

# Change Addendum Procedures for The Consultant

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|------------------------------|---|--|---------------------|
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| <b>Signed off by</b>         | Change Addendum Working Group             | <b>Sign off Date</b>                             | 28 May 2013         |
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| PMCs  |  |
|   |  |
|   |  |
|   |  |
|   |  |

## Consultant Change Addendum Process Sign-off

|                       | Organization                                   | Name                  | Signature   |
|-----------------------|--|-----------------------|-------------|
| PWA                   | Local Roads and Drainage / Contract Department | Martin Richard Truman |             |
|                       | Doha Express way / Contract Department         | Steven Golding        |             |
|                       |  | Anees Ahmed           |             |
|                       | Assets Affairs / Contract Department           | Davoud Agha Alikhani  |             |
|                       | Building Affairs                               | Ahmed Saif            |             |
|                       | Engineering Business Support Department (EBSD) | Mohamed Rajab         |             |
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|                       |  | Waleed Abou Khadra    |             |
|                       | CH2M Hill                                      | Elizabeth Swinton     |             |
|                       | Mace EC Harris                                 | James Blowes          |             |
|                       | MC   | Amey                  | Paul Cowley |
| MWH                   |  | Ivan Lowe             |             |
|                       |  | Alan Fairhurst        |             |
| Workshops Coordinator | EBSD   | Moataz Yousif         |             |

\*28th of May 2013

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## 1. DEFINITIONS

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

**“PWA Representative”** shall mean the delegated representative by the Public Works Authority (PWA). The representative will vary for each programme as per the below table.

**“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.

**“The Consultant”** shall have the same meaning as provided in the Agreement General Conditions of Engagement. The Consultant meaning will vary 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)** 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 Contractors Variation Orders.

| <b>Item</b> | <b>Programme</b>          | <b>Programme Management Consultant (PMC)/ Management Contractor (MC)</b> | <b>PWA Representative</b>                                       | <b>The Engineer</b>     | <b>The Consultant</b>                             |
|-------------|---------------------------|--|---|-------------------------|---|
| 1           | Local Roads & Drainage    | Parsons Brinckerhoff   | Manager of Roads Projects Department or Delegated Area Engineer | PMC                     | General Engineering Consultant (GEC)              |
| 2           | Expressway                | KBR  | Manager of Expressway Department                                | PMC                     | Supervision Consultant (SC)                       |
| 3           | Building Projects         | Mace/EC_Harris   | Director of Building Affairs                                    | PWA Representative/ PMC | Design Construction Supervision Consultant (DCSC) |
| 4           | IDRIS                     | CH2MHill   | Director of Infrastructure Affairs                              | PMC                     | Supervision Consultant (SC)                       |
| 5           | Highways Asset Management | Amey   | Director of Assets Affairs                                      | PWA Representative/ MC  | The Consultant / Works Contractors                |
| 6           | Drainage Asset Management | MWH UK Ltd   | Director of Assets Affairs                                      | PWA Representative/ MC  | The Consultant / Works Contractors                |

## **2. SUBJECT, PURPOSE, SCOPE, PARTIES AND RESPONSIBILITIES**

### **2.1 Subject:**

The subject matter of this procedure is the methodology in accordance with which the Change Requests and Change Addendum for the Consultant shall be administrated, assessed and approved by the Engineer and the Authority.

### **2.2 Purpose:**

To provide a specific, detailed and clear process to facilitate the issuance and approval of the Change Addendum for the Consultant. 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 PWA Representative as appropriate for each programme, to reflect the different Conditions of Engagement.

### **2.3 Scope:**

This procedure shall be applicable to all Change Addendum as a result of an Instruction/Change Request from the Engineer and/or the Authority or Change Request issued by the Consultant.

### **2.4 Parties:**

The Parties required to administer this procedure are:

- A. The Consultant: Delegated representative;
- B. The Engineer: Delegated representative;
- C. Relevant Departments within the Public Works Authority (PWA):
  - a) PWA Representative with delegated authority to approve Consultant Change Addendum
  - b) Engineering Business Support Department (EBSD) representative;
  - c) Finance & Administrative Department representative; and
  - d) Other Stakeholders within PWA including the PWA Committee and the President office.

