

2015-03-11

Generally, the Minister prepares the Change Proposal outlining the proposed change. The necessary specification and drawings are included to describe the proposed work, as well as a suggested Measurement and Price Schedule. Provision is also made for the Contractor to outline any changes to the Contract Time.

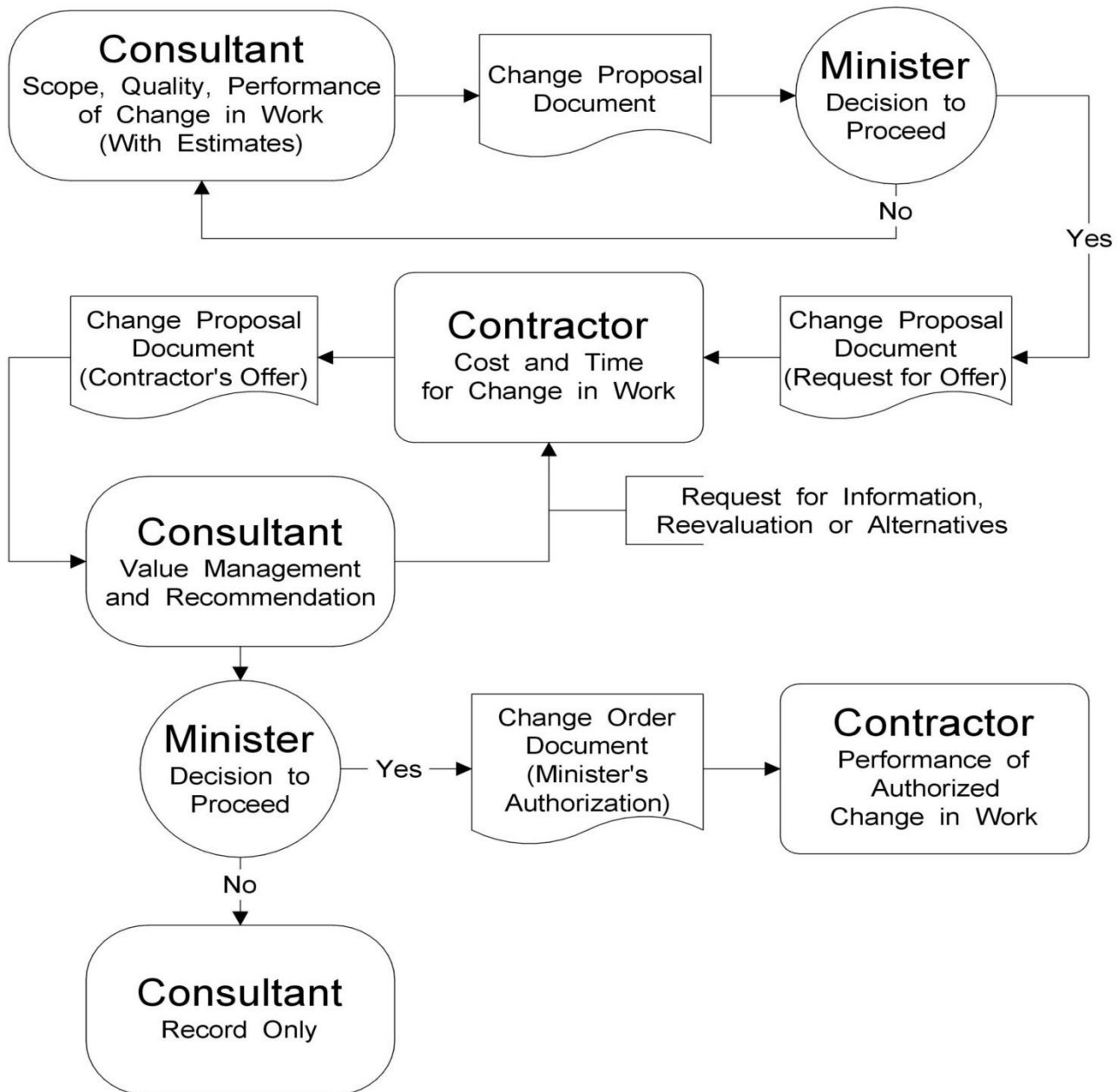
The Contractor may need further discussion or information from the Minister to clarify and define details. The Change Proposal may be re-written to define the proposed change.

The Contractor responds to the Change Proposal outlining the prices for carrying out the proposed change and any necessary time adjustments. The response may be further discussed with the Minister in order to reach an agreement.

The Change Order is prepared by the Minister based on the agreed Change Proposal and the agreed Contractor's response.

Refer to the flow chart outlined on the next page.

Change Proposals and Change Orders are issued to effect a change in the contract conditions, the work, the contract price or contract time, or to authorize an expenditure from the contract allowances. The process is:



End of Implementation of Changes in the Contract.

Include the following elements in the change proposal and change order documents:

The proposal number, and name if used. Number Change Proposals sequentially from 01+year to 99+year. The numbers are continuous for the period of the contract. Extend numbers with the current year for contracts of 8 months or longer. The subsequent Change Order is numbered the same.

