For detailed instructions on how to complete this document, click [ ¶ ] icon under Home tab to display Hidden Help text.

**Document Purpose**

A Proposed Change Notice (PCN) is a document issued to the Consultant or others wherein the proposed change in Services is outlined and pricing for the change is requested.

When a change in the Service is contemplated, and time is available for identification and evaluation of the change, the Contract Administrator shall compile all technical details supporting the proposed change and create a PCN. The PCN is then processed through the Change Process.

Refer to *PMM Section 7.2 Perform Integrated Change Control*.

**To ensure the current version of the template is used**, it is recommended that the template is downloaded each time from the Corporate Asset Management Office website.

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| **PCN Title:** Enter a brief title for use as reference. |   | **PCN No.:** Enter the successive PCN Number. Refer to PCN Log. This field will auto-populate in the header. |   |
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| **Project Name:** Enter the subject contract name in full. |   | **Date:** Select the date this PCN is initiated from the drop-down calendar. |   |
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| **Consultant** |
| Company: Enter the Legal Business Name of the Consultant |   | Consultant Ref. No.: Enter the Reference Number used by the Consultant for their filing/records purposes. |   |
| Contact: Enter the name of the contact person having delegated authority to represent the Consultant |   | Request for Proposal No.: Enter the Request for Proposal Number used to identify the Tender of the subject contract as issued by the City of Winnipeg Materials Management Division. |   |
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| **City Project Manager** The City Project Manager is the City of Winnipeg employee having delegated authority to deliver the project. |
| Name: Enter the name of the Project Manager |   | City File No.: Enter the City File Number assigned by the department for this project. |   |
| Title: Enter the position title of the Project Manager. |   | Project ID: Enter the City-issued Project ID which represents the Capital Funding Source to the subject contract. The Project ID can be found on the Capital Budget Sheet. |   |
| Dept.: Enter the reporting department of the Project Manager |   | Project Record Index No.: Enter the City-issued Project Record Index Number. Refer to *PMM Section 5.8.8 Project Record Index (PRI)*. |   |
|   | Purchase Order No.: Enter the City-issued number assigned to the Consultant which authorizes billing for work delivered within the subject contract. |   |
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| **Contract Administrator (CA)** The Contract Administrator (CA) may be a City Staff or an external person representing a third-party company having delegated authority to administer the subject contract. |
| Name: Enter the name of the CA. |   | CA Reference No.: Enter a reference number used by the external/non-City CA for their filing/records purposes. |   |
| Title: Enter the position title of the CA. |   |   |
| Organization: If CA is third-party company, enter the company name. If CA is City Staff, enter the reporting department. |   |
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| **Additional Information** (if applicable) |
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| **Reason for Proposed Change** Enter a brief description for the reason or cause that justifies the proposed change(s) to the Service. Itemize by number if there is more than one change to be contained within the PCN. Detail each proposed change item separately in the Proposed Change Item(s) section below. |
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**Instructions to Consultant**

1. Pursuant to the General Conditions of the Contract, prices are requested for the following Proposed Change in Services.
2. Submit an itemized statement with supporting documents from sub-consultants to the Contract Administrator showing:
3. A detailed cost breakdown for each item and identifying each price as:
‘Increases’, ‘Decreases’, or ‘No Change’ as applicable.
4. What impact, if any, this Proposed Change will have on the Contract Schedule.
5. Work on this Proposed Change Notice shall not commence until the *Change in Scope of Services (CSS)* is issued, however, all other Services shall continue in accordance with the Contract documents unless directed otherwise by the Contract Administrator or Designate.

**Proposed Change Item(s)**

Enter each Proposed Change Item individually. By default, this template allows entry of two Proposed Change Items.

To insert an additional Proposed Change Item:

1. Select and Copy all **Proposed** **Change Item No. 2 fields**, including the heading.
Note: Copying *Proposed Change Item No. 1* will not allow for editing or deletion of fields.
2. Ensure there is some space after the previous Proposed Change Item data to separate the items.
3. To Paste: Right-click and use the **Paste Option ‘Keep Original Table Formatting’** in the space between the previous Proposed Change Item data and the Distribution section.
Note: The pasted Proposed Change Item begins on a new page.
4. Re-number the Proposed Change Item.
5. Save the new Proposed Change Item fields.

To delete an entire Proposed Change Item:

Note: *Proposed Change Item No. 1* cannot be deleted.

1. Select the entire Proposed Change Item fields.
2. Right-click and select **Delete Table / Delete Rows**.
Note: Using the normal Delete function will only delete the data but not the table rows.
3. Save the document.

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| **Proposed Change Item No.: 1** |
| **Description of Proposed Change** Enter the type, unit or quantity of change to deliverables as specifically referenced within the terms of the subject contract. For example: unit quantity.  |
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| **Value of Change** (Select the applicable checkbox.) Refer to C.8.4 of the General Conditions. Refer to the *Valuation of a Change in Services in General Conditions for Consultant Services C8.4(a-c), C8.4.1, and C8.4.2.*The adjustment in Contract Price resulting from the Change in Services is determined by one or more of the following methods: [ ]  (a) by estimate in a lump sum.[ ]  (b) by the unit prices and methods of measurement as set out in the Contract or subsequently agreed upon.[ ]  (c) by the actual cost of the Change in Services to the Consultant plus a fixed fee. |
| **Summary of Cost Breakdown** (Attach detailed cost breakdown) This section provides a summary of the detailed cost breakdown. Enter the cost of the proposed change. Refer to *General Conditions for Consultant Services C8.4 Valuation of a Change in Services*. |
| **Impact on Contract Value** Select one of the following options to indicate how the cost affects the contract: Increases, Decreases or No Change. |
| [ ]  Increases | [ ]  Decreases | [ ]  No Change |
| **Impact on Contract Schedule** Identify the change in Contract delivery time that will occur as a result of implementing the proposed change with respect to the pertinent measurement terms of the subject contract. For example, indicate the change in the number of Working Days, changes in Critical Dates, etc . |
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| **Proposed Change Item No.: 2** |
| **Description of Proposed Change** Enter the type, unit or quantity of change to deliverables as specifically referenced within the terms of the subject contract. For example: unit quantity.  |
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| **Value of Change** (Select the applicable checkbox.) Refer to C.8.4 of the General Conditions. Refer to the *Valuation of a Change in Services in General Conditions for Consultant Services C8.4(a-c), C8.4.1, and C8.4.2.*The adjustment in Contract Price resulting from the Change in Services is determined by one or more of the following methods: [ ]  (a) by estimate in a lump sum.[ ]  (b) by the unit prices and methods of measurement as set out in the Contract or subsequently agreed upon.[ ]  (c) by the actual cost of the Change in Services to the Consultant plus a fixed fee. |
| **Summary of Cost Breakdown** (Attach detailed cost breakdown) This section provides a summary of the detailed cost breakdown. Enter the cost of the proposed change. Refer to *General Conditions for Consultant Services C8.4 Valuation of a Change in Services*. |
| **Impact on Contract Value** Select one of the following options to indicate how the cost affects the contract: Increases, Decreases or No Change. |
| [ ]  Increases | [ ]  Decreases | [ ]  No Change |
| **Impact on Contract Schedule** Identify the change in Contract delivery time that will occur as a result of implementing the proposed change with respect to the pertinent measurement terms of the subject contract. For example, indicate the change in the number of Working Days, changes in Critical Dates, etc . |
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**Attachments:** [ ]

**Distribution** (to be completed by Contract Administrator)

[ ]  Contract Administrator

[ ]  Contractor

[ ]  City Project Manager

[ ]  Other: \_\_\_