

Changes Addendum Procedures for Programme Management Consultant (PMC)/ Management Contractor (MC)

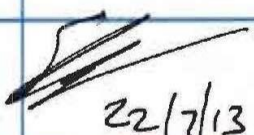
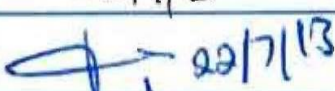

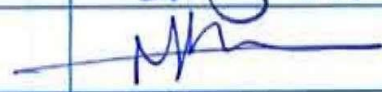

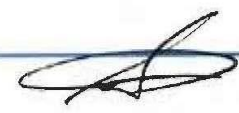


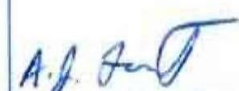

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PMC/MC Change Addendum Process Sign-off

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		Philip Wark	
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Mace EC Harris	James Blowes		
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Workshops Coordinator	EBSD	Moataz Yousif	

22 July 2013

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1. DEFINITIONS

For the purpose of this document, the following definitions shall be used:

“**The Engineer**” shall have the same meaning as provided in the General Conditions. The Engineer will vary as delegated for each programme as per the below table.

“**Authority**” shall mean the Public Works Authority (Ashghal) of the State of Qatar.

“**Engineering Business Support Department**” (**EBS****D**) shall mean that department within the Authority so titled.

“**System**” shall mean the software application which will be used for each programme, as agreed with the Authority, to track the Consultant/Contractors changes*.

* At the date of issue of this report, such System remains in development and not implemented.

Item	Programme	Programme Management Consultant (PMC)/ Management Contractor (MC)	The Engineer
1	Local Roads & Drainage	Parsons Brinckerhoff	Manager of Roads Projects Department or Delegated Area Engineer
2	Expressway	KBR	Manager of Expressway Department
3	Building Projects	Mace/ECHarris	Director of Building Affairs
4	IDRIS	CH2MHill	Director of Infrastructure Affairs
5	Highways Asset Management	Amey	Manager of Roads Operation & Maintenance Department
6	Drainage Asset Management	MWH UK Ltd	Manager of Drainage Network Operation & Maintenance Department

2. SUBJECT, PURPOSE, SCOPE, PARTIES AND RESPONSIBILITIES

2.1 Subject:

The processes and procedures applicable to PMC's/MC's Contracts, Change Request whereby the Engineer may proceed with issuance of a Change Addendum.

2.2 Purpose:

To provide a specific, detailed and clear process to facilitate the issuance and approval of the Change Request Notice. This document represents the Change Addendum Procedures based on the Authority General Conditions of Engagement – 2010 Edition Revision 0. These procedures should be adapted, after discussion with the Engineer as appropriate for each programme, to reflect the different conditions of engagement.

2.3 Scope:

The Scope is the details of the relevant Change/s/Variation/s to the contract.

2.4 Parties:

The Parties required to administer this procedure are:

- A. The Programme Management Consultant (PMC)/ Management Contractor (MC); Contracts Department inter-alia
- B. The Engineer;
- C. Engineering Business Support Department (EBSD);
- D. PWA Committee;
- E. The President Office; and
- F. PWA Stakeholders

2.5 Responsibilities:

2.5.1 PMC's/MC's Responsibilities shall include, but not limited to the following:

- a. Issue the Change Request to the Engineer;
- b. Study the Engineer's Instruction;
- c. Record and Update the System; and
- d. Issue an Impact Assessment to the Engineer.

2.5.2 The Engineer's responsibilities shall include, but not limited to the following :

- a. Issue Formal Instructions ;
- b. Review / Approve/Reject the PMC's/MC's Change Request;
- c. Sign the Change Addendum and forward the Addendum to EBSD; and
- d. Issue the Change Addendum and EBSD recommendation to the President Office.

2.5.3 EBSD's responsibilities shall include, but not limited to the following :

- a. Review/Comment the PMC's Change Addendum;
- b. Issue the recommendation to the Engineer; and
- c. Check Budget allocation, prepare Fund Transfer Request and obtain the Engineer approval (if needed).

2.5.4 The President Office's responsibilities shall include, but not limited to the following :

- a. Review/Comment the Engineer's submission; and
- b. Issue the recommendation to the PWA Committee.