### **3. PROCEDURE**

Change Addendum shall be administered by process illustrated in [FLOWCHART: OVERVIEW OF CHANGE ADDENDUM PROCESS FOR THE CONSULTANT](#)

#### **3.1 Change Request Issuance Process**

The change can be identified by the Consultant, the Engineer or PWA Representative. The following paragraphs are describing these cases:

##### **3.1.1 The Engineer Issues formal instruction**

In case the change has been identified by the Engineer or PWA Representative, the Engineer shall issue a formal Change Request in the form in



**APPENDIX A – CHANGE REQUEST** to the Consultant.

Upon receipt of the Engineer's formal instruction through the System, the Consultant shall **within three (3) working days** study the Engineer's request, acknowledgement and submit an Impact Assessment of cost and/or time impact (if any) .

**3.1.2 The Consultant Issues Change Request**

In case the change has been identified by the Consultant, the Consultant shall issue a Change Request. The Consultant shall use the form in

**APPENDIX A – CHANGE REQUEST.** Also, the Consultant shall record the issued Change Request in the System.

Upon receipt of the Change Request from the Consultant, the Engineer shall **within seven (7) working days** study, review and 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 with providing the Consultant with reasons of rejection.

In case of agreement by the Consultant, the Consultant shall close the case in the System. In case of disagreement by the Consultant, the Consultant 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, entitlement does exist and within his delegation limit, the Engineer shall within further **seven (7) working days** approve the Change Request and request the Consultant to submit an Impact Assessment.

In the event that the Engineer believes that the Change Request is relevant and entitlement does exist but above of his delegation limit, the Engineer shall within **three (3) working days** forward the Change Request along with his recommendation to the PWA Representative for review and approval.

Upon receipt of the Consultant Change Request from the Engineer, the PWA Representative shall **within four (4) working days** study, review and approve or reject the Change Request. In the event of approval, The PWA Representative shall sign the Change Request and forward it to the Engineer. The Engineer shall by turn forward the approved Change Request to the Consultant and request the Consultant to submit an Impact of Assessment.

### **3.2 Evaluation of Impact Assessment**

Upon receipt of the approved Change Request from the Engineer, The Consultant shall **within three (3) working days** submit an Impact Assessment. The Impact Assessment shall including 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 Consultant, the Engineer shall within **four (4) working days** review, comment the Consultant submission.

In the event that the Engineer believes that the Consultant's submission is not properly justifies and substantiated, the Engineer shall reject the Consultant's submission with providing the reasons of rejection. Also, the Engineer shall provide the Consultant with the acceptable amounts of the Change Addendum. If the Consultant is in agreement with the provided amounts, then the Engineer shall proceed as stated in the above paragraph. Otherwise, the Consultant shall **within seven (7) days** from receiving the Engineer's determination issue a Notice of Dissatisfaction with the disputes amounts.

In the event that the Engineer believes that the Consultant's submission is in compliance with the Agreement requirements, supported by all required evidences and the values are acceptable:

### 3.2.1 Within the Engineer Delegation of Authority

The Engineer shall **within five (5) working days** prepare and sign the Change Addendum with the agreed amounts. Then, the Engineer shall obtain the signature of the different department and forward copies of the Consultant, PWA Contract Department and PWA Finance & Administrative Department for their records.

The Engineer shall also check the budget allocated in coordination with the EBSD and if needed prepare Fund Transfer Request (BTR) for the PWA Representative Approval. The EBSD shall use the form in

## APPENDIX C – FUND TRANSFER REQUEST FORM

**Within the five (5) working days** of receipt the final signed copy of the Change Addendum, the PWA Finance & Administrative Department shall update the FABIS with the new allocated budget and the Adjust the Agreement Price.

### 3.2.2 Above the Engineer Delegation of Authority

The Engineer shall **within three (3) working days** prepare, sign and forward the Change Addendum Request along with his recommendation and all supporting documents to the PWA Representative for review and approval.

## 3.3 Change Addendum Issuance and Approval Process

Upon receipt the Engineer submission, the PWA Representative shall **within four (4) working days** review, comment and recommend the Change Addendum.

In the event of disapproval the PWA Representative shall reject the Change Addendum Request with providing reasons of rejection and forward the submission to the Engineer who shall by turn forward the same to the Consultant.

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

As an optional step, the PWA Representative may send the Change Addendum Request to the EBSD for further review and recommendation. The EBSD shall provide their feedback to the PWA Representative **within five (5) working days**.

