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| MC900434750[1] | It is essential that all the information requested on the following forms is provided. |

[**Change Order Worksheet (01 26 63-01)**](https://www.alberta.ca/system/files/custom_downloaded_images/tr-caf-01-26-63-01.docx): This form must be submitted whenever a change to an existing construction contract is required. The purpose of the form is to describe and justify the change. When completed, there should be enough information for an auditor to understand why a change is necessary. The language on the form should be addressed to someone who is knowledgeable of construction, but is not familiar with the specific project being changed.

The Consultant will fill out this form with an estimate after consultation with Project Manager and Client. After this form is completed, it is sent to the Project Manager for approval signature.

Please see below for information that should be provided on the form:

1. "Date" - Of typing.
2. "Location" - Town or City.
3. "Project" - Official project name as it appears on drawings.
4. "Project ID" - as it appears on drawings.
5. "Contract ID" – if known or as provided by the Project Manager
6. "Changes Requested by" - The person who actually requested the change and not necessarily the initiator of the form.
7. "Name of General Contractor" - Company name.
8. "Description of Work Required" - A technically exact description of change with reference to accompanying drawings or sketches.
9. "Purpose of Change" - The technical reason for making the change not the reason that a change was necessary, e.g. "to provide access out of Room 204" or "to reduce bearing pressure on footing" NOT "client request", or "error on drawings".
10. "This work was not included in the tender documents because" - Check off appropriate reason.
    1. "Extra/Credit" or "Scope" - A change can only be attributed to one or the other. An extra (or credit) means that nothing was added to the intended function of the building. Scope means that the design program has been enlarged to provide more service usability or space (this is always associated with user request AFTER tender).
    2. "Cash Allowance" - If Cash Allowance(s) are included in the contract, these must be depleted first, before issuing Change Order proposals. A Cash Allowance proposal must be requested on a Change Order Work Sheet.
11. "Cost Estimate" - The consultant is responsible for obtaining the cost estimate which must be indicated.
12. "List Drawings/Sketches Attached" - Must be numbered and identifiable.
13. "Signature of Prime Consultant" - This must be the Principal of the Prime Consultant Firm or In-House Section Head. Before signing, the Prime Consultant must ensure that all the requirements have been met and approval obtained from the appropriate Alberta Infrastructure expenditure officer.
14. "Signature of Project Manager" - Original Change Order Worksheet to be signed by the Project Manager.

[**Field Order (01 26 63-08):**](https://www.alberta.ca/system/files/custom_downloaded_images/tr-caf-01-26-63-08.docx) If a change in work is required to proceed without undue delay, a Field Order may be issued. The Contractor will provide a quote for the portion of work required by the Field Order. The Field Order issued is subject to the approval of the Contractor’s estimate by the Project Manager, and will be signed by the authorized Expenditure Officer based on the [Expenditure Officer Signing Authority Guidelines](https://internal.infrastructure.alberta.ca/finance/FinancialServices/EOGuidance.aspx). A Change Order will be issued when the earlier of the following has taken place: the Contractor’s price has been accepted by the authorized Expenditure Officer or the change in work has been completed on a time and materials basis and the final price of the work is known.