APPENDIX G - CITY TEMPLATES



	CONTEMPLATED CHANGE N	IOTICE NO:	
то:		E NO.:	
	BID	OPP. NO.:	
	PRI	NO.:	
PROJECT:	<u>DIS</u>	TRIBUTION:	
	0	wner:	
	C	ontractor:	
	C	A:	
ISSUED BY:	0	ther:	
REASON:			
INSTRUCTIONS TO	O CONTRACTOR:		

- 1. Pursuant to the General Conditions prices are requested for the following proposed changes in the Work.
- 2. Submit an itemized statement to the Contract Administrator no later than showing a detailed cost breakdown for each item and identifying each price as an "extra", "credit", or "no change" as applicable. Also indicate what impact, if any, this contemplated change will have on the contract schedule.
- 3. Work on this contemplated change shall not commence until the Authorization for Contract Change is issued, but all other work shall continue in accordance with the Contract Documents.

Item No.: Description:



<u>AUTHORIZAT</u>	ION FOR CONTRACT CHANGE NO	<u>). </u>
PROJECT DESCRIPTION: CONTRACTOR:	DATE: FILE NO.: BID OPP. NO.: PRI NO.: DISTRIBUTION: City Department:	П
	Contractor: CA: Other:	
Payment or credit for the following	ng change is hereby authorized:	
DETAILS OF CONTRACT CHA		
for Contract Administrator	for Contractor	for City of Winnipeg
The Contract Price is increased/ The Contract Time is increased/ All other Terms and Conditions of	decreased by: days	
Original Contract Price: \$ Previous Additions/Deletions: \$ This Authorization:	Original Comp Revised Comp	
Revised Contract Price: \$		



FIELD WORK AUTHO	RIZATION NO:	
TO:	DATE:	
	FILE NO.:	
	BID OPP. NO.:	
	PRI NO.:	
PROJECT:	DISTRIBUTION:	
	Owner:	
	Contractor:	
	CA:	
ISSUED BY:	Other:	
REASON:		
INSTRUCTIONS TO CONTRACTOR:		
 This is your authorization to proceed immedia Payment for the work shall be as set out for example. 		hereinafter described.
Description:		
Approval to Proceed Authorized by Contract Adm	inistrator: o	on



REQUEST F	OR INFORMATION NO:
то:	DATE: FILE NO.: BID OPP. NO.: PRI NO.:
PROJECT: ISSUED BY:	DISTRIBUTION: Owner: Contractor: CA: Other:
REASON:	
INSTRUCTIONS TO CONTRACTOR:	
 Fill in the information requested se section where applicable. Submit to Contract Administrator for 	ection referencing drawing number and specification or response.
Information Requested:	
Date Response Required:	
Response:	
Date Response Sent:	Response by:



FIELD INSTRUCTION	ON (FI) NO:	-
TO:	DATE: FILE NO.:	
	BID OPP. NO.: PRI NO.:	
PROJECT:	<u>DISTRIBUTION</u> : Owner:	
	Contractor:	
	CA:	
ISSUED BY:	Other:	
REASON:		
INSTRUCTIONS TO CONTRACTOR:		

- These instructions are to supplement or clarify the Contract documents.
 Neither the Contract Value nor the Contract Time is affected.



CONSTRUCTION	REVIEW NO.:	_
TO:	DATE: FILE NO.: BID OPP. NO.:	
PROJECT:	PRI NO.: <u>DISTRIBUTION</u> : Owner: Contractor: CA:	
ISSUED BY: REASON:	Other:	
This Construction Review is carried out by examined and is issued solely to draw your attention to is conformances with Contract documents.		
Item No. Items Reviewed and Comments		Item Status
Issued by:		Date:



NON COMFOR	MANCE REPORT NO:
TO:	DATE: FILE NO.: BID OPP. NO.: PRI NO.:
PROJECT:	DISTRIBUTION: Owner: Contractor:
ISSUED BY: REASON:	Other:
INSTRUCTIONS TO CONTRACTOR:	
do not meet the specified criteria.	following identify items of work which are deficient or items and submit remedial measures to the Contract
Issued by:	Date:



Form T-1 CERTIFICATE OF SATISFACTORY CLASSROOM TRAINING

We have completed classroom training in the operation and maintenance of the equipment as listed below.

