REQUEST FOR INFORMATION, PROJECT DOCUMENTATION FOR IDENTIFIED HIGHER RISK PROJECTS

KNOWLEDGE INFRASTRUCTURE PROGRAM

Ministry of Advanced Education and
Labour Market Development

Government of British Columbia

November 6, 2009
REVISED January 8, 2010

COVER NOTE

This Request For Information for Project Documentation For Identified Higher Risk Projects is applicable only to higher risk projects that the Ministry of Advanced Education and Labour Market Development will identify over the course of the Knowledge Infrastructure Program.

The information will enable the Ministry, supported by its agent Stantec Consulting, to monitor higher risk projects to ensure that projects are progressing in accordance with the project scope, budget, and schedule as included in the original submission to Industry Canada.

The number of projects identified by the Ministry as higher risk will change over the course of the Knowledge Infrastructure Program due to the unique and current status of each project.

Please note that all documentation is to be sent to Peter Brayford at peter.brayford@stantec.com and Melissa Van Aert at melissa.vanaert@stantec.com.

The table below lists the Attachments that must be completed by the institutions and provides instructions on how to submit.

Attachment	Email Delivery Methods
Attachment #1 – Cash Flow Template	Click the "Submit by Email" button. Automatically emails to Stantec contacts noted above
Attachment #2 – Schedule Template	Click the "Submit by Email" button. Automatically emails to Stantec contacts noted above
Attachment #3 – Risk Register Template	Attach and email the Excel document to Stantec contacts noted above
Attachment #4 – Procurement Template	Attach and email the Word document to Stantec contacts noted above
Attachment #5 – Project Cost Report	Attach and email the Scanned document to Stantec contacts noted above
Attachment #6 – Contact Details Template	Click the "Submit by Email" button. Automatically emails to Stantec contacts noted above

Request For Information List

Project Documentation for Identified Higher Risk Projects
Knowledge Infrastructure Program

Institution: _____

Project Name: _____

Initial Project Information Request

☐	1. Complete project cash flow data sheet.	Attachment 1 - Template
☐	2. Provide project schedule data.	Attachment 2 - Template
☐	3. Provide project risk register and mitigation plan (for projects >$20 million).	Attachment 3 - Template
☐	4. Confirm construction procurement strategy.	Attachment 4 - Template
☐	5. Provide Project Cost Report including: • Project Budget • Project Cost Commitments and Costs to Date Please ensure sufficient level of detail is provided as per example format in Attachment 5.	Attachment 5 - Example
☐	6. Provide contact details (phone and email) for Project Manager, Financial Officer and/or project accountant, Payment Certifier (eg. PM or Prime Consultant).	Attachment 6 - Template

Monthly Project Information Request *(due each month thereafter)*

☐	7. Engineer/Architect's certified monthly payment certificates including Contractor's progress draw and change order/change notice log.	
☐	8. Monthly (updated) project cash flow data sheet.	Attachment 1 - Template
☐	9. Monthly (updated) project schedule data.	Attachment 2 - Template
☐	10. Monthly Project Cost Report update.	Attachment 5 - Example