

Canada-Newfoundland Infrastructure Program  
Programme d'Infrastructures Canada-Terre-Neuve

**MEMORANDUM**

**To:** All Engineering Consultants  
Municipalities & Local Service Districts

**Re:** Canada/Newfoundland Infrastructure Program  
Project Costs

**Date:** March 28, 2002

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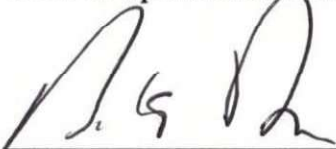
On behalf of the Federal/Provincial Management Committee, I wish to express concern that a number of Municipalities/Local Service Districts have been incurring expenditures in excess of the authorized funding, without prior approval of the Management Committee.

The authorized funding for a project is defined as the contract value plus engineering, as stipulated in the approval to award; irregardless of the approved funding stated in the project approval letter/s.

While minor variations in project costs within the scope of the approved contract may be tolerated, the prior approval of the Management Committee is required. As soon as it becomes apparent that costs may exceed the authorized funding, Municipalities/Local Service Districts should seek Management Committee approval. Please note that all project surplus funding must revert back to the Infrastructure Program for redistribution.

Engineering Consultants are hereby requested to utilize the attached format when analysing tender results and providing recommendations for award of contracts.

Your co-operation in this matter is appreciated.



**BAXTER ROSE**  
**Provincial Co-Chairman**

cc: Regional Offices  
cc: Mr. Ken Powell, P. Eng.

Attach.

Dept. of Municipal & Provincial Affairs  
P. O. Box 8700  
St. John's, NF A1B 4J6

Attn: Mr. R. Newhook, P. Eng.

Dear Mr. Newhook:

**Re:    <town>, <project description>, <M&PA Project # >**

Tenders for this project closed <date>. Bids were received as follows:

<low bidder>	<bid>
<2 <sup>nd</sup> low bidder>	<bid>
< etc >	<bid>

We have reviewed the bids and <the following corrections were made> / <they were found to be in order>. We, therefore, recommend that this contract be awarded to <preferred bidder>.

The anticipated costs for this project at this time are:

This Contract:	
Construction (including HST)	< \$ >
Engineering (including HST)	< \$ >
Total this Contract	< \$ >
Previous Commitments (const. + eng.)	< \$ >
Total Commitments to date	< \$ >
Approved funding is	< \$ >
Projected shortfall/savings	< \$ >

Sincerely yours,

< consultant >

cc:    Town  
cc:    Regional Office