The above shall include for signing/rejection

2.5.5 PWA Committee's responsibilities shall include, but not limited to the following :

- a. Review and approve the Change Addendum.
- b. Authorise the Change Addendum.

2.5.6 PWA Finance & Administrative Department's responsibilities shall include, but not limited to the following :

- a. Process Funds Transfers.
- b. Update FABIS and the successor systems with the new allocated budget and the new agreement price.

3. PROCEDURE

Change Addendum shall be administered as provided through the [FLOWCHART: PROCESS FOR CHANGE ADDENDUM FOR PMC/MC](#)

3.1 Change Request & Impact Assessment Process

The Change can be identified by either the PMC/MC or the Engineer. as per 3.1.1 and 3.1.2

3.1.1 The Engineer Issues formal instruction

In case the change has been identified by the Engineer, the Engineer shall issue a formal instruction to the PMC/MC.

Upon receipt of the Engineer's formal instruction through the System, the PMC/MC shall **within seven (7) working days** issue an Impact Assessment to the Engineer.

3.1.2 The PMC Issues Change Request

In case the change has been identified by the PMC/MC, the PMC/MC shall within **fourteen (14) calendar days** of becoming aware of any change issue a Change Request. The PMC/MC shall use the form in [Appendix A – Change Request](#)

Also, the PMC/MC shall record the issued Change Request in the System.

Upon receipt of the Change Request from the PMC/MC, the Engineer shall **within seven (7) working days** in consultation with the EBSD approve or reject the Change Request.

In the event that the Engineer believes that the Change Request is not relevant and entitlement does not exist, the Engineer shall reject the Change Request, providing the PMC/MC with the reasons for rejection.

In case of agreement by the PMC/MC, the PMC/MC shall close the case in the system. In case of disagreement by the PMC, the PMC shall **within further seven (7) working days** issue a Notice of dissatisfaction as per the General Conditions of Engagements.

In the event that the Engineer believes that the Change Request is relevant and entitlement does exist, the Engineer shall within further **seven (7) working days** approve the Change Request and request the PMC/MC to submit an Impact Assessment.

3.2 Evaluation of Impact Assessment

Upon receipt of the Engineer's approval, PMC shall **within seven (7) working days** issue an Impact Assessment and Change Addendum Request Form. The PMC/MC shall use the Change Addendum Request Form in [Appendix B – Change Addendum Request Form](#). The Impact Assessment shall include the following as a minimum:

- a. Details of Change;
- b. Details of cost & time impacts; and
- c. Resource Impact.

Upon receipt of the Impact Assessment from the PMC/MC, the Engineer shall within **four (4) working days** review, comment on the PMC/MC submission. In the event of approval, the Engineer shall sign the Change Addendum Request Form and forward the submission to Engineering Business Support Department (EBSD) for review and recommendation.

Upon receipt of the Engineer's submission, the EBSD shall **within ten (10) working days** review, comment and approve or reject the Change Addendum Request Form. The EBSD review is concurrent with the Engineer review.

3.3 Change Addendum Issuance Process

In the event that EBSD believes that the Change Addendum Request is not relevant, EBSD shall reject the Change Addendum and return same to the Engineer with reason/s for rejection.

In the event that EBSD approve the Change Addendum Request, the EBSD shall **within ten (10) working days** forward the recommendation to the Engineer along with the Final Change Addendum Form. EBSD shall use the form in [Appendix C – Change Addendum Form](#).

Upon receipt of the EBSD recommendation, the Engineer shall within **Two (2) working days** inform the PMC/MC with the final assessment.

In the event that the final assessment is agreed between the Engineer and the PMC/MC, the PMC/MC shall sign the Change Addendum form, which shall be forwarded by the Engineer to the President Office.

In the event that the final assessment is not agreed between the Engineer and the PMC/MC, the Engineer shall sign and forward the Change Addendum, without the PMC/MC signature, to the President Office. In this circumstance, the PMC/MC may issue a Notice of Dissatisfaction **within seven (7) working days to the Engineer**.

Upon receipt of the Change Addendum form from the Engineer, the President Office shall **within two (2) working days** submit the Change Addendum to the PWA Committee (Main Road Projects Steering Committee).

