

Standard General Conditions – Article 9.2 Change Order Process Notice of Proposed Change

X 710 (2020-02)

NOTICE OF PROPOSED CHANGE (NOPC)

DATE ISSUED:			PROPOSED CHANGE NUMBER:	
CITY BUSINESS UNIT:			PROJECT TITLE:	
CITY REPRESENTATIVE:			PURCHASE ORDER NUMBER:	
DESIGN PROFESSIONAL (optional):			RFx NUMBER:	
CONTRACTOR:			CHANGE INITIATED BY:	
CITY FILE NUMBER (optional):			COST METHOD:	
SUPPLEMENTAL DOCUMENTATION ATTACHED				
PO Line	ine Change Description			Extra/Credit
			Total of Extras/Credits	\$
PROPOSED COST ADJUSTMENT:			Total of Extrao/ordate	•
PROPOSED PROJECT SCHEDULE IMPACT:				
AUTHORIZATION				
QUOTATION SUI CONTRACTOR'S REPRESENTATIV	AUTHORIZED			
PRINT NAME CHANGE IS AUTHORIZED TO MOVE FORWARD: RECOMMENDED BY THE CITY'S DESIGN PROFESSIONAL (if applicable): PRINT NAME		SIGNATURE SIGNATURE	DATE DATE	
Note: All italicized terms and expressions used on this Form X 710 are defined in The City of Calgary's most recent Standard General Conditions. In the event that there is a conflict in the defined terms, the meanings as ascribed in the Agreement shall prevail.				
ORIGINAL: Business Unit file COPY TO: Contractor, The City's Design Professional (if applicable)				



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Notice of Proposed Change – Form Instructions

Completing the Notice of Proposed Change:

- 1. If a Change is being considered, the City Representative will provide the Contractor with this Notice of Proposed Change form. Note: Receipt of this form by the Contractor is not an authorization for the Contractor to proceed with additional Work.
- 2. In addition to providing a detailed *Change Quotation* to the *City Representative* within ten (10) days of receipt of this *Notice of Proposed Change* form, the *Contractor* is to provide a summary of the *Change Quotation* for the proposed *Change* to the *Work*.
- 3. If *The City* has retained a *Design Professional*, *The City's Design Professional* must sign the *Notice of Proposed Change* form to indicate that they have reviewed the *Contractor's Change Quotation* and are recommending the proposed *Change* be accepted by the *City Representative*.
- 4. The City Representative, after receiving and approving the completed Notice of Proposed Change form, will issue an authorized Change Order.