1. **GENERAL**
   1. **Abbreviations**
      1. CO – Change Order.
      2. CCO / CCN – Contemplated Changer order; can also be referred to Contemplated Change Notice.
      3. CD – Change Directive.
   2. **Contract Changes – General**
      1. No change to the Contract, either in the Contract Price or the Work will be recognized unless it is covered by a formal Change Order or Change Directive in accordance with the General Conditions.
   3. **Change Orders (CO)**
      1. Any change which will affect the Contract Price, Cash Allowances, the Work, or the duration of the Contract, shall be documented through the issuance of a CO.
      2. If the Contractor is made aware of the possible need for a Change Order due to discovered site conditions by the site staff, a CCO shall be prepared.
      3. The Contractor shall, with the assistance of sub-contractors, estimate the cost and schedule impacts of the possible change, complete and sign-off the CCO form, attach a cost breakdown on the Contractor’s letterhead, and submit the package to the Consultant for consideration and issuance of a CCO.
      4. If the CCO is approved, the Consultant will forward the proposed and signed CCO to the BCIT Project Manager for signing and processing.
      5. Upon receipt of the approved CCO (all three parties have signed the Contemplated Change Order), the Contractor shall advise the site staff and sub-contractors of the change and arrange for the execution of the change in the Work.
   4. **Change Directive (CD)**
      1. If the Owner requires the Contractor to proceed with a change in Work prior to the Owner and Contractor agreeing upon the corresponding adjustment in Contract Price, the Owner, through the Consultant, shall issue a Change Directive.
      2. A CD shall only be used to direct a change in the Work which is within the general scope of the Contract Documents.
      3. A CD shall not be used to direct a change in the Contract Time only.
      4. Upon receipt of a CD, the Contractor shall proceed promptly with the change in Work.
      5. The adjustment to the Contract Price for a change carried out by way of a CD shall be determined on the basis of the cost of the Contractor’s actual expenditures and savings.
   5. **Request for Information (RFI)**
      1. If the Contractor requires clarification of work shown on the drawings or in the specifications, they shall direct the question to the Consultant on a Request for Information Form, and attach photographs, drawings, and specifications pertinent to the inquiry.
   6. **Supplemental Instructions**
      1. Clarification of work shown on the drawings or in the specifications can be handled by issuing Supplemental Instructions if the contract value or time is not affected by the instruction.

\*\*\* END OF **CONTRACT MODIFICATION PROCEDURES** SECTION \*\*\*