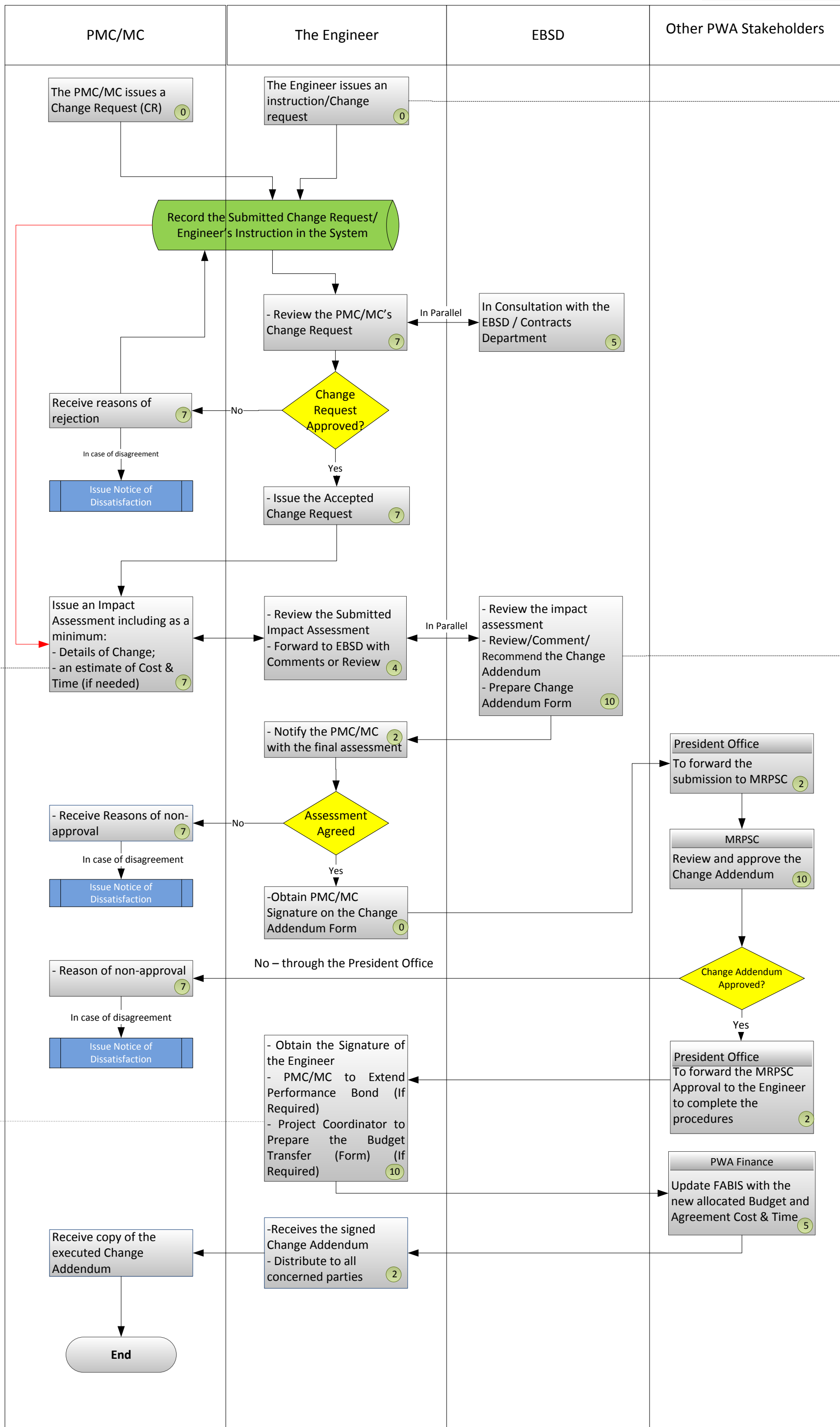
The PWA Committee shall within **ten (10) working days** review, approve and authorize the Change Addendum. In the event that the Change Addendum is approved, it will be forwarded to the President Office. Upon receipt of the approved Change Addendum, the President Office shall **within two (2) working days** forward same to the Engineer. The Engineer shall **within ten (10) working days** request the PMC/MC to extend the Performance Bond (if required), review and prepare budget transfer request (if required) and obtain the PWA Finance & Administrative signature. The Engineer shall use the form in **Within five (5) working days** of the receipt of signed copy of the Change Addendum from the Engineer, the PWA Finance & Administrative shall update the FABIS and the successor systems with the new allocated budget and Adjust the Agreement Price.

