



Peyto Lake Day Use Area Rehabilitation Project Brief

FII 1494

P PROJECT CONSIDERATIONS - PREAMBLE

- P.1 The Peyto Lake (Bow Summit) Viewpoint and Day Use Area in Banff National Park are among the most popular stops along the Icefields Parkway. The parking lot that services the day use area is currently significantly undersized with only 90-100 vehicle stalls. Cars often park along the access roadway or drive up the road further to the Viewpoint parking lot which is designated for busses and handicap parking only. The site also lacks defined parking which causes cars and RVs to park along the throughways and create unsafe traffic congestion. There are currently 2 unisex washroom stalls in one building located at the Day Use Area parking lot. The overall parking lot and facilities at the site are not adequate to support the amount of people who are currently using it at peak demand.
- P.2 The intent of the project is to evaluate the current parking areas and associated facilities using the traffic and parking activity report entitled “Bow Lake and Peyto Lake Traffic and Parking Activity”, Dated February 1st, 2018 and provide three design options to accommodate future requirements of 80% of 10 years growth, noting an annual growth rate of 10%.
- P.3 Because the current layouts do not meet the parking needs of each site, cars often park along the access roads or randomly at the viewpoint and day use area. This causes congestion for cars trying to park and health and safety concerns for people once they have left their vehicles. The design options being provided shall deter visitors from parking on shoulders and locations other than the designated parking areas.
- P.4 The Peyto Lake Viewpoint and Day Use Area are among the premiere stops along the Icefields Parkway providing visitors with exceptional scenery that is accessible for all visitors no matter their age or skill level. For this reason, the site makes for an easy stop off for all travellers.
- P.5 Historical data demonstrates a daily maximum of over 600 vehicles during the summer season. The data also shows a yearly increase of 10% in vehicles between years 2013 to 2017. During the winter months, only the road into the lower Day Use Area and parking lot are plowed. This location remains busy in the winter months; the parking lot design options must facilitate plowing and allow snowplows to enter and exit without difficulty.
- P.6 Parks Canada Agency (PCA) is looking for innovative design options and solutions to:
1. Expand the current parking lot at the Peyto Lake Day Use Area to accommodate increase traffic volume and improve vehicle circulation. The area plan shall include replacement of the existing two washroom stalls at the Day Use Area with supplementary stalls in the area as well as the Viewpoint parking lot.
 2. Improve and / or expand the parking layout at the Viewpoint to accommodate busses and handicap parking.
 3. Improve Viewpoint structure to accommodate more visitors and address health and safety concerns as well as code requirements.

4. Improve pedestrian trails from the Day Use Area to the Viewpoint to permit use by all visitors no matter age or skill level.
 5. Improve signage and parking signage to facilitate less confusion among visitors.
 6. Provide options to manage bus and accessible parking more efficiently for the upper lot.
 7. Assess road condition and provide surface improvement design, if necessary.
All project design work must consider barrier free accessibility, where appropriate.
 8. The Consultant is to work with PCA to establish and secure PCA approval on the final Day Use Area and Viewpoint design and construction tender ready documentation.
- P.7 The new parking areas will consider options based on the required number and makeup of vehicles to allow 80% of 10 years growth. The parking areas are to be designed to maximize the amount of parking space while providing easy traffic flow and an aesthetically appealing design. The design shall incorporate washrooms and how they can be most effectively used.
- P.8 The primary project objective is to ensure PCA will have an appropriately sized parking areas that will meet the needs of visitors while providing a welcoming feeling at Peyto Lake. The site is to provide appropriate located and positioned washrooms for the number of visitors and allow proper access for pumping and the maintenance crew in the winter and summer.
- P.9 The updated parking area will be required to not only service the current parking needs of the Day Use Area, but should also look to provide space for a minimum of 80% of 10 years worth of increased use. Size increase should be based on the expected visitation increase along the 93 north highway near the Peyto Lake Day use Area.
- P.11 The Consultant is expected to determine the various constraints of the site. This is an isolated area along the Icefields Parkway about 40 km North of Lake Louise. Aspects of the design should be consciously chosen so that issues during the project do not arise based on the projects locations.

1 INTRODUCTION AND SCOPE

- 1.1 Parks Canada Agency (PCA) is inviting Civil consulting firms to submit Proposals to provide a full range of professional services for Civil services, prime Consultant services, including multi-engineering services, including, but not limited to: investigation, planning, design, construction administration and post-construction professional services. This procurement will follow a technical evaluation process to select the consultant best suited to handle the project.
- 1.2 The project is within Banff National Park (BNP), approx. 40 km north of the Lake Louise Town Site.

