



CHANGES IN THE WORK

RECOMMENDATION:

1. The request for changes in the work, as set forth in Article 7.1 of the 1997 edition of the AIA-A201 Document, should be specific and properly documented.
2. The following components should be used in calculating Change Order or Construction Change Directive costs:
 - A. Additive Change
 - (1) Direct labor costs including foremen.
 - (2) Direct cost of materials to be entered into the work.
 - (3) The ownership or rental cost of construction plant and equipment during the time of use on the extra work.
 - (4) Insurance and Bonds.
 - (5) Social Security, Old Age and Unemployment Contributions, Industrial Insurance and other direct contributions to labor as fringe benefits.
 - (6) Subcontractors' proposals, including profit and overhead.
 - (7) Change in time.
 - (8) Plus overhead and profit of the total of items (1) through (6).
 - B. Deductive Change
 - Items (1) through (6) above.
 - C. Where a Change Order or Construction Change Directive involves changes in scope, and both additions and deductions are involved, each should be calculated separately in accordance with "A" and "B" above.



CHANGES IN THE WORK (Continued)

COMMENTS:

- C. The request for the proposal should include all information needed by the contractor to make a fair, reasonable and realistic estimate of the work.
- D. Supplementary or revised drawings in sufficient copies to permit the contractor to solicit proposals from obviously involved contractors (minimum 6).
- E. A statement of a reasonable expectation of when the change quotation is to be made and, where possible, indicate a reasonable time for consideration of the change by architect and owner and written approval or disapproval to the contract.
- F. This recommendation is not included to limit the parties to lump sum change order or Construction Change Directive proposals only, but is intended to provide a frame work when such procedure is that which the architect desires.