



**Standard General Conditions – Article 9.1 Changes
Change Directive**

X 703 (2020-02)

CHANGE DIRECTIVE

| | | | |
|--|-------------------------------------|--------------------------------------|---------------|
| DATE ISSUED: | CHANGE DIRECTIVE NUMBER: | | |
| CITY BUSINESS UNIT: | PROJECT TITLE: | | |
| CITY REPRESENTATIVE: | PURCHASE ORDER NUMBER: | | |
| DESIGN PROFESSIONAL (if applicable): | RFx NUMBER: | | |
| CONTRACTOR: | CHANGE INITIATED BY: | | |
| CITY FILE NUMBER (optional): | | | |
| <ol style="list-style-type: none"> 1. This <i>Change Directive</i> is issued pursuant to the <i>Agreement</i> entered into between <i>The City</i> and the <i>Contractor</i>. The terms used in this <i>Change Directive</i> have the same meanings as ascribed to those terms in <i>The City's Standard General Conditions</i>. 2. This <i>Change Directive</i> is a written instruction from <i>The City</i> to the <i>Contractor</i> to perform the <i>Change</i> described in this <i>Change Directive</i> notwithstanding that a <i>Change Order</i> has not been issued/nor executed. 3. The <i>Contractor</i> will proceed promptly with the <i>Change</i> and maintain all <i>Records</i> related to the cost of the <i>Change</i>. All such <i>Records</i> only constitute a record of the <i>Change</i> and do not create any entitlement for payment. The <i>Contractor</i> will receive payment for the <i>Change</i> in accordance with the <i>Agreement</i> by way of a <i>Change Order</i>. 4. This <i>Change Directive</i> is the only form that may be used to issue a <i>Change Directive</i>. Any <i>Change Directive</i> issued on an alternative form will not constitute <i>The City's</i> authority to carry out the <i>Change</i> described therein. | | | |
| DIRECTIVE: | | | |
| COST METHOD APPROVED FOR CHANGE: (See Article 9.3 of the Standard General Conditions | | | |
| Cost Method A (Lump Sum) | | Cost Method B (Unit Price) | |
| Cost Method C (Force Account Rates) | | Cost Method D (Net Cost Plus) | |
| Cost Method E (Special Conditions) | | | |
| PO Line | Change Directive Description | | |
| | | | |
| CHANGE DIRECTIVE AUTHORIZATION | | | |
| RECOMMENDED BY THE CITY'S DESIGN PROFESSIONAL (if applicable) | | | |
| | _____ PRINT NAME | _____ SIGNATURE | _____ DATE |
| CITY REPRESENTATIVE | | | |
| | _____ PRINT NAME | _____ SIGNATURE | _____ DATE |
| | | | |
| Note: All italicized terms and expressions used on this Form X 703 are defined in The City of Calgary's most recent <i>Standard General Conditions</i> . In the event that there is a conflict in the defined terms, the meanings as ascribed in the <i>Agreement</i> shall prevail. | | | |
| ORIGINAL: Business Unit File | | | |
| COPY TO: Contractor | | | |



Change Directive – Form Instructions

Completing the Change Directive:

1. **Obtain the necessary authorizations.** For issuing a *Change Directive*, the *City Representative's* signature is required. The *Design Professional's* signature is not mandatory to process the *Change Directive*, but may be required as per Business Unit procedures.
2. **Identify any additional bond, insurance or statutory holdback requirements.** If the issued *Change Directive* results in a change to the *Agreement's* project budgeted amount, additional insurance, bonding and/or statutory holdbacks may be required.
3. **Identify supporting documentation.** Include any relevant *Agreement* drawings, technical specifications, budget approval documents, etc., and all supporting documentation regarding the *Change Directive*.