**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.