Project: Equipment Description: Equipment Supply Bid Opp. No.: Equipment Install Bid Opp. No.: Equipment Tag No.: Specification Reference:		
List of Attendees:		
(Trainer)	i	Date
(Authorized Representative of Contract Administrator)	- I	Date
(Authorized Representative of City)	- I	Date

DAILY CONSTRUCTION REPORT

PROJECT DESCRIPTION:				DATE: DISTRIBUTION:
Weather				Department
Site Condition				Document control
Temperature	HI	_ LO		Contract Administrator
Precipitation		mm	1	Other
Bid Op # Contractors on Site		_	# of Workers	Major Equipment on Site
		— - — -		
Major Activities Started		 		Materials & Equipment Arrived
Major Activities in Progress				
major Addivided in Frogress				
Major Activities Completed				Safety & Environment
				Near Miss
				_ First Aid
				_ Medical Aid LTA
				Property
				Spills
Problems encountered on site				
Noteworthy discussions with o	ontractor			
Prepared by			Position	

REQUEST FOR INFORMATION (RFI) LOG FILE NO.: PROJECT DESCRIPTION: BID OPPORTUNITY NO.: CONTRACTOR:

RFI No.	RFI Description	RFI Receipt Date	RFI Response Date	FI No.	PRI No.	Comments



SUBMITTAL LOG

BID OPP. I	NO.:									
PROJECT	NAME:			-		-				
SDI No.	Submittal DWG No.	Submittal Description/Title	Date Received from Contractor	Date Sent to Discipline Lead	Date Received from Discipline Lead	Discipline Review Status	Date Returned to Contractor	Remarks	Specification Reference No.	Drawing Reference No.
			<u> </u>							
			<u> </u>							
				1						



CONSULTAN	IT SCOPE	CHANGE	ORDER NO.:	
PROJECT DESCRIPTION:			DATE: FILE NO.: BID OPP. NO.:	
Issued by:	_	-	PRI NO.: DISTRIBUTION:	
(Consultant)			City Department:	
Prepared by:	- _		F&A:	
(Consultant Project Manage	r)		Doc. Control:	
Description of Change:			Other:	
Reason for Change				
(Include additional pages if more space r Estimate of Change:	required)			
Estimate of Change: Discipline	equired) Manhours	Amount	Cor	mments
Estimate of Change:		Amount	Cor	mments
Estimate of Change: Discipline		Amount	Cor	nments
Estimate of Change: Discipline		Amount	Cor	mments
Estimate of Change: Discipline		Amount	Cor	mments
Estimate of Change: Discipline		Amount	Cor	mments
Estimate of Change: Discipline		Amount	Cor	mments
Estimate of Change: Discipline		Amount	Cor	mments
Estimate of Change: Discipline		Amount	Cor	mments
Estimate of Change: Discipline		Amount	Cor	mments
Estimate of Change: Discipline		Amount	Cor	mments
Estimate of Change: Discipline	Manhours	Amount	Cor	mments
Discipline Direct Costs Total Direct Indirect Costs	Manhours		Cor	mments
Discipline Direct Costs Total Direct	Manhours		Cor	mments
Discipline Direct Costs Total Direct Indirect Costs Disbursements	Manhours			mments
Discipline Direct Costs Total Direct Indirect Costs	Manhours	0		mments

