

PCA Change Order

Owner:		Date:	
Project Name:			
MI Project #:			
Consultant:		Change Order #:	

Description of Change (add pages if necessary)

Reason for Change

Effect on Schedule

☐ This Change Order WILL NOT change the schedule

☐ This Change Order WILL change the schedule

Revised Completion Date		Additional working days	
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Effect on Financial

☐ No Change

Addition to Contract including HST	\$
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Deduction from Contract including HST	\$
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Original Contract value incl. HST	\$
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Total of all previous Change Orders incl. HST	\$
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New Contract Total incl. HST	\$
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Date	Name - Print Name	Consultant Representative - Signature

Enclosed Documents

- ☐ A copy of this document signed by the Owner and Consultant
- ☐ "Appendix A"- Water, Sewer, and Municipal Roads, or "Appendix B"- Building & Treatment Facilities
- ☐ Other (describe): .

Owner Authorization to Proceed

☐ Approved Council Resolution #

☐ Delegated Authority (attached)

☐ Rejected

Date

Owner - Print Name

Owner - Signature

Municipal Infrastructure Approval

Approval based on the eligibility and availability of project funds only. Should the work be ineligible or project funds fully expended, the Owner is responsible for the cost.

Date

Name – printed

MI Regional Engineer - Signature

Change Order Category

- ☐ Additional design requirement - Owner
- ☐ Design error or omission
- ☐ Site conditions
- ☐ Change in regulations or codes
- ☐ Other (describe): .

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			
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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			