

CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
 - 1. "Agreement" for monetary values of established Alternate.
 - 2. "General Conditions " for additional requirements for Changes in the Work, Contract Sum, and Contract Time.
 - 3. Division 1 Section 01330 "Submittal Procedures" for Schedule of Values requirements.

1.3 MINOR CHANGES IN THE WORK

- A. Architect, with the concurrence of the Owner, will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time.

1.4 CHANGE REQUEST/PROCEED ORDER (CONSTRUCTION CHANGE DIRECTIVE)

- A. Architect or Owner may issue a Change Request/Proceed Order on form included in Division 0, Document 00020—4.
 - 1. Change Request contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
 - 2. Proceed Order, when signed by the Owner, instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Proceed Order.
 - 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.
- C. Authorization Required: When a Change Request is approved and signed by the Owner, it becomes a Proceed Order authorizing the change requested. Do not proceed with any change without the Owner's signature on the Change Request/Proceed Order.
- D. Owner-Initiated Change Requests: Architect will issue a Change Request, which will include a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.

CONTRACT MODIFICATION PROCEDURES

1. Change Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 2. Within time specified in Change Request after receipt of Change Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a complete cost breakdown including a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor, supervision, overhead, and profit directly attributable to the change.
 - d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- E. Contractor-Initiated Requests: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to the Architect.
1. Changes requested by the Contractor will be authorized only by signature of the Owner on the prescribed. Do not proceed with any changes without this authorization.
 2. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 3. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 4. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 5. Include costs of labor, supervision, overhead, and profit directly attributable to the change.
 6. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- F. Change Request Form: Use forms provided by Owner. Sample copies are included in Division 0, Document 00020—4.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Change Request, and at intervals to be determined, Architect will collect Change Requests and issue a Change Order for signatures of Owner and Contractor on Document 00020—4.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

CONTRACT MODIFICATION PROCEDURES

END OF SECTION 01250

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including Construction Contractor Agreement and Terms & Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Administrative and supervisory personnel.
 - 2. Project meetings.
- B. Related Sections include the following:
 - 1. Division 1 Section 01770 "Closeout Procedures" for coordinating Contract closeout.

1.3 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractor's Construction Schedule.
 - 2. Preparation of the Schedule of Values.
 - 3. Installation and removal of temporary facilities and controls.
 - 4. Delivery and processing of submittals.
 - 5. Progress meetings.
 - 6. Project closeout activities.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
 - ~~1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to other Sections for disposition of salvaged materials that are designated as Owner's property.~~

PROJECT MANAGEMENT AND COORDINATION

1.4 SUBMITTALS

- A. Key Personnel Names: Within 15 days of Notice-to-Proceed, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including pager, cell, and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.

1.5 PROJECT MEETINGS

- A. Preconstruction Conference: Owner's Project Manager will schedule a preconstruction conference before starting construction, no later than 15 days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.

1. Attendees: Owner's Project Manager, Architect, and their consultants, as required; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Discuss items of significance that could affect progress, including the following (see sample agenda at the end of Part 3):

- a. Introduction of persons present.
- b. Tentative construction schedule.
- c. Phasing.
- d. Designation of key personnel and their duties.
- e. Procedures for processing field decisions and Change Orders.
- f. Procedures for testing and inspecting.
- g. Procedures for processing Applications for Payment.
- h. Distribution of the Contract Documents.
- i. Communications.
- j. Role of District's Project Manager.
- k. Submittal procedures, including MSDS information.
- l. Use of the premises and existing building.
- m. Work hours and restrictions.
- n. Owner's occupancy requirements.
- o. Responsibility for temporary facilities and controls.
- p. Parking availability.
- q. Safety and first aid.
- r. Security.
- s. Progress cleaning.

~~3. Minutes: Architect will record and distribute meeting minutes.~~

4. Statements made by the Contracting Agency's representative at the pre-construction conference are not binding upon the Contracting Agency unless confirmed by Written Addendum.

~~B. Progress Meetings: Conduct progress meetings at weekly intervals. Coordinate dates of meetings with preparation of payment requests.~~

- ~~1. Attendees: In addition to the Owner's Project Manager and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these~~

PROJECT MANAGEMENT AND COORDINATION

~~meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.~~

- ~~2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project Minutes: Architect will record and distribute to Contractor the meeting minutes.~~
- ~~3. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.~~

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

PROJECT MANAGEMENT AND COORDINATION

PRECONSTRUCTION CONFERENCE AGENDA

Eugene School District 4J South Eugene High School Window Abatement Project 2019.

