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| MC900434750[1] | The Design-Build (DB) team will determine the price proposal based on the [Contemplated Change Notice (CCN)](https://www.alberta.ca/system/files/custom_downloaded_images/tr-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).  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).  \*\*Embedded Excel Objects and other form controls in this Template does not work in the Online version of the Word app (M365 or Office365). Please download the template file and update it using the desktop version of MS Word. \*\* Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.) |

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|  | |  | Date: | Select Date |
| WBS Number: | | P0000000-00 | CO No.: | 000 |
| Project ID: | | B0000A-0000 | CCN No /CD No: | 123456 |
| Contract ID: | | 1234567 | RFI No: | 123456 |
| **Plan No.**: | | 12345 | Issuance date/ref of CCN/CD: | Select date |
|  |  | Approval date/ref of CCN/CD: | Select date |
|  |  |  |  |
| Design Builder: | Design-Builder Name/Company Name | | |
| Project Title: | | **PROJECT LOCATION AND BUILDING NAME** and  **Contract Title** | | |
| Title: | | CO Reference | | |

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

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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://external.infrastructure.alberta.ca/PMCOE/PIMS/MasterRepository/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**.)

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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) |

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

Add list of required back up documents:

* DB Detailed Cost Breakdown of Material and Labour Costs