

As of 2009, the City of Burnaby (the "City") was required to track and report the financial impact of both planned and actual changes to City-owned infrastructure assets resulting from new construction. Construction costs require detailed allocation by asset type and street segment/ block or other locational identifier.

The schedule of quantities in the form of tender will continue to follow MMCD guidelines and specifications, but will need to be able to correlate to a detailed cost allocation by asset type and street segment or location identifier. Beginning November, 2013, when preparing project documents - Progress Payment 0, consultants are required to adhere to specific document standard which focuses on reporting materials, equipment and assets delivered to specific locations or street segment and distinct asset categories (PAC).

This document describes a set of **guidelines** which are required by the City for depiction and quantification of changes to City-owned infrastructure assets. These guidelines are intended to supplement existing City of Burnaby Accounting Guidelines published by the City of Burnaby's Engineering department in February 2010.

Introduction:

The focus of these guidelines, in conjunction with the progress payment template, is to ensure that the information being reported provides information the City requires to monitor and manage the Construction process, as well as ensure that the information necessary to capitalize assets delivered is provided in a consistent and timely manner to facilitate processing.

These revised guidelines are being issued in conjunction with Asset Identification Specifications (November 2013) requirements and should be used in tandem. This document outlines additional requirements for identifying and labelling assets and is a critical component for the base information required for Progress Payments.

- **Design Drawings *.dwg files** – in AutoCAD 2010 or later format (.dwg) with a set of blocks on predefined layers identifying changes to City-owned assets

Step I: Consultant to provide estimate or tender value for each asset type by location and PAC.

ITEM	DESCRIPTION	UNIT	TENDER	UNIT PRICE	TENDER TOTAL
COB Class - ROADS					
0323 PAVEMENT LOCAL					
APPLIES TO SEGMENT 6185-130/140; 6184-10/20; 0600-180/190; 0602-010					
Section 02224 - Roadway Excavation, Embankment and Compaction					
1.8.4.1	Remove Asphalt Road	sq.m	5,300.00	10.00	\$53,000.00
Section 02512 - Hot-Mix Asphalt Concrete Paving					
1.5.2.1	12.5mm Upper Course - 35mm thick	sq.m	5,500.00	9.00	\$49,500.00
2	19.0mm Lower Course - 50mm thick	sq.m	5,500.00	12.00	\$66,000.00
1.5.3.1	Asphalt Driveway	sq.m	2500	32.00	\$8,000.00
1.5.4.1	Asphalt Curb Type F	lin.m	6000	16.00	\$9,600.00
2	Asphalt Curb Type E	lin.m	6700	15.00	\$10,050.00
SUBTOTAL 0323 PAVEMENT LOCAL					\$196,150.00
0324 STRUCTURE LOCAL					
APPLIES TO SEGMENT 6185-130/140; 6184-10/20; 0600-180/190; 0602-010					
Section 02224 - Roadway Excavation, Embankment and Compaction					
1.8.5	Common Excavation	cu.m	4000	32.00	\$12,800.00
1.8.7	75mm minus Ditch infill	tonne	3000	23.00	\$6,900.00
Section 02233 - Granular Base					
1.4.2.1	100 mm Thick	sq.m	8500	8.00	\$6,800.00
1.4.2.2	50 mm Thick	sq.m	5,200.00	6.00	\$31,200.00
Section 02234 - Granular Subbase					
1.4.2	250 mm Thick	sq.m	8500	14.00	\$11,900.00
Section 02921 - Topsoil and Finish Grading					
		cu. m	2500	50.00	\$12,500.00
Section 02934 - Hydraulic Seeding					
1.8.1	Bonded Fibre Matrix mulch mix	sq.m	1,000.00	4.00	\$4,000.00
SUBTOTAL 0324 STRUCTURE LOCAL					\$86,100.00
TOTAL COB Class - ROADS					282,250.0
COB Class - DRAINAGE					
0411 STORM MAIN PVC HDPE					
Section 02221 - Rock Excavation					
1.6.3	Rock Excavation	cu.m	300	153.00	\$4,590.00
APPLIES TO SEGMENT 6184-20; 0600-190					
Section 02512 - Hot-Mix Asphalt Concrete Paving					
1.5.1	Trench Permanent Pavement Restoration				
1	35mm Mill and Pave	sq.m	2300	28.00	\$6,440.00
2	50mm Mill and Pave	sq.m	2000	36.00	\$7,200.00
Section 02721 - Storm Sewers					
1.6.1.1	250 mm Storm Main	lin.m	1500	249.00	\$37,350.00
2	300 mm Storm Main	lin.m	1700	244.00	\$41,480.00
3	375 mm Storm Main	lin.m	3850	240.00	\$92,400.00
4	150 mm Catchbasin Lead	lin.m	1400	167.00	\$23,380.00

