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| MC900434750[1] | The Design-Builder fill this form to authorize the contractor to proceed with work without waiting for formal approvals to be completed when the normal paperwork would unnecessarily delay the work, or when there is a life/safety issue.  This document has been approved to be signed [electronically](https://internal.infrastructure.alberta.ca/CSS/PSI/Project_Excellence/CI/eSignTemp/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx).  Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.) Also delete any editing notes (select note, press Delete key.) |

|  |  |  |  |
| --- | --- | --- | --- |
| WBS Number: | P-000000000 | Date: | Select date |
| Project ID: | B0000A-0000 | CD No: | 123456 |
| Contract ID: | 123456 | CCN No: | 123456 |
| Design-Builder: | Design-Builder Name | RFI No: | 123456 |
|  |  |  |  |
| Project Title: | PROJECT LOCATION AND BUILDING NAME and Contract Title | | |
| Title: | CD Reference | | |

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#### The following is a description of the change:

**Editing note**: In your description of work include the scope,and include the type of pricing that is required: Time &Material, Stipulated Sum estimate, unit pricing. Delete this editing note from the finished form. (Select note, press Delete key.)

Description of work

**Editing note:** If you are unsure which reason code to select, please read the [definitions](https://www.alberta.ca/assets/documents/tr/tr-ca-db-chg-reason-code-list.docx).

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

This work was not included in the tender documents because:

|  |  |  |
| --- | --- | --- |
| 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. Schedule Change  12. Contract Terms and Conditions Change  13. Major Scope Change |

**Drawings/Sketches** Select**:**

* List drawings here, or enter “none”

**The Design-Builder shall proceed with the change in the work, to a maximum amount of $**0.00**.**

The **Design-Builder** shall maintain daily time and material records, which shall be signed by an authorized representative of the Owner.

Upon completion of the work authorized above, the cost of the work will be reviewed in accordance with the contract documents and following agreement by the Owner and Design-Builder on the adjustment in the contract price and contract time, a Change Order will be issued.

**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**.)

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| --- | --- | --- |
| This document may be executed using a Province-approved electronic or digital signature platform or process. This document may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by e-mail in PDF shall constitute good delivery.  *Note: Where discrepancies exist between template instructions and the* [*approved list*](https://internal.infrastructure.alberta.ca/CSS/PSI/Project_Excellence/CI/eSignTemp/Shared%20Documents/Approved%20Templates%20List.xlsx)*, the approved list shall be taken as current.* | | |
| **Recommendation** |  |  |
|  |  |  |
| **Name**, Choose or Enter Title,**Company Name** |  | Date (mm-dd-yyyy) |

|  |  |  |
| --- | --- | --- |
| **Alberta Infrastructure Approvals** |  |  |
|  |  |  |
| **Name**, **Select or enter a title** |  | Date (mm-dd-yyyy) |
|  |  |  |
| **Name**, **Select or enter a title** |  | Date (mm-dd-yyyy) |
|  |  |  |
| **Name**, **Select or enter a title** |  | Date (mm-dd-yyyy) |
|  |  |  |
| **Name**, **Select or enter a title** |  | Date (mm-dd-yyyy) |

For approvals, refer to the [Expenditure Officer Authority Guidelines](https://internal.infrastructure.alberta.ca/finance/FinancialServices/EOGuidance.aspx).