Tyler State College Procedures for Contract Changes During Phase I Construction

University of Texas at Tyler

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TYLER STATE COLLEGE

Procedures for Contract Changes
During Phase I Construction

Definitions of Terms

1. Contract Change: An official document of Tyler State College used to amend the agreement (Contract) between the Owner and the Contractor covering the furnishing of materials, labor and performance of work.

2. Owner: The owner is the Board of Regents of Tyler State College.

3. Owner's Representative: The President and/or the Director of Physical Plant and Resident Engineer (hereafter referred to as the DPPRE).

4. Architect: The Architect, engaged by the Owner, to have charge of the construction project.

5. Architect's Representative: The person employed by the architect to represent the architect on the job-site.

6. Revision: A Revision is a proposed change in the specifications and/or drawings after award of contract to the successful bidder. A revision may be included in a Contract Change as a debit, credit, or no change in contract amount.

During construction, the Director of Physical Plant and Resident Engineer (DPPRE) is designated as the Owner's Representative and is responsible with the approval of the President and Vice President for Fiscal Affairs for any changes in the specifications and drawings, and for holding costs within the appropriated funds. Contract Changes will be processed by the DPPRE through the Contractor, Architect, Vice President for Fiscal Affairs, and the President. Copies of all Contract Changes will be distributed to all concerned parties after the document has been fully executed.

The procedure that the Contractor, Architect, and the DPPRE should follow in initiating proposed revisions is as follows:

CONTRACTOR:

When the Contractor desires to initiate a revision, he should first consult
with the Architect's representative for basic evaluation. When the Architect's representative considers the revision appropriate, the Contractor is requested to furnish the DPPRE adequate written information for further evaluation and consideration. Upon receipt of written request from the Contractor, a revision number will be assigned. The DPPRE will then contact the Architect and forward all relative information for review by the Architect and a subsequent recommendation to the DPPRE.

The DPPRE will respond to the Architect's recommendation with a copy to the Architect's representative. The revision will be voided or the Architect will be instructed to furnish adequate information and sketches to the Contractor for a material and labor breakdown. A copy of the Architect's directive to the Contractor should be mailed to the DPPRE making reference to the assigned revision number. The Contractor should send the DPPRE the original copy of his proposal (Form PP4-74) with copy to the Architect. Upon receipt and review of the Contractor's proposal, the Architect shall provide a recommendation to the DPPRE. The DPPRE will respond to the Architect's recommendation with a copy to the Contractor, Architect's representative, President, and Vice President for Fiscal Affairs indicating approval or disapproval of the Architect's recommendation and the Contractor's proposal.

ARCHITECT'S REPRESENTATIVE:

When the Architect's representative desires to initiate a revision, he should first contact the DPPRE. The suggestion is then assigned a revision number and outlined in writing to the Architect for review and a subsequent recommendation to the DPPRE.

The DPPRE will respond to the Architect's recommendation with copy to the Contractor, Architect's representative, President, and Vice President for Fiscal Affairs. The revision will be voided or the Architect will be instructed to furnish adequate information and sketches to the Contractor for a material and labor breakdown. A copy of the Architect's directive to the Contractor should be mailed to the DPPRE making reference to the assigned revision number. The Contractor should send the DPPRE the original copy of his proposal (Form PP4-74), with copy to the Architect. Upon receipt and review of the Contractor's proposal, the Architect shall provide a recommendation to the DPPRE. The DPPRE will respond to the Architect's recommendation with a copy to the Contractor, Architect's representative, President, and Vice President for Fiscal Affairs indicating approval or disapproval of the Architect's recommendation and the Contractor's proposal.
ARCHITECT:

When the Architect desires to initiate a revision, he should write the DPPRE defining his proposal. The DPPRE will promptly respond to the Architect with appropriate directions.

OWNER'S REPRESENTATIVE:

When the Owner's representative desires to initiate a revision, he will initiate correspondence to the Architect defining his proposal. This correspondence will be assigned a revision number to which the Architect should make reference to when advising the Owner's representative of his recommendation.

The above procedure has many sound advantages and controls. These are:

1. Requires the Architect to become fully informed on all changes in the contract documents prior to implementation of the work.

2. Requires the Architect to document his approval or disapproval.

3. Keeps all concerned parties informed of proposed changes in the contract documents.

4. Permits Tyler State College to maintain control of construction funds.

5. Provides a listing of approved changes so that at the conclusion of the construction, the Contractor and Architect may include all changes on the as-built drawings.

6. The back-up sheet (attached as a contract change) provides all concerned parties a quick reference and brief explanation of the work involved.

RECOMMENDED AUTHORITY FOR CONTRACT CHANGE

As the owner's representative on the job, the Director of Physical Plant and Resident Engineer shall have fiscal authority in the maximum amount of $2,000 per revision. This authority is needed in order that job progress will not be delayed and to avoid inconvenience to the contractor when alterations in the contract documents must be made. All contract changes will be fully documented and all concerned parties will receive a copy of
the contract change for information and fiscal purposes. This fiscal authority will include both debits and credits to the contract.

The President and the DPPRE shall have fiscal authority for contract changes in Phase I construction up to $2,000; the Campus and Building Committee shall approve and give the President authority for contract changes between $2,000 and $10,000; and changes in excess of $10,000 shall have Board approval.

Approved:

Board of Regents, October 16, 1974
TO THE PRESIDENT, TYLER STATE COLLEGE

Approval of the following contract change is requested:

This change is requested for the following reasons:

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ORIGINAL CONTRACT AMOUNT: $  
Amount of Previously Approved Contract Changes Nos.: $  
Total Revised Contract Amount before this change: $  

THIS CHANGE:

Total Amount of this Change:  
TOTAL REVISED CONTRACT AMOUNT including this change: $  

SUBMITTED BY:  
APPROVAL RECOMMENDED:  
APPROVED:  

Vice President for Fiscal Affairs

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Contractor
By:  
Date:  

President
Date:
TYLER STATE COLLEGE
ADJUSTMENT FOR CHANGES IN WORK

Project No. ........................................... Date ................ Contract Change No. ................
Contractor ........................................... Contract No. ................
Description of Project ...........................................
Description of Change In Work ...........................................

<table>
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<th>Description: —Use Separate Line</th>
<th>Quan. Req'd</th>
<th>Unit</th>
<th>Cost</th>
<th>Labor</th>
<th>Material</th>
<th>Equipment Or Other</th>
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Subtotals

Amount of labor, materials, equipment or other

Subtotal
Plus.........% For Sub-Contractor
Plus.........% For Prime Contractor
Amount as Supplemental Agreement
Amount on Force Account

$ ................................................
$ ................................................

TOTAL FOR THIS ITEM

Item No. ................. of Contract Change No. ................

$ ................................................