1. Progress Payment 0 must be presented with information at an individual street segment and PAC level. Files must be provided in electronic form – Excel 2007 or later format (.xlsx).
2. The invoice template, which will form the basis for the detail on all your Progress Payments, does not anticipate all measurement and payment items that are defined by MMCD. If the template is missing these items, the consultant should add the necessary items.
3. Attribution of assets to individual street segments is addressed in Asset Identification Specifications (November 2013).
4. The following information is available to assist in the creation of the Tender from the City of Burnaby:

- City map of Street Segments
- City of Burnaby Master Street Segment list
- Table of PAC codes
- Table describing typical MMCD elements included in each asset type.

Step II: Burnaby Project Manager will provide WBS elements and PO line items to include in progress payment.

PO LINE ITEM SUMMARY							PROGRESS PAYMENT
Line	Service	Vendor Product Number	Quantity	Valid From	Cost Type	Cost Assignment	Tax C
10	3000027	6185-130 0323 PAVEMENT LOCAL	\$43,093.20	2011/05/30	WBS	EKA.0008.1.05.01.0323	AB
20	3000027	6185-130 0324 STRUCTURE LOCAL	\$11,435.20	2011/05/30	WBS	EKA.0008.1.05.01.0324	AB
30	3000027	6185-130 0411 STORM MAIN PVC HDPE	\$60,507.75	2011/05/30	WBS	EKA.0008.1.05.01.0411	AB
40	3000027	6185-130 0426 STORM SERVICE PVC	\$10,655.20	2011/05/30	WBS	EKA.0008.1.05.01.0426	AB
50	3000027	6185-130 0516 SANITARY MAIN PVC HDPE	\$39,399.92	2011/05/30	WBS	EKA.0008.1.05.01.0516	AB
60	3000027	6185-130 0518 SERVICE PVC	\$9,746.70	2011/05/30	WBS	EKA.0008.1.05.01.0518	AB
70	3000027	6185-130 0613 FIRE HYDRANTS	\$3,295.00	2011/05/30	WBS	EJA.0006.1.11.02.0613	AB
80	3000027	6185-130 0627 WATERMAIN DI DC	\$57,523.02	2011/05/30	WBS	EJA.0006.1.11.02.0627	AB
90	3000027	6185-130 0630 WATER SERVICE CU	\$5,989.00	2011/05/30	WBS	EJA.0006.1.11.02.0630	AB
100	3000027	6185-140 0323 PAVEMENT LOCAL	\$66,471.30	2011/05/30	WBS	EKA.0008.1.05.02.0323	AB
110	3000027	6185-140 0324 STRUCTURE LOCAL	\$14,834.80	2011/05/30	WBS	EKA.0008.1.05.02.0324	AB
120	3000027	6185-140 0411 STORM MAIN PVC HDPE	\$75,502.00	2011/05/30	WBS	EKA.0008.1.05.02.0411	AB
130	3000027	6185-140 0426 STORM SERVICE PVC	\$34,160.00	2011/05/30	WBS	EKA.0008.1.05.02.0426	AB
140	3000027	6185-140 0516 SANITARY MAIN PVC HDPE	\$64,871.70	2011/05/30	WBS	EKA.0008.1.05.02.0516	AB
150	3000027	6185-140 0518 SERVICE PVC	\$19,795.70	2011/05/30	WBS	EKA.0008.1.05.02.0518	AB
160	3000027	6185-140 0613 FIRE HYDRANTS		2011/05/30	WBS	EJA.0006.1.11.03.0613	AB
170	3000027	6185-140 0627 WATERMAIN DI DC	\$58,506.50	2011/05/30	WBS	EJA.0006.1.11.03.0627	AB
180	3000027	6185-140 0630 WATER SERVICE CU	\$32,196.00	2011/05/30	WBS	EJA.0006.1.11.03.0630	AB
190	3000027	6184-010 0323 PAVEMENT LOCAL	\$68,170.70	2011/05/30	WBS	EKA.0008.1.05.03.0323	AB
200	3000027	6184-010 0324 STRUCTURE LOCAL	\$51,349.50	2011/05/30	WBS	EKA.0008.1.05.03.0324	AB
210	3000027	6184-010 0411 STORM MAIN PVC HDPE	\$82,767.40	2011/05/30	WBS	EKA.0008.1.05.03.0411	AB
220	3000027	6184-010 0426 STORM SERVICE PVC	\$24,485.86	2011/05/30	WBS	EKA.0008.1.05.03.0426	AB
230	3000027	6184-010 0516 SANITARY MAIN PVC HDPE	\$62,810.20	2011/05/30	WBS	EKA.0008.1.05.03.0516	AB
240	3000027	6184-010 0518 SERVICE PVC	\$19,499.50	2011/05/30	WBS	EKA.0008.1.05.03.0518	AB
250	3000027	6184-010 0613 FIRE HYDRANTS	\$9,885.00	2011/05/30	WBS	EJA.0006.1.11.04.0613	AB
260	3000027	6184-010 0627 WATERMAIN DI DC	\$72,490.20	2011/05/30	WBS	EJA.0006.1.11.04.0627	AB
270	3000027	6184-010 0630 WATER SERVICE CU	\$22,833.00	2011/05/30	WBS	EJA.0006.1.11.04.0630	AB
280	3000027	6184-020 0411 STORM MAIN PVC HDPE	\$21,911.30	2011/05/30	WBS	EKA.0008.1.05.04.0411	AB
290	3000027	6184-020 0426 STORM SERVICE PVC	\$4,903.00	2011/05/30	WBS	EKA.0008.1.05.04.0426	AB
300	3000027	6184-020 0516 SANITARY MAIN PVC HDPE	\$32,696.16	2011/05/30	WBS	EKA.0008.1.05.04.0516	AB
310	3000027	6184-020 0518 SERVICE PVC	\$4,776.00	2011/05/30	WBS	EKA.0008.1.05.04.0518	AB
320	3000027	6184-020 0613 FIRE HYDRANTS		2011/05/30	WBS	EJA.0006.1.05.04.0613	AB
330	3000027	6184-020 0627 WATERMAIN DI DC		2011/05/30	WBS	EJA.0006.1.05.04.0627	AB
340	3000027	6184-020 0630 WATER SERVICE CU		2011/05/30	WBS	EJA.0006.1.05.04.0630	AB

The following information will be provided to include in progress payments:

- List of WBS elements (generally one per street segment/ PAC combination)
- PO line items

