|  |  |
| --- | --- |
| MC900434750[1] | This form is used when changes in the work are required after the award of contract. The Consultant will fill out this form with estimate after consultation with Project Manager and Client. After this form is completed, it is sent to the Project Manager for approval signature.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 or saving the form. Right click, select Delete Cells, selectDelete entire row, click on OK. |

|  |  |  |  |
| --- | --- | --- | --- |
| **WBS Number:** | **P-000000000**  | **Date:** | **Select date** |
| **Project ID:** | **B0000A-0000** |  |  |
| **Contract ID:** | **123456** | **COW No.:** | 000 |
| **Contractor** | Contractor Name/Contractor Company Name |
|  |  |
| **Project Title:** | **PROJECT LOCATION - BUILDING NAME** and Contract Title |
| **Title:** | COW Reference |

This form is to be used when changes in the work are required after the award of contract. After obtaining the required signatures, send original only to appropriate Alberta Infrastructure contact.

Changes Requested by:

Name

Name of General Contractor:

Name

Description of Work Required:

Enter Description

Purpose of Change:

Enter Purpose

This work was not included in the tender documents because:

|  |  |  |
| --- | --- | --- |
| * Net Select Extra or Credit

[ ]  Design Error/Omission[ ]  Design Improvement[ ]  Site Conditions[ ]  Cost Savings | * Cash Allowance

[ ]  Unforeseen[ ]  Specified[ ]  Assigned | * Scope

[ ]  Code/Regulations Change AFTER Tender[ ]  User Request AFTER Tender[ ]  Other |

Cost Estimate: $ 0.00

List of Drawings/Sketches Attached/Enclosed: Enter list of attachments

 **Edit Note: Consultants/Contractors** - If you do not know the names and titles of the approver(s) from Alberta Infrastructure, please remove the blue text in 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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| 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) |