





# GOVERNMENT CONTRACT CHANGE ORDER

C00052439  
Change Order11

I/We the contractor, agree to supply the equipment and/or perform work or services as stipulated herein and agree to the terms and conditions of the contract.

  
Signature

Kyle Humphreys  
Approved, authorized Officer/title  
Print Name

22/05/09  
Date (year/month/day)

867-689-5183  
Phone Number

CERTIFIED PURSUANT TO SECTION 23 (CONTRACTING AUTHORITY) OF THE FINANCIAL ADMINISTRATION ACT

  
Signature

Paul McConnell  
Deputy Minister  
Highways and Public Works

Approved, authorized Officer/title  
Print Name

22/5/13  
Date (year/month/day)

## For Government of Yukon Office Use Only

|                       |                                     |                      |                                   |
|-----------------------|-------------------------------------|----------------------|-----------------------------------|
| Registry Description: | Whistle Bend School Owner's Advisor | YG Contract Manager: | Miguel Marques<br>867-334-9863    |
| Vendor Id:            | CDCOLLPJOLE                         | Billing Contact:     | Financial Advisor<br>867-667-8634 |

## Standard Change Order

C00052439

### Registry Description: Whistle Bend School Owner's Advisor

|  |  |
|--|--|
| <b>Contractor:</b> CDCOLPROJLE<br>COLLIERS PROJECT LEADERS INC<br>230 2237 2ND AVENUE<br>WHITEHORSE, YT, Y1A 0K7<br>CANADA | <b>Contract Manager:</b> Miguel Marques<br>867-334-9863<br><br><b>Billing Contact:</b> Financial Advisor<br>867-667-8634 |
| <b>Contact Name:</b><br>[Not Entered]  | <b>Fixed Price:</b> Time & Material  |
| <b>Procurement Type:</b> Request for Proposals   | <b>Internal File #:</b>  |
| <b>Corporate Registry #:</b> [Not Entered]   | <b>Location of Work:</b> Whitehorse  |
| <b>Contract Value:</b> 1,194,597.07  | <b>Contract Start Date:</b> January 7, 2020  |
| <b>Increases to Contract:</b> 1,048,978.07   | <b>Completion Date:</b> September 30, 2024   |
| <b>Decreases to Contract:</b> 0.00   |  |

**Exception:** [Not Entered]

**Terms and conditions:**

Subject to appropriation of funds.

The work described below is to be undertaken as a part of your contract and your contract price is to be adjusted as indicated.

Whistle Bend School Owner's Advisor

This change order changes the Contract scope per attached Colliers Request for Change #9 :

- Lighting modelling;
- Additional design review and review meetings;
- Reduction of phase 4 meetings from weekly to bi-weekly.

Building #1474 - Whistle Bend School

Project #00519

Contract Manager: Miguel Marques

RACO #HPW-PMD-459-MP

Please send invoices to one of the following:

Email: PM.AdminAccount@yukon.ca

Fax: 867-393-6319

Mail: P.O. Box 2703 (W-5)

Whitehorse, Yukon Y1A 2C6

# Standard Change Order

C00052439

Registry Description: Whistle Bend School Owner's Advisor

## Commitment Distribution

| Fiscal Year | Account Number             | Reference (Ref4) | Commitment Amount | Change Commitment | Revised Commitment  |
|-------------|----------------------------|------------------|-------------------|-------------------|---------------------|
| 2019/20     | 552-820350-0207-0000-00519 |                  | 147,011.59        | 0.00              | 147,011.59          |
| 2020/21     | 552-820350-0207-0000-00519 |                  | 502,217.48        | 0.00              | 502,217.48          |
| 2021/22     | 552-820350-0207-0000-00519 |                  | 198,209.80        | 0.00              | 198,209.80          |
| 2021/22     | 552-820350-0207-1474-00519 |                  | 5,720.00          | 0.00              | 5,720.00            |
| 2021/22     | 552-904072-0207-0000-00519 |                  | 47,040.00         | 0.00              | 47,040.00           |
| 2021/22     | 559-020501-6051-0090       |                  | 28,093.20         | 0.00              | 28,093.20           |
| 2022/23     | 552-820350-0207-0000-00519 |                  | 0.00              | 0.00              | 0.00                |
| 2022/23     | 552-820350-0207-1474-00519 |                  | 124,290.00        | 55,787.00         | 180,077.00          |
| 2023/24     | 552-820350-0207-0000-00519 |                  | 0.00              | 0.00              | 0.00                |
| 2023/24     | 552-820350-0207-1474-00519 |                  | 68,502.00         | 0.00              | 68,502.00           |
| 2024/25     | 552-820350-0207-0000-00519 |                  | 0.00              | 0.00              | 0.00                |
| 2024/25     | 552-820350-0207-1474-00519 |                  | 17,726.00         | 0.00              | 17,726.00           |
|             |                            |                  |                   |                   | <b>1,194,597.07</b> |

CERTIFIED PURSUANT TO SECTION 24 (COMMITMENT AUTHORITY) OF THE FINANCIAL ADMINISTRATION ACT



Signature

*Paul McConnell*  
Deputy Minister  
Highways and Public Works

Approved, Authorized Officer/title

Print Name/Title

*2022/05/04*

Date (year/month/day)



## DEPARTMENTAL REQUEST FOR ANALYSIS OF (UNANTICIPATED) CHANGE ORDER

For more information on change orders, refer to the Operational Requirement.