- 1.3 The project will include expansion of the parking area at the Peyto Lake Day Use Area. This will include the rehabilitating the old parking area to be incorporated with the new design. Incorporation of washrooms within the site are an important aspect of this project as well as way finding. Trail rehabilitation from the parking lots to the viewpoints and assessment of the viewpoint structure. All disturbed areas will require rehabilitation. The Consultant shall provide rehabilitation drawings for all disturbed areas.
- 1.4 The scope of work will include any combination of the services identified as basic services and/or additional services, including sub-Consultants with specializations in: landscaping architecture, civil engineering, surveying, environmental engineering, geotechnical engineering, safety codes officer, cost management, scheduling management and any other specialty professional services as proposed by the prime Consultant.

2 PROJECT

2.1 Project Objectives:

2.1.1 General Objectives:

- .1 Deliver the project utilizing best practices in support of PCA needs, respecting the approved scope, quality, budget and schedule.
- .2 Keep an open communication with all members of the project delivery team and key community stakeholders throughout all phases of the project life. All decisions that impact scope, quality, cost and schedule must be discussed with the Project Manager.
- .3 Provide rigorous quality assurance reviews during the design and construction administration stages, including the application of value architecture/engineering reviews in the design. Timely response to correct issues or address requests for clarifications as they occur.
- .4 Success in satisfying and where possible exceeding the expectations and needs of PCA and stakeholders.
- .5 Continuity of key personnel working in a dedicated effort for the project life.

2.1.2 Project delivery approach:

- .1 Traditional Design-Bid-Build approach.
- .2 PCA will tender Contracts through several contracting authorities. All tenders will be managed through PCA.

2.2 Project Scope

2.2.1 New construction, including but not limited to:

- .1 A parking lot expansion at the Day Use Area with increased space and stalls. The parking lot must maximize the allotted area for number of spaces while providing a welcoming feeling that allows traffic to flow easily. The parking lot should be easy to navigate safely for both pedestrians and vehicles.

- .2 The Day Use Area parking lot will be required to have an adequate number of washrooms for its size. Washrooms are to be easily accessible to PCA staff for cleaning and maintenance. Washrooms are required to match the Parks standard for look and feel.
- .3 The parking lot at the Day Use Area and Viewpoint are to have a natural look and feel to the surroundings and should incorporate green areas. Site grading, ease of construction, long-term maintenance, cost and environmental considerations are all aspects that are to be considered in the design.
- .4 The Day Use Area parking lot must service the estimated 600 cars that visit the site daily during peak visitation. The design should also manage to remain adequate for a minimum of 80% of 10 years growth.
- .5 Barrier free parking and bus stalls are to be incorporated into the Viewpoint parking area. The Viewpoint parking lot must maximize the allotted area for bus and barrier free parking that allows traffic to flow easily.
- .6 The Viewpoint parking lot will be required to have two washroom stalls. Washrooms are to be easily accessible to PCA staff for cleaning and maintenance. Washrooms are required to match the Parks standard for look and feel.
- .7 Rehabilitate the pedestrian trail from the Day Use Area to the Viewpoint parking lot to allow easy access and use for guests of all ages and backgrounds to use.
- .8 Upgrade the Viewpoint structure to meet code and address health and safety concerns effecting visitors.
- .9 Assess road surface condition and provide surface improvement design, if required.
- .10 A traffic and parking study has been completed and will be provided to the consultant for use. Geotechnical studies, Land Surveys, and all other investigations that would be considered necessary to make a proper design are to be included in the scope of this project. These services should be managed by the prime consultant.
- .11 The parking lots should be easy for guests of all ages and backgrounds to use. This is to include families, young children and elderly citizens. The site is a popular destination for all visitors and the easily accessible Viewpoint makes it popular with those who are less mobile.
- .12 The site must maximize the use of space.
- .13 Rehabilitation of the areas surrounding the parking lots. The rehabilitation must be in accordance with PCA environmental standards. No invasive species are to infiltrate any of the project area.

.14 Environmental plan.

2.2.2 Demolition

.1 The following points may be necessary for all or parts of the existing parking lots and Viewpoint based on the plan for the final design of the project:

- .1 Demolition of existing washroom facilities.
- .2 Demolition of the existing Viewpoint structure.
- .3 Separate all materials/debris and deliver to the nearest appropriate disposal facilities.
- .4 Rehabilitation of all disturbed areas that will not become part of the new parking lot.

