



OFFICE OF CAPITAL IMPROVEMENTS – OCI

Miscellaneous Construction Contract (MCC) Program

Bulletin # MCC-11001

JANUARY 25, 2011

MCC PROGRAM CHANGE ORDER FORM

MCC Users:

On December 7, 2010, the Board of County Commissioners approved Resolution No. R-1203-10 (see attached) directing staff to standardize construction documents and practices throughout the County's capital departments. The Manager's memo (also attached) dated January 18, 2011, echoes the requirements of the approved Resolution. As OCI is charged with the implementation of R-1203-10, we are requiring that you utilize the MCC change order form available to you in CIIS. In keeping with this request, OCI will not accept change orders signed by contractors after 2/14/11 that are not in the form generated by CIIS.

Also, we would like to take this opportunity to address the following issues:

- Time extensions can only be granted for causes beyond the contractor's control, i.e. for actual excusable delays only.
- If the time change is caused by multiple reasons, a breakdown of the reasons and the number of days to be extended per reason is required on the CIIS change request. For example, if there were 13 excusable days of delay caused by rain and permit delays, a breakdown such as the following is required in the Time Justification: Rain days = 6 non-compensable days, permit delays = 7 non-compensable days.
- Additionally, for monetary changes, make sure the contractor submits a copy of the cost breakdown to include material costs, labor costs, and overhead/profit. Be reminded that, as per the MCC Contract, there can only be a total markup of 15%, unless otherwise approved by the project manager. The breakdown of the 15% markup is determined by the prime and sub-contractor(s) as the prime sees fit. The County should not make this determination.

If you have any questions regarding this e-mail, please contact me or Marcia Martin
Thank you for your continued co-operation.

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