Total Direct and Indirect Engineerin Impact on Design Schedule Estimated Impact on Capital Cost Estimated Impact on Operations Co	days	Type of Change: Scope Forecast
Details of Capex or Opex estimated	impact:	
Reviewed/Recommendation	Action	Comments
Project Manager Date	Do Not Proceed More Info Req'd Recommend Approva Other	
Scope Change Authorization: Winni	inea Sewage Treatment program	
	Comments:	
Project Director Date		
Manager Engineering Date		
Consultant Date		
Statement of Contract Original Assignment Value Sum of CSCO's to Date Value of this CSCO Current Assignment Value	Schedule Initial Assignment Con Additional days require Completion Date at las Assignment Completic	ed this CSCO st CSCO

Consultant Deliverable Log

Project	No.			File No:					
Project	Name			RFP No.:		- -			
Deliv. Log Item #	Туре	Submittal Name	RFP Section Reference No	Date Received from Consultant	completed	Returned to	Submittal Comments	Deliverable review status (R, R/N, RES)	Notes

Consultant Scope Change Order Log

Projec File Nu	t Name ımber		- -	Pro	oject Manag	ger			-
PRI#	CSCO#	CSCO Description	CSCO Issue Date	CSCO Pricing Req'd by	CSCO Status	CSCO Amount	Capital Cost Impact	OPS Cost Impact	Comments



ACTION/ISSUE ITEM LIST

Project Na File Numbe		-		Project Mana	ager		-	
Action	Action Item Description	Requested	Person Action	Date	Date	Resolution	Status	Comments
Item No.		by	Assigned to	Requested	Required			

PROJECT RECORD LOG

Project #:	
File#:	
Proiect Name	

PRI#	PRI Description	PRI Date	Contract No.	CCN # / CSCO #	Magn. of Cost	ACC #	ACC Value	Status	Class	Reason Comments
1										
2										
3										
4										
5										
6										
7										
8										
									1	

Consultant Submittal Review Log

Project:	SEWPCC Upgrading/Expansion Proje	ect

Bid Opportunity: 682-2012

Consultant Deliverable Log Item #

Submittal Document Name:

Review Date

by PM				by Reviewer		by Consultant
Review						
	Page	Section or Ref Item	Name	Comment	Proposed Action	Reply Comment

Sheet 1



CERTIFICATE OF ACCEPTANCE

REF. GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS - GC:13 WARRANTY

PROJECT DESCRIPTION
PROJECT:
PROJECT NO.
CONTRACT NO. (if applicable)
TOTAL BID PRICE: \$
FINAL CONTRACT AMOUNT: \$
ASSESSED LIQUIDATED DAMAGES: \$
ACCEPTANCE INSPECTION
AN ACCEPTANCE INSPECTION FOR THE WORK AS DETAILED IN THE CONTRACT DOCUMENTS AND AGREEMENT BETWEE THE CITY OF WINNIPEG AND (CONTRACTOR)
WAS COMPLETED ON AS PER GC:13 OF THE GENERAL CONDITIONS.
DECLARATION - CONTRACT ADMINISTRATOR (AS PER GC:13 OF THE GENERAL CONDITIONS)
I (WE) (CONTRACT ADMINISTRATOR) HEREBY CERTIFY THAT THE WARRANTY PERIOD EXPIRED ON THE DAY OF AND THAT THE WORK PERFORMED SATISFACTORILY DURING THE WARRANTY PERIOD, THE CONTRACTOR REMEDIED ALL DEFECTS, DEFICIENCIES OR OTHERWISE IDENTIFIED BY THE CONTRACT ADMINISTRATOR DURING THE WARRANTY PERIOD IN THE MANNER PRESCRIBED AND TO THE SATISFACTION OF THE CONTRACT ADMINISTRATOR, AND SUCCESSFULLY CONCLUDED ALL TESTS REQUIRED BY THE CITY IMMEDIATELY PRECEDING THE CONCLUSION OF THE WARRANTY PERIOD.
SIGNATURE: DATE:
DATE OF CERTIFICATE OF DATE OF CERTIFICATE OF DATE FOR COMMENCEMENT SUBSTANTIAL PERFORMANCE TOTAL PERFORMANCE OF WARRANTY PERIOD
YR MO DAY YR MO DAY YR MO DAY
20 20 20 20 20
DECLARATION – CONTRACTOR (AS PER GC:13 OF THE GENERAL CONDITIONS)
I (WE) (CONTRACTOR) HEREBY CONCUR WITH THIS CERTIFICATE AND ACKNOWLEDGE THAT THIS CERTIFICATE SHALL NOT HOWEVER RELIEVE US FROM OUR RESPONSIBILITIES AS A RESULT OF ANY BREACH OF THIS CONTRACT BY US, INCLUDING BUT NOT LIMITED TO FAULTY OR DEFECTIVE WORK APPEARING AFTER THE CERTIFICATE OF ACCEPTANCE HAS BEEN ISSUED, FAILURE OF THE WORK TO COMPLY WITH THE CONTRACT DOCUMENTS OR THE REQUIREMENT TO COMPLY WITH THE TERMS OF ANY SPECIAL GUARANTEES SET OUT IN THE SUPPLEMENTAL CONDITIONS.
SIGNATURE: DATE:
ACCEPTANCE OF CERTIFICATE OF ACCEPTANCE BY OF OF ENGINEERING SERVICES DIVISION – WATER AND WASTE DEPT.
SIGNATURE: DATE:



