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| MC900434750[1] | The Design-Build (DB) team will determine the price proposal based on the [Contemplated Change Notice (CCN)](http://www.infrastructure.alberta.ca/Content/docType486/Production/CA_DB_CCN.docx) issued by Infrastructure. Once the CCN and estimates are approved, this Change Order should be submitted for approval by the Bridging Consultant. The Alberta Infrastructure Project Manager will verify the content, then obtain approvals and forward a copy to the Senior Contract Administrator (SCA).Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.)  |

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| --- | --- | --- | --- |
|  |  |  Date: | Select Date |
| Location: | Enter City  |
| Project Title: | Enter Project Title |
|  Project ID: | B0000A-0000 |  Change Order No.: | 000 |
|  Contract ID: | 1234567 |  CCN# /CD#: | 123456  |
|  **Plan No.**: | 12345 |  RFI #: | 123456  |
| Issuance date/ref of CCN: | Select date | Approval date/ref of CCN: | Select date |
| Issuance date/ref of CD: | Select date |  |  |
| Design Builder: | Enter Contractor Company Name and Address |
|  |  |

This change to the contract is required because:

**Editing note:** If you are unsure or which reason code to select, please read the definitions

Delete this editing note from the finished form. (Select note, press Delete key twice.)

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| [ ]  1. Cash Allowance[ ]  2. Design Discrepancy[ ]  3. Regulatory Change[ ]  4. Site Condition | [ ]  5. Cost Saving[ ]  6. Design Change/Improvement/Changes to SOR[ ]  7. User Change[ ]  8. Furniture/Equipment Change | [ ]  9. DB Error[ ]  10. Contract Reconciliation[ ]  11. Other (explain below):Click here to enter explanation. |

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| The following is a description of the change in work: |
| **Editing note:** Double-click on the Excel objects below to edit. When updates are completed, 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/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: External Consultants/Contractors** - If you do not know the names and titles of the approvers, please remove the blue text below before you print and sign this form. Delete this editing note from the finished form. (Highlight note, press Delete key **twice**.)

|  |  |  |  |
| --- | --- | --- | --- |
| 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/Expenditure%20Officer%20EO%20Guidelines/Forms/AllItems.aspx).

Add list of required back up documents:

* DB Detailed Cost Breakdown of Material and Labour Costs