|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MC900434750[1] | Consultants fill out this Change Order form to recommend requirement change(s) to a project. After the Consultant receives the Contractor’s price proposal, Consultants are to discuss the price proposal with Infrastructure. This form is to be completed and recommended for approval by the consultant, for approval by Infrastructure. The Project Manager verifies the content, then obtains approvals and forwards a copy to the Senior Contract Administrator (SCA).  Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.) | | | |
|  | |  | **Date:** | Select Date | |
| **Location:** | | Enter City and Province | | | |
| **Project Title:** | | Enter Project Title | | | |
| **Project ID:** | | B0000A-0000 | **Change Order No.:** | 000 | |
| **Contract ID:** | | 1234567 | **Proposed Change Order No.:** | 0000 | |
|  | |  | **Contractor Proposal No.:** | 0000 | |

|  |  |
| --- | --- |
| **Contractor:** | Enter Contractor Company Name and Address |

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| --- |
| The following is a description of the change in work: |
| **Editing note:** To edit the Excel object below, double-click on the object. When completed with edits, click outside the Excel spreadsheet.  To add more rows to the ‘Change in Work Description’ section, unlock the worksheet first (click **Review** tab in the object, **Unprotect sheet**).  To remove this editing note, select the yellow area and press Delete key. |

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| --- | --- |
| MC900434750[1] | **For Infrastructure Project Managers:** If the Percentage Total Contract Amount (%TCA) above is greater than 10%, please refer to the [Alberta Gazette Overview](https://intranet.infrastructure.alberta.ca/resources/template/PIMS%20Master%20Repository/Draft_CA_Alberta_Gazette_Overview.docx) for further details. |

Identify impact to contract time and/or construction schedule :

Describe whether this change will increase, decrease or have no impact.

**Edit Note: Consultants/Contractors** - If you do not know the names and titles of the approver(s), please remove the blue text for the ‘Name’ and ‘Title’ fields below before you print and sign this form. Delete this editing note from the finished form. (Highlight note, press Delete key **twice**.)

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| Approvals |  | | |  |  |
| Recommended by: |  | | |  |  |
|  | Enter Consultant Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |

For approvals, refer to the [Expenditure Officer Authority Guidelines](https://intranet.infrastructure.alberta.ca/pcsd/fin/EO%20Guidance%20%20Infra%20New/Forms/AllItems.aspx).