

OWN-FORCE LABOUR REQUEST

HPRM Ref # -

Project Details	
MI Project Number	Request Date
Project Title	
Ultimate Recipient (UR)	
Approved Project Value (incl HST)	
Request Type	<input type="checkbox"/> Work by UR forces, project managed by a consultant. <input type="checkbox"/> Work by contactors, Project Management by UR. <input type="checkbox"/> Work by UR forces, Project Management by UR.
To be eligible for reimbursement of associated costs under the project, which will be at the original funding agreement cost share, own-force labour costs will only be incurred <u>after</u> approval of this request in writing by the Director of Municipal Infrastructure.	

Rationale for Request (provide anything you want considered, add lines as needed)	
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Why is it <u>NOT</u> Feasible to Tender a Contract? (select at least one)
<input type="checkbox"/> There is a lack of private sector capacity to undertake the work (must be demonstrate with research, attach applicable documents) <input type="checkbox"/> Work involves proprietary/specialized infrastructure/equipment that requires specific knowledge. <input type="checkbox"/> Collective agreement requires the recipient to use their own unionized employees for certain work. <input type="checkbox"/> Other unique circumstance identified below:

Past History of Project Management (provide anything you want considered, add lines as needed)

Provide 2 examples of projects where the UR utilized the same approach as this request for similarly scoped projects.

1	Title		Project Cost	
	Procurement Method		Completion Date	
	Questions	Was it completed on time? <input type="checkbox"/> Yes <input type="checkbox"/> No Completed on budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Any safety incidents? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Other Information			
2	Title		Project Cost	
	Procurement Method		Completion Date	
	Questions	Was it completed on time? <input type="checkbox"/> Yes <input type="checkbox"/> No Completed on budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Any safety incidents? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Other Information			

Project Eligibility (select all that apply)

The work involves:

- Building envelope replacement or rehabilitation (windows, doors, siding, roof)
- Minor interior renovation of a building (not related to life safety)
- Small scale water, sewer, storm water, that does not require paving and less than 100m
- Small access trails to municipal infrastructure
- Walking trails, parks, playground, dog parks, gardens

Note:

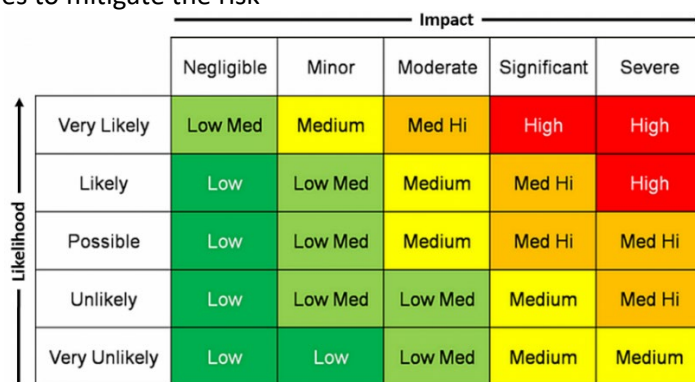
1. Projects that have the following conditions are not eligible for Work by Own-Force:
 - a. Life Safety
 - b. Water/Wastewater (lift station, treatment, outfalls, linear length greater than 100m)
 - c. Water source development, dams
 - d. Buildings with regular occupancy or those requiring LEED
 - e. Any project that includes blasting
2. Projects over \$20,000 + HST in value are not eligible. A case maybe made for consideration otherwise.

If the project does not fall within the above listed categories, please identify why the project should be eligible.

Risk Analysis

Risk (A)	Likelihood (B)	Impact (C)	Risk Rating (D)	Mitigative Actions (E)

- A - Brief description of the risk
- B - Identify the likelihood, how likely the risk is to occur (vertical axis of chart below)
- C – Identify the impact, if the risk takes place, how seriously will it impact your project (horizontal axis of chart below)
- D - On the chart below to identify the risk rating (colored cells in the chart below corresponding to B and C)
- E - Identify how the UR proposes to mitigate the risk



Procurement Plan (list all procurement packages and when they will be advertised)

Procurement Package Description	Method (Limited Call, Public Open Call)	Estimate (incl HST)	Schedule

Notes:

1. All contractors utilized must be COR certified.
2. All work must use MI specifications, and front end documents.
3. All contracts must have bonding in place.
4. All contractors and consultants must have appropriate insurances in place.

Cost Management Plan (list methods to control costs)

Scope Management Plan (list methods to control scope)

Quality Management Plan (list methods to control scope, and ensure quality of work)

Financial Analysis

Incremental Costs (add lines as needed)

Employee Position / Equipment	Description of Work	Incremental Cost

NOTE:

1. Costs are associated with backfilling the position of an employee who is assigned to the project or hiring a new employee to work on the project. New internal employee would be a temporary and terminated at end of project.
2. UR cannot charge for equipment owned by the UR usage or the operator, however, the gas can be.
3. UR may rent equipment for the project specifically and terminate the rental immediately after.

Cost Benefit Analysis

Provide a business case to indicate that this option will save the UR, and the project, funding.
 Modify the items to be project specific

Item (Edit as necessary)	Option One Estimate (\$) Incl HST Without Own-Force	Option Two Estimate (\$) Incl HST With Own-Force
Project Management		
Design		
Site/Resident Inspection		
Rental Equipment		
Construction Materials		
Construction labour		
Training		
Testing		
Permits		
Engineering		
UR Costs		
Total (incl HST)		
Savings to project (incl HST)		

Ultimate Recipient Attestation (select all that apply)

MI will determine if any that are not selected pose an issue to the application for the specifics of the project.

The Ultimate Recipient attests that the organization and/or staff working on this project:

- Has an Occupational Health and Safety Policy that addresses work in scope (provide copy).
- Is in good standing with WorkPlaceNL (letter may be requested).
- Has qualified technical project management staff (engineer/technologist) (resumes may be requested).
- Has properly trained journeyman trades people for the work required (tickets may be requested).
- Has knowledge of policies, regulations, codes, and standards as relevant to the project.
- Has knowledge of Municipal Water, Sewer and Roads Master Construction Specifications, TI Highway Design Specifications Book, and NL Master Specification Guide for Public Funded Buildings as relevant to the project.
- Has knowledge of the Public Procurement Act, Regulations, and policies, and will follow all the requirements.
- Will engage competent, licensed consultants and contractors with COR certification, appropriate bonding, and insurances.
- Will ensure that all permits required are received prior to the start of construction.
- The individual signing this document has support of the governing body to request and proceed if approved with the project in this manner.

UR Representative		Position	
Signature		Date	

Decision (internal use only)			
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Request Type	<input type="checkbox"/> Work by UR forces, project managed by a consultant. <input type="checkbox"/> Work by contactors, Project Management by UR. <input type="checkbox"/> Work by UR forces, Project Management by UR.		
Municipal Infrastructure Project Representative Review			
Comments:			
Project Representative		Recommendation	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Signature		Date	
Regional Engineer Review			
Comments:			
Regional Engineer		Recommendation	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Signature		Date	
Headquarters Review			
Yes	No		
		The Own-Force Labour request is in respect of a project that is approved	
		The Own-Force Labour costs requested are not otherwise ineligible under the program	
		Employee and/or leased equipment is engaged in work that would otherwise be contracted out	
		The requested costs are Incremental and will be reimbursed at the prescribed shares	
		Due to unique circumstances, it is not economically feasible to tender a contract	
Director		Decision	<input type="checkbox"/> Approve <input type="checkbox"/> Reject
Signature			Date
HPRM Reference Number -			