Step III: Consultant to prepare monthly progress invoices

CITY OF BURNABY 2011 Sewer Separation Program - Package "II" (Howard Avenue) Contract 2011-16 Possible Quantities and Prices Progress Invoice #7 Final PO - 41-2782		Date From: Inception	Date To: Final	Local Residential 060210 Sunningdale - Pandora to Howard 0602-010																			
TOTALS For All Segments				Quantity			Drawing Asset Table Label			Cost			% Complete										
ITEM	DESCRIPTION	UNIT	Total Tender Qty	Bid Price	Tender total	To Date Qty	Projected Qty	Total Price	Previous Qty	Current Qty	To Date Qty	Previous Cost	Current Cost	To Date Cost	% Complete	Tender Qty	Tender Value	Projected Qty	Projected Cost				
COB Class - ROADS																							
0333 PAVEMENT LOCAL																							
66mm/yyyy for AVAILABLE FOR USE																							
Asset Surface Quantity																							
Section 02224 - Roadway Excavation, Embankment & Compaction																							
1.8.4.1	Remove Asphalt Road	sqm	5300.0	10.00 \$	53,000.00	5,704.2	5,704.2	57,042.00	983.3	0.0	983.3	9,833.00	-	9,833.00	100	500.0	5,000.00	983.3	9,833.00				
Section 02512 - Hot-Mix Asphalt Concrete Paving																							
1.5.2.1	12.5mm Upper Course - 15mm thick	sqm	5500.0	9.00 \$	49,500.00	5,704.2	5,704.2	51,337.80	613.1	0.0	613.1	5,517.90	-	5,517.90	100	500.0	4,500.00	613.1	5,517.90				
2	19.0mm Lower Course - 10mm thick	sqm	5500.0	12.00 \$	66,000.00	5,704.2	5,704.2	68,430.40	613.1	0.0	613.1	7,337.20	-	7,337.20	100	500.0	6,000.00	613.1	7,337.20				
1.5.3.1	Asphalt Driveway	sqm	25.0	32.00 \$	8,000.00	326.6	326.6	10,451.20	13.4	0.0	13.4	428.80	-	428.80	100	-	-	13.4	428.80				
1.5.4.1	Asphalt Curb Type F	lin.m	465.0	16.00 \$	7,440.00	553.9	553.9	8,862.40	91.6	0.0	91.6	1,465.60	-	1,465.60	100	92.0	1,520.00	91.6	1,465.60				
2	Asphalt Curb Type E	lin.m	670.0	15.00 \$	10,050.00	638.1	638.1	9,571.50	0.0	0.0	0.0	-	-	-	-	-	-	-	-				
SUBTOTAL 0333 PAVEMENT LOCAL			\$ 193,990.00			0.0			\$ 205,715.30			\$ 24,602.50			\$ 24,602.50			\$ 17,020.00			\$ 24,602.50		
0334 STRUCTURE LOCAL																							
66mm/yyyy for AVAILABLE FOR USE																							
Asset Surface Quantity																							
Section 02224 - Roadway Excavation, Embankment & Compaction																							
1.8.5	Common Excavation	cu.m	400.0	32.00 \$	12,800.00	383.2	383.2	12,262.40	0.0	0.0	0.0	-	-	-	-	-	-	-	-				
1.8.7	75mm minus Ditch Infill	to.nose	300.0	23.00 \$	6,900.00	123.9	123.9	2,849.70	0.0	0.0	0.0	-	-	-	-	-	-	-	-				
Section 02233 - Granular Base																							
1.4.2.1	100 mm Thick	sqm	85.0	8.00 \$	6,800.00	766.4	766.4	6,131.20	0.0	0.0	0.0	-	-	-	-	-	-	-	-				
1.4.2.2	50 mm Thick	sqm	5200.0	6.00 \$	31,200.00	5,704.2	5,704.2	34,225.20	613.1	0.0	613.1	3,678.60	-	3,678.60	100	500.0	3,000.00	613.1	3,678.60				