Upon receipt of the signed Change Addendum from the PWA Finance & Administrative, the Engineer shall **within two (2) working days** forward an executed copy to all concerned parties.

In the event of the PWA Committee rejecting the Change Addendum, the Committee shall return same to the president office with reasons for rejection. The President Office shall in turn **within two (2) working days** return same to the Engineer who shall forward it to the PMC/MC within further **two (2) working days**.

In case of agreement by the PMC/MC, the PMC/MC shall close the case in the system. In case of disagreement by the PMC/MC, the PMC/MC shall **within further seven (7) working days** issue a Notice of dissatisfaction as per the General Conditions of Engagements.

4. FLOWCHART: PROCESS FOR CHANGE ADDENDUM FOR PMC/MC



Change Addendum Request Form

Change Request Form

Change Addendum Form

Budget Transfer Request Form

Appendix A – Change Request

CHANGE REQUEST (CR)

CR No.	:		Date :	
FROM	:		Agreement Clause Ref:	
TO	:			
PURPOSE	:			

Affairs	:	
Department	:	
Project Title	:	
Project ID	:	
Contract No.	:	
Engineer	:	
Consultant	:	

Reason for this change	<input type="checkbox"/>	Design Change	Impacts	<input type="checkbox"/>	Cost Impact	Status	<input type="checkbox"/>	Approved
	<input type="checkbox"/>	Scope Change		<input type="checkbox"/>	Time Impact		<input type="checkbox"/>	Rejected
	<input type="checkbox"/>	Others						

Description / Background / Benefit to the PWA / Benefit to the Project :

List of Attachments :

The Consultant (Delegated Representative)

Name : _____ Signature _____

Date _____

The Engineer (Delegated Representative)

Name : _____ Signature _____

Date _____

The PWA Representative (Delegated Representative)

Name : _____ Signature _____

Date _____

Appendix B – Change Addendum Request Form

ADDENDUM REQUEST FORM

طلب إصدار ملحق الخدمات الاستشارية

Project ID :	Addendum No. :
Contract No.:	Date:
Budget Ref/Code:	Consultant:
Project Title:	

SCHEDULE (A)

The scope of services to be provided is amended to include:

- 1.
- 2.
- 3.

SCHEDULE (B)

The total sum payable by the Public Works Authority to the Consultant shall be adjusted as follows (refer to Schedule of Fee Adjustment Calculations attached):

Original Agreement Sum: QR.
 Addenda to date () : QR.
 This Addendum () : QR.
 Total Revised Agreement Sum:(proposed) QR.

SCHEDULE (C)

The completion date for this professional Service Agreement shall be extended by this Addendum as follows:

Original Agreement Period: ----- days ----- to -----
 Addenda () to date ----- days ----- to -----
 This Addendum: ----- days ----- to -----

COST VALUATION PREPARATION

Actual Costs	<input type="checkbox"/> YES/NO	Estimate	<input type="checkbox"/> YES/NO	Costs agreed with consultant	<input type="checkbox"/> YES/NO
Based on : Original Agreement Rates ✓		New Rates ✓		Last Addendum Rates ✓	

Engineer's Comments:

Engineer's Signature :

(Please attach all necessary support documents, duly signed by the Consultant and approved by the Engineer, to justify the Addendum)

Date :

Appendix C – Change Addendum Form



PUBLIC WORKS AUTHORITY
INFRASTRUCTURE AFFAIRS

AGREEMENT : P

BUDGET REF :

CODE NO :

PROVISION NO :

ADDENDUM TO MEMORANDUM OF AGREEMENT
ADDENDUM NO.: 1 (ONE)

To: Professional Services Agreement No. **XXXXX** between the Public Works Authority and Messrs., **Doha, Qatar** in connection with **Post - Contract XXXX**

