|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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).  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.) | | | |
|  | |  | **Date:** | Select Date | |
| **WBS Number:** | | P-0000000000 | **CO No.:** | 000 | |
| **Contract ID:** | | 1234567 | **PCO No.:** | 0000 | |
| **Contractor:** | | **Contractor Company Name and Address** | **Contractor Proposal No.:** | 0000 | |
|  | |  | | | |
| **Project Title:** | | PROJECT LOCATION-BUILDING NAME, PROJECT NAME and Contract Title | | | |
| **Title:** | | CO Reference | | | |

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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://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: 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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| 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 |  |  |
| Ensure the Approval process is aligned with the Contract document including Recommended by authorization. | | |
|  |  |  |
| **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).