Section 02234 - Granular Subbase																							
1.4.2	250 mm Thick	sqm	85.0	14.00 \$	11,900.00	766.4	766.4	10,729.60	0.0	0.0	0.0	-	-	-	-	-	-	-	-				
Section 02921 - Topsoil and Finish Grading																							
cu.m	250.0	50.00 \$	12,500.00	250.0	250.0	12,500.00	20.0	0.0	20.0	1,000.00	1,000.00	100	20.0	1,000.00	100	20.0	1,000.00	20.0	1,000.00				
Section 02934 - Hydraulic Seeding																							
1.8.1	Bonded Fibre Matrix mulch mix	sqm	1000.0	4.00 \$	4,000.00	1,000.0	1,000.0	4,000.00	100.0	0.0	100.0	400.00	-	400.00	100	100.0	400.00	100.0	400.00				
TOTAL COB Class - Roads			\$ 280,090.00			0.0			\$ 288,413.40			\$ 29,681.10			\$ 29,681.10			\$ 21,420.00			\$ 29,681.10		
COB Class - Drainage																							
0411 STORM MAIN PVC HDPE																							
66mm/yyyy for AVAILABLE FOR USE																							
Asset Surface Quantity																							
Section 02221 - Rock Excavation																							
1.6.3	Rock Excavation	cu.m	30.0	153.00 \$	4,590.00	0.0	0.0	-	0.0	0.0	0.0	-	-	-	-	5.0	765.00	-	-				
Section 02512 - Hot-Mix Asphalt Concrete Paving																							
1.5.1	Trench Pavement Restoration	sqm	35.0	28.00 \$	9,840.00	74.7	74.7	2,091.60	147.0	0.0	147.0	4,116.00	-	4,116.00	100	122.0	3,500.00	147.0	4,116.00				
1	35 mm Mill and Pave	sqm	32.0	36.00 \$	11,700.00	118.3	118.3	4,258.80	147.0	0.0	147.0	5,292.00	-	5,292.00	100	122.0	4,500.00	147.0	5,292.00				
Section 02721 - Storm Sewer																							
1.6.1.1	250 mm Storm Main	lin.m	151.0	249.00 \$	37,599.00	139.8	77.8	34,810.20	85.3	0.3	85.3	21,214.80	74.70	21,289.50	100	85.0	21,165.00	85.3	21,214.80				
2	500 mm Storm Main	lin.m	170.0	244.00 \$	41,480.00	163.5	163.5	39,894.00	0.0	0.0	0.0	-	-	-	-	-	-	-	-				
3	375 mm Storm Main	lin.m	385.0	240.00 \$	92,400.00	383.4	383.4	92,496.00	0.0	0.0	0.0	-	-	-	-	-	-	-	-				
4	150 mm Catchbasin Lead	lin.m	157.0	167.00 \$	26,219.00	172.7	172.7	28,840.90	2.0	0.0	2.0	2,345.14	-	4,509.00	100	27.0	4,509.00	27.0	4,509.00				
1.6.4	Storm Inspection Chambers	each	4.0	251.00 \$	1,004.00	39.0	39.0	9,789.00	2.0	0.0	2.0	502.00	-	502.00	100	2.0	502.00	2.0	502.00				
1	in boulevard	each	3.0	327.00 \$	981.00	5.0	5.0	1,635.00	0.0	0.0	0.0	-	-	-	-	-	-	-	-				
2	in driveway	each	1.0	327.00 \$	327.00	5.0	5.0	1,635.00	0.0	0.0	0.0	-	-	-	-	-	-	-	-				
1.6.5.1	Trench Dams, complete	each	6.0	508.00 \$	3,048.00	5.0	5.0	2,540.00	1.0	0.0	1.0	508.00	-	508.00	100	0.0	-	1.0	508.00				
1.6.9.1	Tie-in to existing, main to main	each	2.0	250.00 \$	500.00	1.0	1.0	250.00	0.0	0.0	0.0	-	-	-	-	-	-	-	-				
7	Tie-in to existing (75-150)	each	1.0	105.00 \$	105.00	1.0	1.0	105.00	0.0	0.0	0.0	-	-	-	-	-	-	-	-				

