

## **4 MODIFICATION REQUIREMENTS (SECTION 01028)**

### **4.1 Part 1 General**

#### **4.1.1 Submittals**

- A. The Contractor shall submit the name of the individual authorized to receive change documents, and be responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.
- B. Change Order Forms: The Contractor shall use the model form agreed with the Engineer.

#### **4.1.2 Documentation of Change in Contract Sum/Price and Contract Time**

- A. The Contractor shall maintain detailed records of work done on a time and material basis. He shall provide full information required for evaluation of proposed changes, and to substantiate costs of changes in the Work.
- B. The Contractor shall document each quotation for a change in cost or time with sufficient data to allow evaluation of the quotation.
- C. The Contractor shall provide additional data to support computations:
  - 1. Quantities of products, labour, and equipment.
  - 2. Taxes, insurance, and bonds.
  - 3. Overhead and profit.
  - 4. Justification for any change in Contract Time.
  - 5. Credit for deletions from Contract, similarly documented.
- D. The Contractor shall support each claim for additional costs, and for work done on a time and material basis, with additional information:
  - 1. Origin and date of claim.
  - 2. Dates and times work was performed, and by whom.