

PROJECT AMENDMENT REQUEST

Project Title		Request Date	
Ultimate Recipient			
MI Project Number			
Request Date			
Request Type (select all that apply)			
<input type="checkbox"/> Change Project Description <input type="checkbox"/> Timeline Extension – Consultant <input type="checkbox"/> Timeline Extension - Contractor		<input type="checkbox"/> Change Project Assets <input type="checkbox"/> Change Project Outcomes <input type="checkbox"/> Schedule Change	
Current Project Status (select one)			
<input type="checkbox"/> 01 - Recipient Agreement Not Yet Signed <input type="checkbox"/> 02 - Recipient Agreement Signed <input type="checkbox"/> 03 - Consultant RFP Issued <input type="checkbox"/> 04 - Preferred Consultant Selected <input type="checkbox"/> 05 - Consultant Agreement Signed <input type="checkbox"/> 06 - Design Ongoing <input type="checkbox"/> 07 - Tender Document Review <input type="checkbox"/> 08 - Approval to tender Issued		<input type="checkbox"/> 09 - Tender Called <input type="checkbox"/> 10 - Tender Closed <input type="checkbox"/> 11 - Contract Awarded <input type="checkbox"/> 12 - Construction Ongoing <input type="checkbox"/> 13 - Construction Complete <input type="checkbox"/> 14 - Waiting on Close out Documents <input type="checkbox"/> 15 - Deficiencies Remain <input type="checkbox"/> 16 – Hold	
Original Approved Project Description (found in funding agreement)			
Requested Revised Project Description (only complete if there are changes)			

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Asset Revision (found in approval agreement)		
Asset Description Approved	Approved Quantity	Amended Quantity Show only the change value
Approved Outcomes (approved can be found in approval agreement)		
Original Outcomes	Outcomes after revision only complete if there are changes	
Location plan of work (REQUIRED request will be returned unevaluated if not included)		
Insert screen shot of KML showing original extent of work in yellow and proposed in red		

Schedule Impacts					
		Original Date in Funding Agreement		Proposed Date	
Project Completion date					
Consultant Contracts signed by					
Construction Contracts signed by					
Construction to be complete by					
Funding Impacts					
Original Approved Funding (incl HST)		\$			
Value of all work committed in contracts to date		\$			
Based on pretender estimate project is anticipated to be over funding.		YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Project tendered and results are over budget?		YES <input type="checkbox"/>		NO <input type="checkbox"/>	
There is a Project Overrun – 100% Funding by UR (fill out this section only)					
Resolution of Council/Board to fund the share of the overrun, indication method of funding. If financing, a letter from a lender is required.		YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Value of Overrun (incl HST)		\$			
There is a Project Overrun and it will be addressed by decreasing scope (fill out this section only)					
Modifying scope to manage budget?		YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Proposed cost of Change (incl HST) (savings to the project)		\$			
Revised Estimated Fiscal Year Cash Flow					
	Prior Years	Y1 Estimate	Y2 Estimate	Y3 Estimate	New Project Total
Original					
Proposed					
Explanation for the Amendment Requested					
Describe the reason for the request, including the cause.					

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What are alternative solutions?	
What will happen if this request is not approved?	
Ultimate Recipient Approval	
Signature of Board or Council Representative (not consultant)	
Resolution of Council/Board attached. (REQUIRED in all cases)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Name (print)	Signature
Title	Date

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Departmental Review (internal use only)			
Project Representative Review			
Comments:			
Support <input type="checkbox"/>	Oppose <input type="checkbox"/>	Date	Name (print) & Signature
Regional Engineer			
Comments:			
Support <input type="checkbox"/>	Oppose <input type="checkbox"/>	Date	Name (print) & Signature
Director			
Comments:			
<ul style="list-style-type: none"><input type="checkbox"/> Infrastructure Canada approval received (if required)<input type="checkbox"/> Meets program requirements.<input type="checkbox"/> Allowable within funding agreement. <input type="checkbox"/> Other:			
Approve <input type="checkbox"/>	Reject <input type="checkbox"/>	Date	Name (print) & Signature