Intended Use

The Contemplated Change Notice (CCN) process is initiated by the Consultant or Contractor and used to communicate and evaluate the potential project cost, schedule impacts, and/or proposed extra work (work that is not specified in the Contract but that is required to achieve the intent or scope of the Contract) in accordance with Subsection 1.2.33.2, Extra Work, of the General Specifications and Specification Amendments for Highway and Bridge Construction.

While the CCN process can also be used, if desired, for supplemental work (in accordance with Subsection 1.2.33.1, Supplemental Work, of the General Specifications and Specification Amendments for Highway and Bridge Construction), the CCN process, form and flowchart are intended primarily for extra work and may not be fully applicable to supplemental work. The difference between extra and supplemental work related to the CCN process is that for supplemental work the Contractor has the option to decline to perform the work whereas for extra work the Contractor is contractually obligated to perform the work to achieve the intent of the Contract.

Acceptance of a CCN by the Department does not imply or constitute a change to the Contract. A completed OEW is required to approve a change to the Contract and is required to be in place prior to proceeding with the work.

The use of the construction change management process and its associated form templates requires collaboration, communication and judgement within the project team to determine the process most suitable for each circumstance, which will vary somewhat between projects.

Examples of where a CCN would typically be used include:

- Proposed site erosion repairs using additional Class 1 heavy rock rip rap armouring.
- Proposed increase to extents of bridge rehabilitation approach transition paving (paid by lump sum).
- Demolition/removal of an existing buried concrete structure discovered when excavating for an abutment.
- A conflict is discovered with materials fabricated to contract specifications which requires cutting/welding in the field or re-fabrication.
- Control of noxious weeds discovered on site.

Instructions for Use

A process workflow map is provided to illustrate the typical sequence of steps in the CCN process, including identification of the party responsible for each step, and should be referenced as necessary throughout the process.

The CCN form shall be completed comprehensively to support timely and accurate communication, evaluation and documentation of the contemplated change. Contract document references, photographs, sketches, technical data sheets, inspection reports, and other supporting information shall be included, as applicable. If additional space for responses or supporting information is required than can be accommodated by the form, they can be included as attachments.

If revisions are required during completion of the CCN process, a new version of the form should be issued along with sequential revision numbering to track its development.

Signature fields not required are to be crossed out or marked N/A.

The CCN process provides the Contractor an opportunity to review proposed extra work and provide a quotation in accordance with Subsection 1.2.33.2, Extra Work, of the General Specifications and Specification Amendments for Highway and Bridge Construction, including any additional impacts that the proposed extra work will have.

The Consultant reviews the quotation, impacts and supporting/background information for accuracy, completeness and appropriateness, and then provides a recommendation to the Department regarding the acceptability of the Contractor's quotation.

The Department then reviews the Contractor's quotation and Consultant's recommendation and either accepts the quotation (moving on to the OEW process), declines the quotation, or requests a revised quotation from the Contractor.

Process Timelines

CCN process timelines can vary significantly based on complexity, involvement of suppliers/subcontractors, and urgency.

Timelines for quotation and acceptance for proposed extra work should attempt to align with the Contractor's work schedule to minimize project impacts whenever possible. In all cases, completion of the CCN process shall be a priority for all parties, with each step completed within reasonable timeframes.

Lines of communication and expectations for the submission, review and processing of Construction Change Management forms should be discussed during the preconstruction meeting. If items are identified during the project which require expedited resolution to avoid safety, cost, schedule, or other time sensitive impacts, they shall be brought to the attention of all parties as soon as possible. The project team shall then work collaboratively to determine a path forward, establishing expedited timelines to minimize the associated impact(s).

Result of Use

The use of the CCN process will result in one of the following outcomes:

- The Department requests that the Contractor's quotation is revised prior to further consideration.
- The Department accepts the Contractor's quotation and the OEW process is initiated.
- The Department declines the Contractor's quotation and the Contractor proceeds in accordance with the Contract.

