



CIRCULAR

To: All Municipalities, Local Service Districts, Inuit Community Governments, and Consultants

Re: Municipal Infrastructure Master Construction Specification Change Request Form

Date: March 14, 2024

The Municipal Infrastructure Division (MI) would like to inform our funding stakeholders, consultants, and industry about a new process for requesting changes to our Master Construction Specifications, Front End Documents, and Contract Documents.

MI issues periodic updates to the Division's Master Construction Specifications, generally over the winter, ahead of the next construction season. These updates are coordinated with sector stakeholders, where changes are considered by all parties prior to implementation.

Historically, update requests came to MI haphazardly without sufficient information to outline the requested change, and the rationale for said change. This form standardizes the request process, and establishes the base level of information required by MI for a request to be considered.

This form is available on the MI website at:

<https://www.gov.nl.ca/ti/mi/guidelines-and-policies/#forms>

If you should have any questions related to completing this form, please reach out to your local Regional Office, or send an email directly to municipalinfrastructure@gov.nl.ca.

Eastern Regional Office
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Central Regional Office
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Labrador Regional Office
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Sincerely,

A handwritten signature in black ink that reads "Kieley".

Kim Kieley, P. Eng., FEC
Director - Municipal Infrastructure
Transportation and Infrastructure

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