



PROJECT AMENDMENT REQUEST

Project Title		
Ultimate Recipient		
MI Project Number		
Request Date		
Request Type (select all that apply)		
<input type="checkbox"/> Change Project Description		<input type="checkbox"/> Change Project Assets
<input type="checkbox"/> Timeline Extension – Consultant		<input type="checkbox"/> Change Project Outcomes
<input type="checkbox"/> Timeline Extension - Contractor		<input type="checkbox"/> Funding Increase (ICIP only until Mar 2025)
<input type="checkbox"/> Schedule Change		
Current Project Status (select one)		
<input type="checkbox"/> 01 - Recipient Agreement Not Yet Signed		<input type="checkbox"/> 09 - Tender Called
<input type="checkbox"/> 02 - Recipient Agreement Signed		<input type="checkbox"/> 10 - Tender Closed
<input type="checkbox"/> 03 - Consultant RFP Issued		<input type="checkbox"/> 11 - Contract Awarded
<input type="checkbox"/> 04 - Preferred Consultant Selected		<input type="checkbox"/> 12 - Construction Ongoing
<input type="checkbox"/> 05 - Consultant Agreement Signed		<input type="checkbox"/> 13 - Construction Complete
<input type="checkbox"/> 06 - Design Ongoing		<input type="checkbox"/> 14 - Waiting on Close out Documents
<input type="checkbox"/> 07 - Tender Document Review		<input type="checkbox"/> 15 - Deficiencies Remain
<input type="checkbox"/> 08 - Approval to tender Issued		<input type="checkbox"/> 16 – Hold
Original Approved Project Description (found in funding agreement)		
Requested Revised Project Description (only complete if there are changes)		

MI Project Number		
Request Date		
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		

MI Project Number					
Request Date					
Schedule Impacts					
	Original Date		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					\$
Project Over Run					
Project tendered and results are over budget?	YES <input type="checkbox"/>				NO <input type="checkbox"/>
Value of Overrun (incl HST)					\$
Resolution of Council/Board to fund the share of the over run, indication method of funding. If financing, a letter from a lender is required.	YES <input type="checkbox"/>				NO <input type="checkbox"/>
Increasing or decreasing scope					
Modifying scope to manage budget?	YES <input type="checkbox"/>				NO <input type="checkbox"/>
Proposed cost of Change (incl HST) (indicate + or – value)					\$
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.					
What are alternative solutions?					
What will happen if this request it not approved?					

MI Project Number			
Request Date			
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		

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:

- Infrastructure Canada approval received (if required)
- Meets program requirements.
- Allowable within funding agreement.

- Other:

Approve <input type="checkbox"/>	Reject <input type="checkbox"/>		
		Date	Name (print) & Signature