In the Event of PWA Representative approval:

### 3.3.1 Within the PWA Representative Delegation of Authority

The PWA Representative shall within **one (1) working day** sign the Change Addendum Request and forward a signed copy of the Change Addendum Request. Upon receipt of the approved Change Request, The Engineer shall **within five (5) working days** prepare and sign the Change Addendum. Then, the Engineer shall obtain the signature of the different department, check the budget allocation and forward copies of the Consultant, PWA Representative, PWA Contract Department and PWA Finance & Administrative Department for their records.

**Within the five (5) working days** of receipt the final signed copy of the Change Addendum, the PWA Finance & Administrative Department shall update the FABIS with the new allocated budget and the Adjust the Agreement Price.

### 3.3.2 Above the PWA Representative Delegation of Authority

The PWA Representative shall forward the Change Addendum Request to the EBSD for review and recommendation.

Upon receipt the PWA Representative submission, the EBSD shall **within five (5) working days** review, comment and recommend the Change Addendum Request and

forward the Change Addendum Request to the Concerned Tender Committee for Authorisation.

In the event that EBSD believes that the Change Addendum Request is not relevant, EBSD shall reject the Change Addendum Request and send it back to the PWA Representative with rejection reasons.

Upon Receipt the EBSD recommendations, the PWA Committee shall within five **(5) working days** review, comment and approve or reject the Change Addendum Request.

In the event the PWA Committee reject the Change Addendum, the Committee shall send it back to EBSD with rejection reasons. The EBSD by turn shall **within two (2) working days** send it back to the PWA Representative who shall forward it to the Engineer with further **two (2) working days**.

The Engineer should forward it by turn **within two (2) working days** send it back to the Consultant.

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

In the event that the PWA Committee approve and authorise the Change Addendum Request, the Committee shall **within the above five (5) working days** forward the signed copy to the EBSD for distribution.

**Within the five (5) working days** of receipt the final signed copy of the Change Addendum Request, the EBSD shall prepare the Change Addendum using the form in

[APPENDIX D – CHANGE ADDENDUM FORM](#), obtain the signature of the different department and forward copies of the PWA Representative, PWA Contract Department and PWA Finance & Administrative Department for their records.

**Within the five (5) working days** of receipt the final signed copy of the Change Addendum, the PWA Finance & Administrative Department shall update the FABIS with the new allocated budget and the Adjust the Agreement Price.

The EBSD shall also check the budget allocated and if needed prepare Fund Transfer Request (BTR) for the PWA Representative Approval. The EBSD shall use the form in

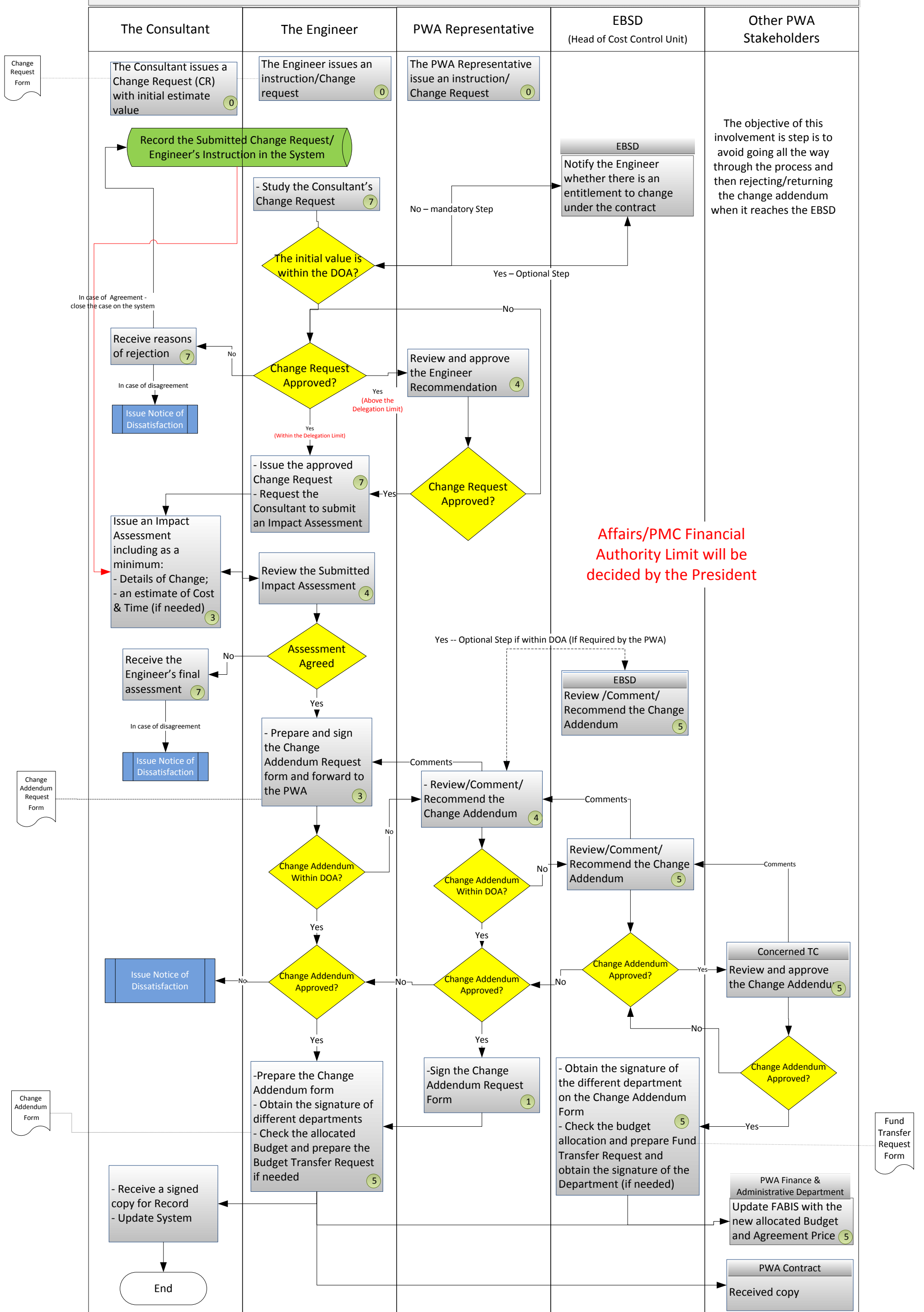
**APPENDIX C – FUND TRANSFER REQUEST FORM.**