- Header should include:
 - Contract number
 - Progress payment number,
 - Purchase order number
 - Relevant date range
- Detail from Progress Payment 0 should be continued on all subsequent progress payments, including the break down by street segment for both quantities and dollars. The layout presented above maintains the same look and feel as the Schedule of Quantities and prices and will provide consistency in monitoring and tracking project metrics as well as provide necessary information for capitalization.
- As indicated in Step I, the invoice template does not anticipate all measurement and payment items that are defined by MMCD. If the template is missing these items, the consultant should add the necessary items.
- Where MMCD units of measurement are not the same as the City's asset unit of measurement, the invoices requires the consultant to supply this information specifically. See 7 & 8 below.
- For any asset table items identified as #99, the cost of these items should be represented in association with the asset that they pertain to. For example, catch basins, road trenching, etc, should be costed under the WBS representing the primary asset.
- Projected quantity and amounts should be updated on each progress payment as an indication of any outstanding work. If assets are fully delivered, the projected quantity and amount should be equal to the To Date Quantities and amounts.
- For road assets, final asset quantities, by defined unit of measure, are also required to facilitate determination of assets to be capitalized. This information is recorded at the top of the PAC section. See circled information in example above.
- Utility service connections need to be measured by individual length and by count of services. The count information would be presented, similar to overall road surface delivery, in the information space at the top of the PAC section.
- Asset available for use date needs to be provided when the underlying asset is **available for use** by street segment (defined in Appendix 2).
 - ALL asset classes, available for use date determined by PAC and Street Segment.
- The applicable WBS element by street segment and PAC is also provided in the invoice.
- Reference the item label from the asset table to tie the drawing to the invoice.
- Monthly progress invoices that have assets which have been determined as available for use **MUST be accompanied by updated Delivered drawings as well as updated asset tables.** Refer to Guideline for Asset Table Updates from Delivery for guidance on updating asset tables.
- Progress payment files must be provided in electronic form – Excel 2007 or later format (.xlsx).