6/22/18

AGENDA

1. Introduction of Persons Present
 - District 4J
 - Consultants
 - Contractor (including job foreman)
 - Subcontractors

2. Availability of Contract Documents

3. Building Permit Status
 - Plan check and Building Permit paid by District
 - Pick up Permit at City of Eugene by Contractor
 - Location of site stored approved contract documents
 - Utility permits
 - LRAPA Permit

4. Prevailing Wage Requirements
 - Submittal schedule
 - Conformance with requirements

5. Communications
 - Notification of problems

6. Role of District's representative
 - Limits of authority
 - Visitation schedules

7. Work Description and Schedule
 - General work description
 - Proposed start date: _____
 - Proposed completion date: _____
 - Proposed project schedule and phasing
 - Progress schedule updates
 - Methods to be employed to maintain schedule
 - Work requiring Shop Drawings or submittals shall not commence until review is complete.

8. Submittals Required per Contract Documents
 - Legible copies of MSDS sheets for all products the Contractor intends to use on this Project.
 - Written proof of Asbestos Worker Certification
 - Name, Experience and Qualifications of Asbestos Supervisor
 - Copy of Contractor's Asbestos Abatement License
 - Written emergency control and clean-p plan to be followed by the Contractor in the event of fiber counts in excess of those specified.

PROJECT MANAGEMENT AND COORDINATION

- Written respirator program in compliance with all parts of OSHA Asbestos Regulations CFR Title 29, Part 1910, Section 1910.1001.
 - Information pertaining to the proposed air Monitoring Program for this Project.
 - Manufacturer's certification that vacuums, ventilation equipment, and other equipment required to contain airborne fibers conform to ANSI Z9.2.
 - Written medical exam program per OSHA Asbestos Regulations CFR Title 29, Part 1926.58.
 - Copy of Notice of Intent to Encapsulate or Remove Asbestos submitted to LRAPA with evidence of payment of fees.
 - Written proof that all required permits and arrangements for transport and disposal of asbestos-containing or contaminated materials have been obtained and materials will be disposed of at a site approved by EPA and other Governmental Agencies having jurisdiction.
 - Other information as required by Section 01310.
 - Schedule of values
 - List of subcontractors including name of contact person, telephone number, and address
9. Construction
- Working hours
 - Use of premises/set up locations
 - Protection of existing facilities
 - Traffic and protection
 - Excavation and clean-up
 - Weather restrictions
 - Deviation from details and/or specifications
10. Correction of Defects
- Daily and/or as observed
11. Weekly On-Site Progress Meetings
- Establish day and time: Day _____ Time _____
 - Provide updated project schedules
 - Discuss project progress, problems, etc.
 - Review applications for payment
 - Required attendance
 - Observation report distribution
12. Change Order Requests and Change Order Procedures
- Written Change Order requests required
 - Supporting back-up will be required for all Change Orders
 - Mark-up limitations on Change Orders
 - Contractor - 15 percent
 - Subcontractors - 10 percent
 - Progressive requests and Change Orders
 - Processing time required
13. Applications for Payment
- Use AIA documents G702 and G703 latest edition (1 copy available from Landscape Architect)
 - Provide 5 signed and notarized copies
 - Wage certifications to be attached
14. Safety and Emergency Procedures

PROJECT MANAGEMENT AND COORDINATION

- 15. () Clean-up Daily
 - () Project completion

- 16. () Project Closeout
 - () Inspections for
 - () Air Clearance
 - () AHERA Closeout Requirements
 - () Substantial completion
 - () Contractor provided list of items to be completed
 - () Inspection with job foreman
 - () Final Acceptance
 - () Written notice from Contractor that all work is done and ready for inspection
 - () Inspection with job foreman
 - () Responsibility for cost of additional inspections
 - () Submittals for Closeout
 - () Final application for payment
 - () Final set of wage certifications
 - () Release of liens from all Subcontractors and General Contractor

- 17. () Tour of Project Sites to Examine and Document Existing Conditions

- 18. () Additional Comments

The undersigned acknowledges that the items listed above were discussed during this preconstruction conference and are fully understood.

Date:

A/E Firm:

Contractor:

Subcontractors:

END OF SECTION 01310