date: _____

IV. OWNER ACCEPTANCE

The Owner hereby accepts the foregoing proposal, pending review and approval of detailed costs and the preparation of a formal change order:

This acceptance **does not** constitute a FIELD ORDER to proceed immediately with the modification.

Owner: _____ Date: _____