Step IV: Consultant to provide detail on change orders from the original tender

CHANGE ORDERS AND NEW ITEMS												Pandora: Howard to Ellesmere 0600-190							
PO Line Item	Description	Street Segment	PAC	Bid Price	To Date Qty	Projected Qty	Total Price	Previous Qty	Current Qty	To Date Qty	Previous Cost	Current Cost	To Date Cost	% Complete	Tender Qty	Tender Value	Projected Qty	Projected Cost	
LN 480	150mm Storm Service	0600-190	426	166.00	10.0	10.0	1,660.00	10.0	0.0	10.0	1,660.00	-	1,660.00	100	-	-	10.0	1,660.00	
LN 480	Storm IC	0600-190	426	327.00	1.0	1.0	327.00	1.0	0.0	1.0	327.00	-	327.00	100	-	-	1.0	327.00	
LN 490	100mm San. Service	0600-190	518	153.00	11.0	11.0	1,683.00	11.0	0.0	11.0	1,683.00	-	1,683.00	100	-	-	11.0	1,683.00	
LN 490	San IC Driveway	0600-190	518	167.00	1.0	1.0	167.00	1.0	0.0	1.0	167.00	-	167.00	100	-	-	1.0	167.00	
LN 500	19mm Water Service	0600-190	426	80.00	10.0	10.0	800.00	10.0	0.0	10.0	800.00	-	800.00	100	-	-	10.0	800.00	
LN 500	19mm Comp Stop	0600-190	426	58.00	1.0	1.0	58.00	1.0	0.0	1.0	58.00	-	58.00	100	-	-	1.0	58.00	
LN 500	19mm Curb Stop	0600-190	426	89.00	1.0	1.0	89.00	1.0	0.0	1.0	89.00	-	89.00	100	-	-	1.0	89.00	

Guidelines for Invoices

November 2014

1. Change orders and new items need to ALL go through as change orders to the purchase order. Increases visibility and transparency of changes to project.
2. Change orders pertaining to a specific street segment should be reported on the Street Segment Detail Sheet.
3. Change order items that do not pertain to a specific street segment, should be reflected as an additional line in the Change Order section on the Payment Summary tab.
4. All items need to be measured and tracked in accordance with the requirements described above, namely:
 - Delivered road areas (in M2) need to be specifically be reported. Also number of service connections if the change order relates to these items..
 - Units of measure along with dollars need to be identified to a specific street segment and PAC.

Step V: Consultant to provide detail on deficient work

CITY OF BURNABY 2011 Sewer Separation Program - Package "II" (Howard Avenue) Contract 2011-16 Possible Quantities and Prices Program Payment #7 BO-41-57852		Date From: Feb 1, 2012	Date To: Mar 31, 2012	Local Residential 0602010 Spanningdale Ponds to Howard 0602-010															
TOTALS For All Segments				Quantity			Cost												
ITEM	DESCRIPTION	UNIT	Total Tender Qty	Bid Price	Tender total	To Date Qty	Projected Qty	Total Price	Previous Qty	Current Qty	To Date Qty	Previous Cost	Current Cost	To Date Cost	% Complete	Tender Qty	Tender Value	Project d Qty	Projected Cost
DEFICIENT WORK																			
PO Line Item	Description	Street Segment	PAC	Bid Price	WSS	To Date Qty	Projected Qty	Total Price											
350	12.5mm Upper Course - 15mm thick	0602-010	0323	9.00	284,000.00	0.00	0.00	900.00											
450	Temporary Testpoints	0602-010	0627	547.00	273,500.00	0.00	0.00	547.00											