IT IS HEREBY AGREED on this _____ day of _____ 2011
that the PSA No. **XXXXXX** is amended as follows:

Schedule A:

The scope of services to be provided shall be adjusted to

1

Schedule B:

The total sum payable to the Consultant shall be amended by this addendum as follows:

	Amount to be paid		
	Total	by Contractor	by PWA
Original Agreement Sum			
Addendum sums to date (up to Addendum No ...)			
This Addendum No. XXX			
Net effect of this Addendum			
Revised Agreement Sum			

Appendix 1 - Condition of Engagement, Clause 9.2:

The time for completion of the work described in the Schedule A in Professional Service Agreement shall be adjusted by this Addendum as follows:

	Time for completion		
	Duration	Starting Date	Completion Date
Original Time for Completion	days		
EoT to date (up to Addendum No....)	days		
EoT in this Addendum No.1	days		
Revised Time for Completion	days		

ADDENDUM No. 1 (ONE) to PSA PXXXX

SIGNED for and on behalf of the PUBLIC WORKS AUTHORITY

PRESIDENT of PUBLIC WORKS AUTHORITY

SIGNED for and on behalf of the CONSULTANT

M/S.

WITNESS for and on behalf of the PUBLIC WORKS AUTHORITY

DIRECTOR of INFRASTRUCTURE AFFAIRS

WITNESS for and on behalf of the PUBLIC WORKS AUTHORITY

MANAGER of FINANCE & ADMINISTRATIVE DEPARTMENT

Item	Action	Options		If NO		
1 President approval for expired agreement	to be attached	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Defer process
2 Addendum sum agreed by the dept	to be attached	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Get confirmation by email / remark in Part 2
3 Cost breakdown included	to be attached	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Remark in Part 2
4 Rates in accordance with PSA	verify	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Remark in Part 2
5 Addendum EoT agreed by the dept	to be attached	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Remark in Part 2
6 Programme of works for addendum with EoT	to be attached	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	comply
7 Change in original Milestones indicated	verified and included i	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Comply
8 Location plan and drawings for the addendum with : to be attached	to be attached	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	comply

Appendix D – Fund Transfer Request Form

**طلب مناقلة مالية في الموازنة السنوية
(2013-2012) Budget Transfer**

من مدير:-

إلى السيد / مدير إدارة الشؤون المالية والإدارية

يرجى التكرم بالموافقة على إجراء المناقلة المالية أدناه وذلك لتعزيز اعتماد/ تكلفة المشروع المنقول إليه وهي كالتالي :-

النقل الى	النقل من	البيان
		رقم الباب
		رقم كود الموازنة
		رقم بند الموازنة
		رقم المخصص المالي
		اسم المخصص
		رقم الإلتزام
		التكلفة الأصلية / المعدلة سابقاً
		التكلفة المعدلة بموجب المناقلة الحالية
		الإعتماد الأصلي / المعدل سابقاً
		الإعتماد المعدل بموجب المناقلة الحالية
		المبلغ المنقول
		الإعتماد الأصلي لبند الموازنة
		الإعتماد المعدل لبند الموازنة
		نسبة المناقلة
		أسباب طلب إجراء المناقلة المالية

التاريخ	الإعتماد	
		إعتماد مدير الشؤون/الإدارة الطالبة للمناقلة
		إعتماد مدير الشؤون/الإدارة المطلوب النقل منها
إعتماد رئيس الهيئة	إعتماد مدير شؤون الخدمات المشتركة	إعتماد مدير إدارة الشؤون المالية والإدارية
من 25% إلى 50% من نسبة إعتمادات البند المنقول منه	من 15% إلى 25% من نسبة إعتمادات البند المنقول منه	حتى 15% من نسبة إعتمادات البند المنقول منه

لإستخدامات إدارة الشؤون المالية والإدارية

تدقيق محاسب الموازنة	إعتماد رئيس قسم الموازنة والتقارير المالية	إعتماد مدير إدارة الشؤون المالية والإدارية
التاريخ :	التاريخ :	التاريخ :

بيانات الإدخال إلى النظام	ختم الإدخال				
تم الأذخال بواسطة					
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2012					