The PWA Representative shall forward copy of the final approved Change Addendum to the Engineer. By turn, the Engineer shall forward a signed copy to the Consultant.

## **FLOWCHART: OVERVIEW OF CHANGE ADDENDUM PROCESS FOR THE CONSULTANT**



## Process for Consultant Change Addendum



**Affairs/PMC Financial Authority Limit will be decided by the President**

## **APPENDIX A – CHANGE REQUEST**

## CHANGE REQUEST (CR)

|                |   |  |                              |  |
|----------------|---|--|------------------------------|--|
| <b>CR No.</b>  | : |  | <b>Date :</b>                |  |
| <b>FROM</b>    | : |  | <b>Agreement Clause Ref:</b> |  |
| <b>TO</b>      | : |  |                              |  |
| <b>PURPOSE</b> | : |  |                              |  |

|                      |   |  |
|----------------------|---|--|
| <b>Affairs</b>       | : |  |
| <b>Department</b>    | : |  |
| <b>Project Title</b> | : |  |
| <b>Project ID</b>    | : |  |
| <b>Contract No.</b>  | : |  |
| <b>Engineer</b>      | : |  |
| <b>Consultant</b>    | : |  |

|                               |                          |               |                |                          |             |               |                          |          |
|-------------------------------|--------------------------|---------------|----------------|--------------------------|-------------|---------------|--------------------------|----------|
| <b>Reason for this change</b> | <input type="checkbox"/> | Design Change | <b>Impacts</b> | <input type="checkbox"/> | Cost Impact | <b>Status</b> | <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 :**

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**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 – 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   |             |  |  |  |  |
| <table border="1" style="display: inline-table;"> <tr> <td>2012</td> <td></td> <td></td> <td></td> </tr> </table> | 2012        |  |  |  |  |
| 2012  |             |  |  |  |  |

## **APPENDIX D – 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. <b>XXX</b>                  |                   |               |        |
| <b>Net effect of this Addendum</b>            |                   |               |        |
| <b>Revised Agreement Sum</b>                  |                   |               |        |

**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                |               |                 |
| <b>Revised Time for Completion</b>  | <b>days</b>         |               |                 |

**ADDENDUM No. 1 (ONE) to PSA PXXXX**

SIGNED for and on behalf of the PUBLIC WORKS AUTHORITY

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**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

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**DIRECTOR of INFRASTRUCTURE AFFAIRS**

WITNESS for and on behalf of the PUBLIC WORKS AUTHORITY

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**MANAGER of FINANCE & ADMINISTRATIVE AFFAIRS DEPT**