CERTIFICATE OF TOTAL PERFORMANCE

REF. GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS – GC:12 MEASUREMENT AND PAYMENT

PROJECT DESCRIPTION
PROJECT:
PROJECT NO.
CONTRACT NO. (if applicable)
TOTAL BID PRICE: \$
FINAL CONTRACT AMOUNT: \$
ASSESSED LIQUIDATED DAMAGES: \$
FINAL INSPECTION
A FINAL INSPECTION FOR THE WORK AS DETAILED IN THE CONTRACT DOCUMENTS AND AGREEMENT BETWEEN THE CITY OF WINNIPEG AND
(CONTRACTOR)
WAS COMPLETED ON AS PER GC:12 OF THE GENERAL CONDITIONS.
SUPPORT DOCUMENTATION - THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED BY THE CITY AS REQUIRED BY THE CONTRACT DOCUMENTS:
1. A CERTIFICATE FROM THE WORKERS COMPENSATION BOARD (GC:12 OF THE GENERAL CONDITIONS).
2. CERTIFICATES OR LETTERS FROM THE MANUFACTURERS OR THEIR AGENTS OF ANY EQUIPMENT INSTALLED UNDER THIS CONTRACT STATING THAT THEY HAVE INSPECTED THE INSTALLATION AND CERTIFY THAT THE INSTALLATION IS PROPER AND IS IN SATISFACTORY OPERATING CONDITION. THE ITEMS REFERRED TO ARE AS FOLLOWS:
N/A
LETTERS OF ACCEPTANCE HAVE BEEN RECEIVED FROM THE FOLLOWING "AUTHORITIES HAVING JURISDICTION" OUTSIDE OF THE CITY OF WINNIPEG: N/A
DEGLARATION CONTRACT ADMINISTRATOR
I (WE) (CONTRACT ADMINISTRATOR) HEREBY CERTIFY THAT THE ENTIRE WORK, EXCEPT THOSE ITEMS ARISING FROM THE PROVISIONS OF GC:13 - WARRANTY, HAVE BEEN PERFORMED TO THE REQUIREMENTS OF THE CONTRACT DOCUMENTS. SIGNATURE: DATE:
DATE OF CERTIFICATE OF DATE OF CERTIFICATE OF DATE FOR COMMENCEMENT SUBSTANTIAL PERFORMANCE TOTAL PERFORMANCE OF WARRANTY PERIOD
YR MO DAY YR MO DAY YR MO DAY
20 20 20 20 20 20 20 20 20 20 20 20 20 2
I (WE) (CONTRACTOR) HEREBY CONCUR WITH THIS CERTIFICATE AND DECLARE THAT ALL DISPUTES EITHER WITH THE CITY OR WITH ANY OTHER PARTY, ARISING OUT OF THE PERFORMANCE OF THE WORK OR ANYTHING INCIDENTAL THERETO, HAVE BEEN SETTLED. SIGNATURE:
ACCEPTANCE OF CERTIFICATE OF TOTAL PERFORMANCE BY OF OF ENGINEERING SERVICES DIVISION – WATER AND WASTE DEPT.
SIGNATURE: DATE:

