CHANGES IN THE WORK
Handling changes efficiently will minimize delays, conflicts, and cost increases.

Changes in a project are inevitable, and everyone is best served when there are fair and organized guidelines set up in advance.

Procedures for handling changes should be established prior to releasing the project for bid, incorporated into the bidding documents and reviewed at the pre-construction meeting. These shall include:

- The individuals who are authorized to negotiate, approve, and manage changes in the contract, and define the limits of their authority.
- A clear procedure for the flow of documentation.
- Reasonable time limits for processing changes in the work.
- Method by which a change may be made: lump sum, time and materials, or unit price
- Agreed-upon mark-ups for prime/subcontractors for changes—additive or deductive.
- A fair method for payment of undisputed amounts when all aspects of the change are not finalized.

Contractors may also be due compensation for the cost of time delays. Design Professionals may also be due compensation for changes in scope and time delays.

When changes do occur, they should be clearly defined so the Contractor can provide an accurate estimate of the work involved. Providing a detailed breakdown of costs will allow timely evaluation of the change.

No work beyond the scope of the base contract should be performed without prior written authorization, except in emergencies, where proper documentation should still be provided as soon as possible thereafter.

Decisions must be made in a timely manner in order to avoid delays in the project.

To expedite the change approval process, estimates from the Design Professional or Owner’s agent and the Contractor should be submitted at the same time.

Changes in the work performed under written direction should be compensated in current payment applications. Changes should not affect payment for other contract work properly performed, including retention release.
REFERENCES:
AIA A201 General Conditions
AIA G709 Proposal Request
AIA G714 Construction Change Directive
AIA G710 Architect’s Supplemental instructions
CSI Project Resource Manual
Consensus DOCS form 200 General Conditions
Consensus DOCS form 203 Interim Directed Change
Consensus DOCS form 202 Change Order

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