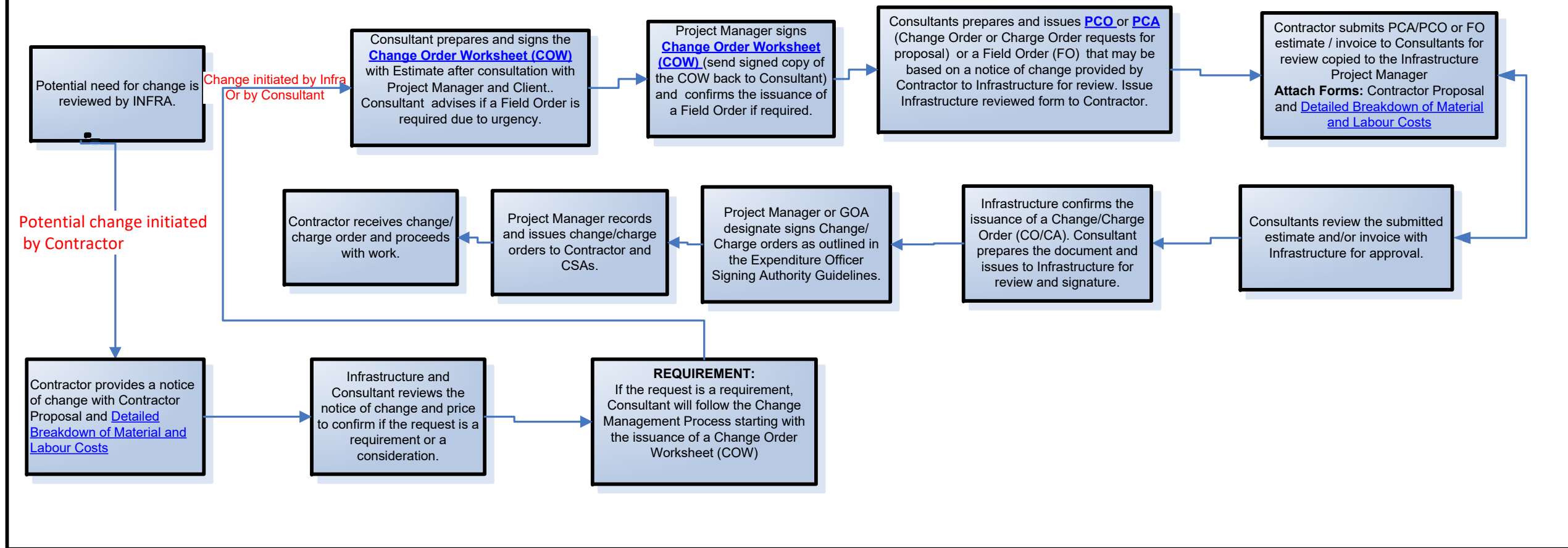


DBB - Change Orders and Charge Orders Process

Construction Change Management Process



Change Order Worksheet (COW)

Purpose of the form is to describe and justify the change. Must include Prime Consultant's cost estimate, reasons for making the change and the reasons why the work was not included in the contract documents. All COW must be signed by the Principal of the Prime Consultant's firm and by the INFRA's Project Manager before issuing a proposal to the Contractor.

Change Order Request for Proposal(PCO) / Charge Order Request for Proposal (PCA)/ Field Order (FO)

Upon receipt of the signed Change Order Worksheet from the Project Manager, the Consultant will create a PCO/PCA or a Field Order to start work for INFRA's review and final approval for issuance to General Contractor.

Change Order (CO)

A change order is a written order to a Contractor, agreed to and signed by the Province and Consultant, which authorizes a change in the work which may or may not affect the contract amount and/or the contract time. The contract amount and the contract completion date may be changed ONLY by the issuance of a Change Order (Using CO for scheduling extensions may differ in the Properties team)

Charge Order (CA)

A charge order is a written order to a Contractor which authorizes an expenditure against a cash allowance without changing the contract price.

Records

Use the **Change Order Log** and **Charge Order Log** templates to record Change and Charge Orders.

Scope of Work

Consultant to provide a detailed scope of work in a legal manner with action items, including related specification sections to be followed.

Signing Authority

Change and Charge orders must be signed by the Project Manager or GOA designate under the signing authority outlined in the **Expenditure Officer Signing Authority Guidelines**.

Definitions

PCO – Proposed Change Order
 PCA – Proposed Charge Order
 CA – Charge Order
 CO – Change Order
 FO – Field Order