Winnipeg Sewage Treatment Program Integrated Management System



Risk Register

DOCUMENT NUMBER: PG-RM-TO-01

Rev	Prepared by	Reviewed by	Date	Approved by	Date

Project Risk Register - {insert project name}

Risk Registe	r Template \	ersion 4.5-nv	wa2										
	System							Program Informatio	n about the Ris	k Event			
Risk ID; Sequential ID	Last Reviewed Date	Status Change Date	Identification Date	Project	Phase	Task Group	Contract (Bid Op)	Operational or Capital	Facility	Process Area (optional)	Discipline (Optional)	Risk Type; Program or Project Level Risk	Category of Risk; Design, Construction, HR, Procurement etc
								example					
								example					
								hh					
								TIII					

Project Budget or Target Cost (\$,000) Insert \$ value

	Risk	Event Identification					Risk Event Assessment					
Threat or Opportunity (T / O)	Due to (Cause Event)	this could occur (Result Event)	Resulting in (this Effect)	Threat / Opp Owner (per Agreement); CofW or Shared	Threat / Opp owner (Individual responsible)	Status (Identified / In k Development / 1 Defined / Closed)	Magnitude of Risk Event(1-5)	Likelihood (1-5)	Assessed Score C X L	Estimated Impact (\$,000) what is cost if risk occurred)	Financial Impact (% Target Cost)	Financial risk prior to Mitigation
T	Design assumption for Digestion and de-watering at SEWPCC	recommends no digestion or	Revise project definition design work based on biosolids decision report	CoW		Identified	2	3	6	80	#VALUE!	36
0	Using a specialist contractor	We may increase productivity for producing O&M manuals	Reduce project delivery cost	Shared		In Development	5	1	5	60	#VALUE!	- 2
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
									0			

	Risk Response A	Assessment (based	d on an Impleme	nted Risk Mana	gement Plan - fu	iture state)					Risk Response Plan - Execution Log		Contingency Plan	
Risk Response Type (Avoidance, Transferance, Mitigation, Acceptance)	Risk Response Plan - Actions	Residual Magnitude occur (1-5)	Residual Likelihood (1- 5)	Assessed Residual Score	Cost of Mitigation (\$,000)	Adopted	Financial risk after mitigation	Trigger date (mandatory review date)	k Date for each 3 action	Mitigation Evaluation	Action Log Reference	Comments	Contingency plan	k 5
Mitigate - Obtain early direction on biosolids strategy for SEWPCC before biosolids decision report is finalised		3	4	12	20									-
Employ specialist contractor for O&Ms, tie in with specific deliverables from constructor and designers		2	3	6	20									
				0										_
				0										-
				0										-
				0										
				0										_
				0										-
				0										4
		1		0				1						1
				0										7
				0										
				0										_
				0										4
				0										-
				0				1						\dashv
				0										\dashv
				0										1
				0										1

