
Division of Municipal Infrastructure
Form 5A - PCA Amendment – Change Order Notice

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September 2023

OWNER: _____ **DATE:** _____

PROJECT NAME: _____

PROJECT #: _____ **CONSULTANT:** _____

CHANGE ORDER NUMBER: _____

.1 NOTICE

A change to the Contract is contemplated as indicated herein.

.2 PROCEDURE

The Consultant shall stipulate the effect of the contemplated change of the contract amount in Item 4 below. Where the change increases the amount of the contract, a complete cost breakdown will be returned with each copy of the document. The Consultant shall return a signed copies of this document along with a revised Schedule II and III as per Item 7 below to the Regional Engineer for review and approval. Should it be decided to proceed with the work, an approved copy will be returned to the Consultant with Regional Engineer's Signature. Work shall not proceed until the written authorization is received.

.3 DESCRIPTION OF CHANGE

.4 EFFECT OF CHANGE ON CONTRACT

This change order WILL or WILL NOT (circle one) affect the approved completion date.

If the completion date will be affected, the requested increase in time to the approved completion date is:

WORKING DAYS: _____ **REVISED COMPLETION DATE:** _____

The change described in Item 3 above will affect the current contract amount as follows:

☐ No Change

☐ Addition to Contract including HST payable by the Owner \$ _____

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☐ Deduction from Contract including HST payable by the Owner \$ _____

Consultant: _____ (Signature)

Authorized Contract Amount (A) \$ _____

Change Order Limit (greater of 10% of A or \$15,000) \$ _____

Previous Change Orders (B) \$ _____

This Change Order (C) \$ _____

New Approved Contract Amount (A+B+C) \$ _____

Enter Motion # approving CO (required) _____

OR, Delegation of Authority (attached) _____

.5 AUTHORIZATION TO PROCEED

The Consultant is authorized to proceed with the changes for the amounts stated in Item 4 above.

DATE: _____ Municipality/Owner: _____

DATE: _____ Regional Engineer: _____

(Regional Engineer's signature is assumed to be approval based on the available project funds only – no new funds are contemplated)

.6 CANCELLATION OF CONTEMPLATED CHANGE

It has been decided not to proceed with this change which is hereby cancelled.

DATE: _____ Municipality/Owner: _____

.7 ENCLOSED DOCUMENTS

To expedite the process please submit the following documents to the Regional Engineer for review and approval:

☐ A copy of this document signed by the Owner and Consultant.

☐ An up to date Schedule II and III of current approved Prime Consultant Agreement (PCA) including all previous approved change orders.

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Either:

- ☐ “Appendix A” – Water, Sewer, and Municipal Roads, or
- ☐ “Appendix B” – Building & Treatment Facilities

Outlining requested changes to specific line items identified in Schedule II and III, and a revised PCA Schedule II and III based on requested changes. (This information is necessary for Project Representatives to update MSIS.)

- ☐ Any additional supporting documentation as necessary.

Note: Upon Regional Engineer approval, the document will be forwarded to Project Representative for processing in MSIS at which time a copy of the documents containing the Regional Engineer’s signature will be returned to the Consultant for distribution to all applicable parties.

Appendix A
SCHEDULE II – Municipal Water, Sewer, & Roads
Basic and Other Additional Services Fees

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item (+/-)	Revised PCA Amount as per Service Item
• Basic Service			
- Preliminary Engineering			
- Design Development			
- Contract Documents			
- Tendering and Contracts Award			
- Contract Administration			
- Project Completion Phase and Project Record Drawings			
• Other Additional Services:			
- Resident Services during construction			
- Commissioning			
-			
-			
- Prime Consultant Project Expenses for Above Services			
Sub-Total Services Fees			
• Reimbursable Expenses			
- Meals*			
- Travel*			
- Accommodation*			
- Permits			
Sub-Total Reimbursable Expenses			
Total Additional Reimbursable Allowances (From Schedule III)			
Total Service Fee (Less HST) (Total Schedules II + III)			
HST			
Total Service Fee (Including HST)			

* per Treasury Board Rates at time of signing contract

Appendix A
 SCHEDULE III – Municipal Water, Sewer, & Roads
 Additional Reimbursable Allowances

List below allowances for specific project expenses not included in Schedule II

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item (+/-)	Revised PCA Amount as per Service Item
• Site Surveys			
• Geotechnical Investigations			
• Materials Testing			
- Asphalt Extractions			
- Concrete Testing			
- Compaction Testing			
-			
-			
• Water Main Leakage Detection			
• Sewer Main Infiltration Detection			
•			
•			
Total Additional Reimbursable Allowances			

Appendix B
SCHEDULE II – Building & Treatment Facilities
Basic and Other Additional Services Fees

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item (+/-)	Revised PCA Amount as per Service Item
• Basic Service			
- Programming Advisory Services			
- Concept Design			
- Design Development			
- Contract Documents			
- Tendering and Contracts Award			
- Contract Administration			
- Project Completion Phase and Project Record Drawings			
• Other Additional Services:			
- Resident Services during Construction			
- Commissioning			
-			
-			
- Prime Consultant Project Expenses for Above Services			
Sub-Total Services Fees			
• Reimbursable Expenses			
- Meals*			
- Travel*			
- Accommodation*			
- Permits			
Sub-Total Reimbursable Expenses			
Total Additional Reimbursable Allowances (From Schedule III)			
Total Service Fee (Less HST) (Total Schedules II + III)			
HST			
Total Service Fee (Including HST)			

* per Treasury Board Rates at time of signing contract

Appendix B
 SCHEDULE III – Building & Treatment Facilities
 Additional Reimbursable Allowances

List below Allowances for specific project expenses not included in Schedule II

Service Items	Current Approved PCA amount including all previous approved COs	New Requested Change order as per Service item (+/-)	Revised PCA Amount as per Service Item
• Site Surveys			
• Geotechnical Investigations			
• Materials Testing			
-			
-			
-			
• Process Piloting			
Total Additional Reimbursable Allowances			