The following table provides a summary of the status of this contract including an explanation this proposed amendment:

|  |                        |                                   |   |                      |
|--|------------------------|-----------------------------------|---|----------------------|
| Requesting branch/unit<br>Major Projects             |                        |                                   | RACO no.<br>3                           | Date<br>Apr 11, 2022 |
| Contract number<br>C00052439                         | Date response required | Preparer's name<br>Miguel Marques | Dept. tracking number<br>HPW-PMD-459-MP |                      |
| Project title<br>Whistle Bend School Owner's Advisor |                        |                                   | Phone<br>867-334-9863                   |                      |
| Contractor name<br>Colliers Project Leaders          |                        |                                   |   |                      |

| Contract action      | Description of action | Term         | Original amount/<br>Change order amount | Contract value |
|----------------------|-----------------------|--------------|---|----------------|
| Contract established | Original contract     | Feb 29, 2020 | \$145,619.00                            | \$145,619.00   |
| CO #1                |                       | Mar 6, 2020  |   | \$145,619.00   |
| CO #2                | Anticipated           | Oct 16, 2020 | \$371,085.00                            | \$516,704.00   |
| CO #3                | Anticipated           | Oct 16, 2020 | \$1,725.07                              | \$518,429.07   |
| CO #4                |                       | Oct 16, 2020 | \$114,000.00                            | \$632,429.07   |
| CO #5                |                       | Jan 22, 2021 | \$0.00                                  | \$632,429.07   |
| CO #6                |                       | Jan 22, 2021 | \$25,200.00                             | \$657,629.07   |

The facts listed, and the supporting evidence should clearly demonstrate that the change order meets all of the following criteria:

**Legitimacy:** Whether a change is legitimate and due to unforeseen circumstances that occurred as work progressed, and whether the reasons for the change were unforeseen at the time the request for bids or proposals was issued;

**Extent:** Whether the change order represents any important general change that alters the essential identity or main purpose of the original contract, or is of such importance as to constitute a new undertaking (eg. more than doubling the contract value by means of the change order, might require a new procurement);

**Scope:** Whether the additional work is within the scope of the original contract (is it the same work).



Explanation by procurement authority of reason for change  
continuation of the Change Order table:

| Contract action | Description of action | Term         | Original amount/Change order amount | Contract value |
|-----------------|-----------------------|--------------|-------------------------------------|----------------|
| CO #7           | Anticipated           | Jun 30, 2021 | \$49,233.00                         | \$706,862.07   |
| CO #8           |                       | Jun 30, 2021 | \$41,800.00                         | \$748,662.07   |
| CO #9           |                       | Jul 31, 2021 | \$90,920.00                         | \$839,582.07   |
| CO #10          | Partially anticipated | Sep 30, 2024 | \$299,228.00                        | \$1,138,810.07 |
| CO #11          | Partially anticipated | Sep 30, 2024 | \$55,787.00                         | \$1,194,597.07 |

Explanation by procurement authority of reason for change:

Per Procurement Policy GAM 2.6, section 14(1)(c) a RACO is required as the total value of the commitment exceeds \$100,000.00 and the total value of the commitment increases are over 25% of the original contract value; overall change orders total amount is \$1,048,978.07 and overall contract total is \$1,194,597.07.

As the design progressed, the Design-Builder submitted additional design submissions for review that were not expected at the time of tendering. YG required the Owner's Advisor team to spend additional time to review the submissions.

Also, YG required lighting modelling to be carried out by the Owner's Advisor to assist Education in making a decision on the exterior lighting to be included in the design, as part of replying to a Request for Information by the Design-Builder.

Lastly, the Change Order also includes a reduction in fees to account for a reduction in the number of regular project meetings.

The Change Order meets the legitimacy, extent, and scope criteria, as it is for work that is within the intended scope of the Contract and was unforeseen at the time the request for proposals was issued.

Further justification required by deputy head?

☐ Yes

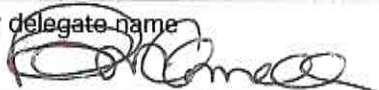
☒ No

The deputy head (or delegate) has reviewed the information provided by the procurement authority and recommends that this change order be:

☒ Approved

☐ Not approved

Deputy head or delegate name



Title

Deputy Minister  
Highways and Public Works

Signature

Paul McConnell

Date

May 4, 2022