2.3 Project Schedule

2.3.1 Planning and design schedule shall meet these milestone dates:

- .1 July 30, 2018 - Complete pre-design report.
- .2 August 20, 2018 - Complete Schematic Design Report - Concept Plans & Story Boards for Park Management approval.
- .3 TBD - Attend key community stakeholder meetings and present Concept Plans and design rationale.
- .5 September 17, 2018 - Complete design development report of preferred option.
- .6 October 8, 2018 - 33% design review.
- .7 October 29, 2018 - 66% design review.
- .9 December 1, 2018 - 99% design review.
- .10 December 20, 2018 - 100% (Final) Drawings and Specifications ready for Tender.
- .11 January 5, 2019 - Construction public tender call/bid evaluation.
- .12 February 18, 2019 - Contract award.

2.3.2 The Prime Consultant is to ensure that all sub consultants are scheduled so that they can meet the above schedule dates.

3 CONSULTANT SERVICE REQUIREMENTS

3.0.1 In general, PCA will act as the Project Manager for the duration of the project. The Consultant must adhere to the Documentation and Submission Standards established by

PWGSC outlined in Appendix E – “General Procedures and Standards”. All reference to the Department of Public Works and Government Services Canada (PWGSC) should be deleted and replaced with Parks Canada Agency (PCA).

- 3.0.2 The successful Consultants shall be expected to provide a full range of relevant architecture and engineering services, but not limited to planning, design, construction administration and post-construction services for design/construction projects in Alberta.

3.1 CONSULTANT RESPONSIBILITIES

3.1.1 The Prime Consultant

- .1 provides Engineering Services.
- .2 is completely responsible for providing and coordinating the work of all professional disciplines required, from the Project Planning, Design and Construction Administration through to the Post Construction Stages.
- .3 is also responsible for providing and coordinating with PCA’s and stakeholders’ needs, including but not limited to, signage and other interpretive elements, graphic design and temporary alternative solutions during construction period.
- .4 team shall be comprised of qualified registered professional and licensed technical expertise with extensive recent relevant and local experience capable of providing the services.
- .5 must be licensed and permitted to practice by the relevant professional associations in the province of Alberta.
- .6 and their key personnel shall be as identified in the completed Team Identification Form. Key personnel will be responsible for every stage of the project.

3.1.2 The Consultant

- .1 shall comply with and adhere to:
 - .1 all the requirements in the PB for services,
 - .2 all commitments made and included in the Consultant’s PB submission and in the completed Declaration Form and any pertaining clarifications.
- .2 team shall be comprised of qualified licensed professional and technical expertise with extensive recent relevant experience capable of providing the services identified in the PB for services.
- .3 must be licensed and permitted to practice by the relevant professional association in the province of Alberta.
- .4 key personnel shall be as identified in the completed Team Identification Form. Key personnel will be responsible for every stage of the project.

3.2 CONSULTANT SERVICE REQUIREMENTS

3.2.1 Overview

- .1 In general, the PCA Representative will act as the Project Manager. The Consultant must adhere to the General Procedures and Standards outlined in “Appendix E” in the project and scope of work.

- .2 Provide 3 design options, Option (A), Option (B) and Option (C) and present at the Schematic Design Stage to the PCA management team to decide which option will be further developed.
- .3 The Consultant shall deliver integrated professional services, in distinct stages, as follows:
 - a. Project Planning
 - b. Design:
 1. Pre-Design
 2. Schematic Design
 3. Design Development
 4. Construction Documentation
 - c. Construction Administration:
 1. Tender Call and Bid Evaluation
 2. Construction and Contract Administration
 3. As-built record documents
 - d. Post Construction:
 1. Warranty Work
 2. Project Close Out
- .4 The outline of deliverables and process, as presented in each stage, are intended as a general outline only. It is not exhaustive and does not preclude additional, alternative or supplementary approaches as may be suggested by the Consultant for consideration by the PCA Representative.
- .5 Consultant shall perform the Services described herein, in accordance with the terms and conditions of the PB.
- .6 Consultant shall grant the right to PCA for the use of the construction and record drawing and document files for maintenance, repair and modification of the buildings in the future.
- .7 After Consultant Contract is awarded, Consultant shall provide Consultant fee forecast as per government financial year with discipline breakout fee. The Consultant shall update this forecast as required.
- .8 After Consultant Contract is awarded, Consultant shall provide project cost forecast as per government financial year. The Consultant shall update this forecast as required.