Contact

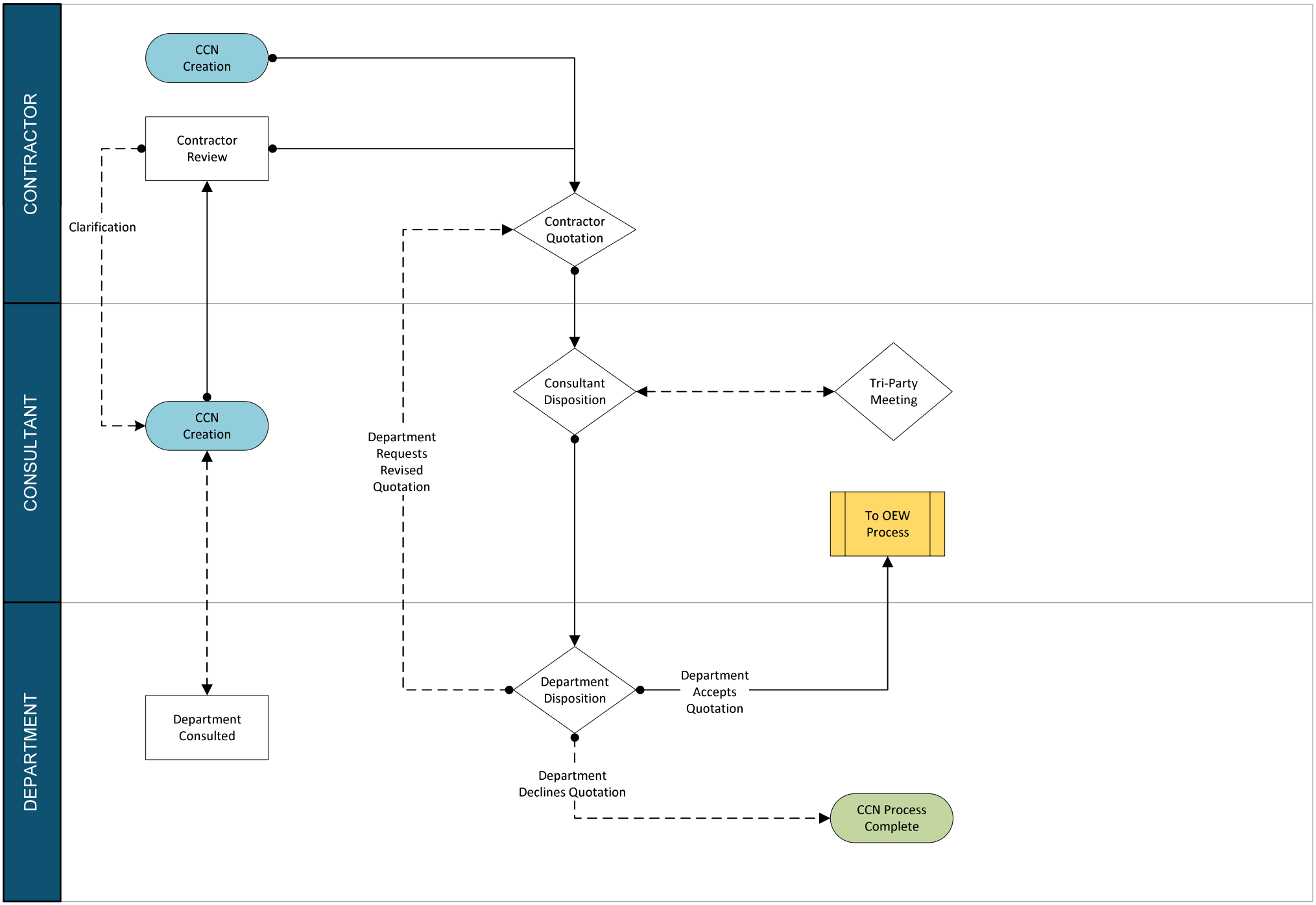
For more information or feedback on bridge construction administration change management processes please contact the project management office at:

tec.cm-pmo@gov.ab.ca

The change management process reference material provided above is not required to be included with the following process form as part of project transmittals/submissions.

Contemplated Change Notice (CCN) Process Workflow

Alberta Transportation & Economic Corridors – Bridge Construction Administration Change Management



Contemplated Change Notice (CCN)

Alberta Transportation & Economic Corridors Bridge Construction Administration Change Management

Project Details

Contract Number	Bridge File	Bridge Name/Project Description
CON0000000	BF00000-0	Highway ## over ABCDE River, ## km NW of Town FGH

Contractor

Consultant

CCN Information

Subject

CCN Number	Revision Number	Creation Date	High Priority	Requested Response Date
CCN000	0	YYYY-MM-DD	☐ Yes	YYYY-MM-DD

Contract Reference Documents (if applicable)

Standard Specification Section Number(s)

Drawing Number(s)

Special Provision Section Number(s)

Description of Proposed Change (attach supporting documents as required)

Attached Document(s):
(Document Name - Description)

Initiator (Print Name)

Signature & Date

Contractor Quotation (attach supporting documents as required)

Attached Document(s):
(Document Name - Description)

Proposed Payment Adjustment?
☐Yes ☐ No +/- $

Proposed Site Occupancy Adjustment?
☐Yes ☐ No +/- # Days

Proposed Lane Closure Adjustment?
☐Yes ☐ No +/- # Days

Proposed Completion Date Adjustment?
☐Yes ☐ No +/- # Days

Proposed Interim Completion Date Adjustment?
☐Yes ☐ No +/- # Days

Contractor Representative (Print Name)

Signature & Date

Consultant Disposition (attach supporting documents as required)

☐ RECOMMEND ACCEPT QUOTATION ☐ RECOMMEND REQUEST REVISED QUOTATION ☐ RECOMMEND DECLINE QUOTATION

Attached Document(s):
(Document Name - Description)

Proposed Payment Adjustment?
☐ Yes ☐ No +/- $

Proposed Site Occupancy Adjustment?
☐ Yes ☐ No +/- # Days

Proposed Lane Closure Adjustment?
☐ Yes ☐ No +/- # Days

Associated OEW
OEW000

Proposed Completion Date Adjustment?
☐ Yes ☐ No +/- # Days

Proposed Interim Completion Date Adjustment?
☐ Yes ☐ No +/- # Days

Consultant Representative (Print Name)

Signature & Date

Department Disposition (attach supporting documents as required)

☐ ACCEPT QUOTATION ☐ REQUEST REVISED QUOTATION ☐ DECLINE QUOTATION

Attached Document(s):
(Document Name - Description)

Proposed Payment Adjustment?
☐ Yes ☐ No +/- $

Proposed Site Occupancy Adjustment?
☐ Yes ☐ No +/- # Days

Proposed Lane Closure Adjustment?
☐ Yes ☐ No +/- # Days

Associated OEW
OEW000

Proposed Completion Date Adjustment?
☐ Yes ☐ No +/- # Days

Proposed Interim Completion Date Adjustment?
☐ Yes ☐ No +/- # Days

Department Project Administrator (Print Name)*

Signature & Date

Department Project Sponsor (Print Name)*

Signature & Date

**Acceptance of a CCN by the Department does not imply or constitute a change to the Contract. A completed OEW is required to approve a change to the Contract and is required to be in place prior to proceeding with the work*