**SPECIFICATION / FRONT END DOCUMENT**

 **CHANGE REQUEST**

**(Internal use only) HPRM # -**

| **Spec Section #** **GC, SGC, ITB,****Drawing** |  | **Section and Clause #** |  |
| --- | --- | --- | --- |
| **Requestor** |  | **Request Date** |  |
| **Requestor Email**  |  | **Phone #** |  |
| **Original Language** |
|  |
| **Proposed Language** |
|  |
| **Explanation for the Amendment Requested (by requestor)** |
|  |
| **Assessment of Request** |
| **Who will be impacted by change?** (Check all that apply) |
| [ ]  Contractor[ ]  Consultant[ ]  Supplier | [ ]  Owner [ ]  Municipal Infrastructure[ ]  General Public | [ ]  Other: please list  |
| **Why is the change needed?** (Check all that apply) |
| [ ]  Addressing safety concern during or after construction[ ]  Correction of inconsistency in specification[ ]  Clarification of measurement for payment[ ]  Clarification of technical build specification[ ]  Address issue otherwise not addressed in specification[ ]  Update to national standard or code[ ]  Address market conditions[ ]  Remove obsolete technical reference |
| **What is the change supposed to achieve?** |
|  |
| **Is the request supported by field issues? If so, provide example details.** |
|  |
| **Is there impact of change on other specification sections? (**If YES, please identify which sections) |
|  |
| **Is this change consistent with Public Procurement Legislation and Policy?** (explain) |
| YES [ ]  NO [ ]  |
| **Will the change increase cost of the specific item?** (explain) |
| YES [ ]  NO [ ] **Value - $ or %** |
| **Will the change effect project timelines?** (explain) |
| YES [ ]  NO [ ]  |
| **Spec Committee Comments** |
| Supported As presented [ ]  Supported As modified [ ]  Not Supported [ ]  |
|  |
| **Municipal Infrastructure Decision** |
| YES As presented [ ]  YES As modified [ ]  NO [ ]  |
| **Approved Language (if approved)** |
|  |

Notes:

1. One request per specification section.
2. Generally, there is one annual update to the specification. In specific situations, an update may be made at the discretion of the Director of Municipal Infrastructure.