

**MISSISSIPPI STATE UNIVERSITY**  
**Office of Planning Design and Construction Administration**

SECTION 01 028 – CHANGE ORDER PROCEDURES

PART 1 - GENERAL

1.1 SCOPE

- A. This Section describes the procedures for processing Change Orders by the Professional and the Contractor.

1.2 CHANGE ORDER PROCEDURES

- A. Change Proposed by Professional: The Professional may issue a Proposal Request to the Contractor which includes a detailed description of a proposed change with supplementary or revised Drawings and Specifications and a change in Contract Time for executing the change. The Contractor will prepare and submit an estimate within ten (10) days.
- B. Change Proposed by Contractor: The Contractor may propose a change by submitting a request for change to the Professional, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other Contractors. Document any requested substitutions in accordance with Section 01630 entitled Substitutions and Product Options.
- C. Contractor's Documentation:
  - 1. Maintain detailed records of Work completed on a time and material basis. Provide full information required for evaluation of proposed changes, and substantiate costs of changes in the Work.
  - 2. Document each quotation for a change in cost or time with sufficient data allowing evaluation of the quotation.
  - 3. Detail provided must be no less than what is shown on the "Change Order Justification" form included in this section. Provide additional data to support computations:
    - a. Quantities of products, labor, and equipment
    - b. Taxes, insurance and bonds
    - c. Overhead and profit
    - d. Justification for any change in Contract Time
    - e. Credit for deletions from Contract, similarly documented
  - 4. Support each claim for additional costs, and for Work completed on a time and material basis, with additional information:
    - a. Origin and date of claim
    - b. Dates and times work was performed and by whom
    - c. Time records and wage rates paid

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- d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.
- D. Construction Change Directive: The Professional may issue a document, approved by the Owner, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order. The document will describe changes in the Work, and will designate method of determining any change in Contract Sum or Contract Time. The change in Work will be promptly executed.
- E. Format: The Professional will prepare digital copies of the Change Order using MSU's Change Order Form.
- F. Types of Change Orders:
  - 1. Stipulated Sum Change Order: Based on Proposal Request and Contractor's fixed price quotation, or Contractor's request for a Change Order as approved by the Professional.
  - 2. Unit Price Change Order: For predetermined unit prices and quantities, the Change Order will be executed on a fixed unit price basis. For unit costs or quantities of units of work which are not predetermined, execute Work under a Construction Change Directive. Changes in Contract Sum or Contract Time will be computed as specified for Time and Material Change Order.
  - 3. Time and Material Change Order: Submit itemized account and supporting data after completion of change, within time limits indicated in the Standard Form of Agreement Between the Owner and the Contractor. The Professional will determine the change allowable in Contract Sum and Contract Time as provided in the Contract Documents. The Contractor shall maintain detailed records of Work accomplished on Time and Material basis and shall provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.
- G. Execution of Change Order : The Professional will issue Change Orders for signatures of parties as provided in the Standard Form of Agreement Between the Owner and the Contractor. Final execution of all Change Orders requires approval by the Owner.
- H. Correlation of Contractor Submittals: The Contract shall promptly revise Schedule of Values and the Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust time for other items of Work affected by the change and resubmit. Promptly enter changes in Project Record Documents.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

**\*\*\* End of Section \*\*\***

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**STANDARD CHANGE ORDER FORM**

CHANGE ORDER NO. \_\_\_\_\_

Project Number: \_\_\_\_\_ Contract Date: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Location: \_\_\_\_\_

Original Contract Sum	\$ _____ . __
Net Change by Previous Change Orders	\$ _____ . __
Contract Sum Prior to this Change Order	\$ _____ . __
Contract Sum Increase/Decrease/Unchanged by this Change Order	\$ _____ . __
New Contract Sum including this Change Order	\$ _____ . __

Original Notice to Proceed Start Date	_____
Original Contract Time	_____ Calendar Days
Net Change by Previous Change Orders	_____ Calendar Days
Contract Time Prior to this Change Order	_____ Calendar Days
Contract Time Increase/Decrease/Unchanged by this Change Order	_____ Calendar Days
New Contract Time including this Change Order	_____ Calendar Days
New Completion Date	_____

(ALL SIGNATURES MUST BE ORIGINAL)

Professional: \_\_\_\_\_

By: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: Mississippi State University

By: \_\_\_\_\_

Name & Title: Don Buffum, Associate VP & Chief Procurement Officer Date: \_\_\_\_\_

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CHANGE ORDER NO.   1    
PROJECT NO.           

All the provisions of the Original Contract not specifically changed by this Change Order remain the same. The Contractor is directed to make the following changes in this Contract:

The justification for this Change Order is as follows:

AS REQUESTED BY:

	Mississippi State University		The Contractor
	The Professional		