The name of the Contract, taken from the cover of the Contract Documents.

The name and address of the Contractor.

The written requirements of the change providing a clear description consistent with CWMS specification practices. Include attachments of technical specifications and drawings. Where appropriate, revise existing specifications and drawings, and attach to the Change Proposal and Change Order.

Provide for additional requirements for safety including extending responsibility as prime contractor when appropriate.

Provide for requirements due to effect on related contracts, if any.

The proposed method of payment, i.e., No payment, lump sum, unit price, cost plus fee, or combination of methods.

The effect on the Contract Price or the allowances, i.e. the proposed source of money for payment, such as an increase in the Contract Price, or payment from an allowance.

The effect on the Contract Time and the time required for performance of the changed work.

Specify the number of days for the Contractor to provide an offer for the proposed changes. (ACA recommends 15 working days)

Space for Consultant's signature and date.

Space for Minister's signature and date.

END OF DATA SHEETS

ALBERTA TRANSPORTATION

Project Name:

Contract Name:

Tender No. []

CONTRACTOR:

ADDRESS:

Change Proposal: [] **Item Name:** []

Please submit to the Minister by: []

1. Requirement for Change in the Contract

.1 The proposed changes to the Contract are:
[Item No. and Item Name and Scope of The Work]

[.2] The following Specifications and Drawings are appended to and form part of this Change Proposal.

.3 Measurement: [shall be]

.4 Payment: [shall be (Lump Sum, Unit Price per measure)]

.5 Quantity: []

2. Cost of Change in the Contract

.1 The cost of this proposed Change in the Contract is \$ [Lump Sum], [and is included in Allowance []]

OR

.1 The cost of this proposed Change in the Contract is \$ [Unit Price] and based on an estimated quantity of [] amounts to \$[].

[The cost of this proposed Change in the Contract is included in Allowance []]

OR

.1 The cost of this proposed Change in the Contract shall be based on Cost Plus Work as specified in clause 2. of Section 00630 – Payment Conditions [and is estimated to cost \$[].]

.2 The cost of the proposed Change in the Contract is compensation for all costs of supplying labour, supervision, plant, materials, taxes, overhead and profit associated with performing the work of this proposed Change in the Contract.

ALBERTA TRANSPORTATION

Project Name:

Contract Name:

Tender No. []

3. Change in the Contract Time

.1 There is no change to the Contract Time due to this proposed Change in the Contract.

OR

.1 The date of Substantial Performance of the Work [part of the work] is changed from [] to [].

OR

.1 The Milestone Date specified in Section 01110 – Summary of Work, clause 1.4 is changed from [] to [].

[4.] Contractor's Attachments

.1 Contractor's cost breakdown.

.2 [].

5. Terms and Conditions

.1 All terms and conditions of the Contract except as specifically modified by this Change Proposal remain in full force and effect.

CONTRACTOR

MINISTER

By: _____

By: _____

Title: _____

Title: _____

Date: _____
month (name of) date, year

Date: _____
month (name of), date, year

ALBERTA TRANSPORTATION

Project Name:

Contract Name:

Section 01250B
Change Order Form
Page []

Tender No. []

CONTRACTOR:

ADDRESS:

Change Order No.: [] **Item Name:** []

1. Requirement for Change in the Contract

.1 The changes to the Contract are: [Item No. and Item Name and Scope of The Work]

[.2] The following Specifications, Drawings are appended to and form part of this Change Order.

.3 Measurement: [shall be]

.4 Payment: [shall be (Lump Sum, Unit Price per measure)]

.5 Quantity: []

2. Cost of Change in the Contract

.1 The cost of this Change in the Contract is \$[] [Lump Sum], [and is included in Allowance []]

OR

.1 The cost of this Change in the Contract is \$ [Unit Price] and based on an estimated quantity of [] amounts to \$[].

[The cost of this Change in the Contract is included in Allowance []]

OR

.1 The cost of this Change in the Contract shall be based on Cost Plus Work as specified in clause 2. of Section 00630 – Payment Conditions [and is estimated to cost \$[]].

.2 The cost of this Change in the Contract is compensation for all costs of supplying labour, supervision, plant, materials, taxes, overhead and profit associated with performing the work of this proposed Change in the Contract.

ALBERTA TRANSPORTATION

Project Name:

Contract Name:

Tender No. []

3. Change in Contract Time

.1 There is no change to the Contract Time due to this Change in the Contract.

OR

.1 The date of Substantial Performance of the Work [part of the work] is changed from [] to [].

OR

.1 The Milestone Date specified in Section 01110 – Summary of Work, clause 1.4 is changed from [] to [].

[4.] Contractor's Attachments

.1 Contractor's cost breakdown.

.2 [].

5. Terms and Conditions

.1 All terms and conditions of the Contract except as specifically modified by this Change Order remain in full force and effect.

CONTRACTOR

MINISTER

By: _____

By: _____

Title: _____

Title: _____

Date: _____
month (name of) date, year

Date: _____
month (name of), date, year