Risk Level Risk Level Before After Mitigation

Med High

High Med

Not Assesse Not Assessed Not Assesse Not Assessed

III. Assessing Liklihood/probability of Risk Occurrence

Descriptor	Rating	Frequency	Probability
Almost certain	5	Is expected to occur during projects of this type	> 95%
Likely	4	More likely as not, regularly occurs during projects of this type	60% < x < 95%
Moderate	3	As likely as not, might occur at sometime during a project of this type	30% < x < 60%
Unlikely	Unlikely 2 Could occur at some time during the project, rarely occurs on projects of this type		5% < x < 30%
Rare	1	Only occur in exceptional circumstances on projects of this type	< 5%

Note on the use of Specific Probability Data and Distributions:

The first step in assessing the likelihood / probability of a risk should always be to apply the project teams engineering judgement and experience, in most cases this approach is all that is required. Specific probability data is available from a variety of sources, however unless the assumptions underpinning such distributions and data hold, the results can be misleading and introduce greater risk. Such data should be checked carefully before it is used.

Assessment of the Magnitude of Opportunity

	Insignificant Savings	Minor Savings	Moderate Savings	Major Savings	Significant Savings
	1	2	3	4	5
Cost ¹		< 5% of Project Budget ²		< 15% of Project Budget ²	> 20% of Project Budget ²
2	Time savings	Time savings	Time savings	Time savings	Time savings
Time ²	<½ day	½ – 1 day	>1 day, < 1 week	>1 week, < 1 month	>1 month
Other 4					

Notes

- 1 Project Manager to replace with project specific values
- 2 Use Target Cost where the project is subject to a Target Cost 3 Replace with project specific values
- 4 To be defined by the Project Manager if required

Assessment of the Magnitude of Threat

	Negligible	Moderate	Substantial	Severe	Disastrous
Descriptor	Small effect on costs	Moderately effects costs	Considerably affects cost	Serious threat to the organization, public etc.	The impact is totally unacceptable to the organization
	1	2	3	4	5
Safety	Negligible – No injury, near miss	Minor – minor cuts, bruises, muscle strain	Serious – broken bones, muscle and ligament injuries	Serious / permanent injury / illness	Catastrophic – Single or Multiple fatalities
Financial Impact upto a maximun value (re-work / loss etc) 1	< 2% of Project Budget ²	< 5% of Project Budget ²	< 10% of Project Budget ²	< 15% of Project Budget ²	> 20% of Project Budget ²
Schedule, impact on critical path ²	Not likely to impact dates	Likely to absorb float between planned dates and target dates	≤ 1 month	≤ 2 month	> 2 month
Environment	Negligible Environmental effect	Nuisance / minor but reversible Environmental harm	term Environmental	Localised, long term Environmental harm	
Regulatory	negligable, near miss	report required to regulatory body	Inspection by Manitoba Env safety officer etc	CEC review	Clean Environment Commission (CEC) Hearing

Image / Reputation	Enquiry	and / or IVIP Reduces	Political – Formal Council and / or MP Request / Moderate	Provincial Government, Major Political & Media Scrutiny / Major Public Impact	Federal Investigation
Moral	No Impact	Grumblings at wter cooler	Increasing	LOSS OF STATE / "GO	Catastrophic Negative / walk out
Legal	No Liability	Written Claim Damages < \$10,000	Damages > \$10,000 < \$250,000	Damages >\$250,000 < \$1,000,000	Damages >\$1,000,000
Other 4					

Notes

- 1 Project Manager to replace with project specific values
- 2 Use Target Cost where the project is subject to a Target Cost
- 3 Replace with project specific values
- 4 To be defined by the Project Manager if required

Total Severity	Category	Response
20-25	Critical	Expected cost to the project is unacceptably high. This risk must be eliminated or transferred before proceeding with the project. Attempt to avoid or transfer risk
10-20	Serious	Expected cost is high compared to total project cost. It probably is cost effective to eliminate or transfer this risk.
5-10	Important	Consider eliminating or transferring. If accept then manage proactively.
0-5	Acceptable	Accept and manage

DateChangeBy10/19/2012Added project nameNWA10/20/2012Added calculation in column AA and ABNWA