1. Deficient items pertaining to a specific street segment should be reported on the Street Segment Detail Sheet.
2. Deficient items that do not pertain to a specific street segment should be reflected as an additional line in the Change Order section on the Payment Summary tab.
3. All items need to be measured and tracked in accordance with the requirements described above, namely:
 - Delivered road areas (in M2) need to be specifically be reported. Also number of service connections if the change order relates to these items..
 - Units of measure along with dollars need to be identified to a specific street segment and PAC.

Step VI: Consultant to provide net amount payable

PAYMENT CALCULATIONS

TOTAL =	\$1,372,173.00	\$1,363,856.21	\$35,369.86	\$1,399,226.07
LESS 10% HOLDBACK =	-	-\$136,385.62	-\$3,536.99	-\$139,922.61
SUBTOTAL =	-	\$1,227,470.59	\$31,832.87	\$1,259,303.46
PLUS GST @ 5% =	-	\$61,373.53	\$1,591.64	\$62,965.17
NET AMOUNT PAYMENT =	-	\$1,288,844.12	\$33,424.52	\$1,322,268.64
		PREVIOUS AMOUNT	CURRENT AMOUNT	TOTAL AMOUNT TO DATE

1. Include net amount payable for current and total amount to date. This will enable cross reference and verification to past payments.

Step VII: Submit As-Builts

1. Submit as-builts within 60 days of substantial completion as per drawing standards.

Appendix 1
TABLE 10: Quantifying Changes to City Infrastructure – Units of Measure

Summarizes the various roadworks and utilities quantity measurements required.

Asset	Primary U.O.M	Measurement
Road Pavement	M2	Area measured in M2 (square metres) from the inner edge of curb and gutter on each side of the road. Exclusive of an area in medians or islands.
Road Structure	M2	Area measured in M2 (square metres), primary quantity.
Sidewalk	M	Measured in M (lineal metres), primary quantity; and, M2 (square metres), secondary quantity. Sidewalk includes areas for driveways, concrete boulevards and filler walks, etc.
Urban trail	M	Measured in M (lineal metres), primary quantity; and, M2 (square metres), secondary quantity.
Traffic Circles, and Roundabouts	EA	Measured as an individual item: EA. Each item is distinctly identified.
Lights	EA	Measured as an individual item: EA. Each item is distinctly identified. Changes to existing lights are classified as betterments.
Signals	EA	Measured as an individual item: EA. Each item is distinctly identified. Changes to existing signals are classified as betterments.
Pipes – Mains (water, sewer, drainage)	M	Measured in M (lineal metres). Quantity should be the true length of the pipe section (including the impact of slope). Sections of main are measured from piece of equipment to piece of equipment. Note that pipe's diameter is recorded as an attribute of the pipe.
Service Laterals / Connections (water, drainage, sewer)	EA	Measured as EA (primary). Secondary measure will be M (lineal metres). Note that pipe's diameter is recorded as an attribute of the pipe.
Equipment (Nodes)	PC	Measured as PC (piece). PAC Code set to the same PAC as the main pipe.

Excerpt from: Asset Identification Specifications (Oct 2014))

Appendix 2**Definition of Available for Use:****PSAB 3150:**

.17 Capitalization of carrying costs ceases when no construction or development is taking place or when a tangible capital asset is ready for use in producing goods or services. A tangible capital asset is normally ready for productive use when the acquisition, construction or development is substantially complete.

.18 Determining when a tangible capital asset, or a portion thereof, is ready for productive use requires consideration of the circumstances in which it is to be operated. Normally it would be predetermined by a government by reference to factors such as productive capacity, occupancy level, or the passage of time