3.2.2 Standard of Care

- .1 In performing the services, provide and exercise the standard of care, skill and diligence required by customarily-accepted professional practices and procedures developed by professional bodies in the performance of their work.
- .2 Creative Consultation, Research and Concept Development
 - .a The Consultant will provide consultation, advice, brainstorming, and research services related to concept development.
- .3 Project Management
 - .a The Consultant will provide project management services covering all aspects of project management required to ensure coordination and oversight of the creative design, including but not limited to:
 - .1 design management including detailed and schematic design, (traditional/multimedia) and related support infrastructure,
 - .2 manage the workflow and budget during the complete planning and design process,

- .3 prepare accurate design and installation schedules,
 - .4 ensure client and sub-Consultant liaison and meetings, including seeking input and approvals at key milestones,
 - .5 provide presentations as required,
 - .6 troubleshooting,
 - .7 complete aspects of project management for writing, translation, editing and proofreading, and
 - .8 provide communication progress updates and information management throughout project design process.
- .6 Language Adaptation
- .a The Consultant will provide language adaptation of copy written by the Consultant.
 - .b The Consultant will provide language adaptation of text supplied by the PCA representative as a part of the creative graphic design, communication and marketing services.
 - .c The Consultant will provide language adaptation services which are normally required for English/French requirements for the project.

3.2.3 Cost Management Services

- .a The Consultant shall:
- .1 Prepare and update work-breakdown structure throughout the project.
 - .2 Not exceed the Construction Cost Limit of 1.4 million throughout the execution of the project. The Construction Cost Limit shall be identified in the Construction Cost Estimate prepared by the Consultant.
 - .3 Provide Budget Management Services including but not limited to development of Class D, C, B and A level estimates at different stages.
 - .4 Provide cost estimating and budget management from an experienced professional and/or quantity surveyor.
 - .5 The Class C and Class B cost estimates shall be submitted in elemental cost analysis format. The standard of acceptance for this format is the current cost analysis format issued by the Canadian Institute of Quantity Surveyors. The Class A cost estimate shall be submitted in trade cost breakdown format.
 - .6 Cost estimates shall have a summary plus full back-up showing items of work, quantities, unit prices and amounts.
 - .7 Cost estimates shall also include Life Cycle Cost and Life Cycle Analysis to ensure sustainable design objectives are met.
 - .8 In the event that the Consultant considers that the Construction Cost Estimate will exceed the Construction Cost Limit, the Consultant shall immediately notify the PCA Representative, and
 - .a if the excess is due to factors under the control of, or reasonably foreseeable by the Consultant, the Consultant shall, if requested by the PCA Representative, and at no additional cost to Canada, make such changes or revisions to the design as may be necessary to bring the Construction Cost Estimate within the Construction Cost Limit; or
 - .b if the excess is due to factors that are not under the control of the Consultant, changes or revisions may be requested by the PCA Representative. Such changes or revisions shall be undertaken by the Consultant at Canada's expense, and the cost involved shall become an

amount to be mutually agreed, prior to performance of the said changes or revisions.

- .9 Evaluate bids and assist in negotiation. If the lowest price obtained by bid process or negotiation exceeds the Construction Cost Limit, and if the excess is due to reasons within the control of, or reasonably foreseeable by the Consultant, the Consultant shall, if requested by the PCA Representative, and without additional charge, be fully responsible for revising the project scope and quality as required to reduce the construction cost and shall modify the construction documents as necessary to comply with the Construction Cost Limit.
- .10 During construction stage, provide assistance and advice to evaluate Contemplated Change Order value.
- .11 During construction stage, provide assistance to assess progress claim.

3.2.4 Schedule Management Services

- a The Consultant shall:
 - .1 Provide Schedule Management Services to prepare and monitor the project schedule through to the completion of the design process and to monitor construction progress. Schedule Management shall generally be provided using industry accepted software to provide detailed bar charts and/or critical path schedules, bi-weekly through all phases of project execution.
 - .2 Submit in a timely manner to the PCA Representative, for review, a time schedule for the Consultant services to be performed, in detail appropriate to the size and complexity of the project, and in a format acceptable to the PCA Representative.
 - .3 Cooperate and coordinate all schedule information with the General Contractor for incorporation into the master schedule during construction.
 - .4 Adhere to the approved time schedules and, if changes in the approved time schedule become necessary, indicate the extent of, and the reasons for such changes, and submit to the PCA Representative for approval.
 - .5 Coordinate project schedule with project cash flow to assist the PCA Representative to manage funding through multiple government financial years.

3.2.5 Project Information, Decisions, Acceptances & Approvals

- a The PCA Representative will provide, in a timely manner, project information, written decisions and requests, including acceptances and approvals relating to the Services provided by the Consultant.
- b No acceptance nor approval by the PCA Representative, whether expressed or implied, shall be deemed to relieve the Consultant of the professional, technical or financial responsibility for the Services provided by the Consultant.

3.2.6 Changes in Services

- a The Consultant shall:
 - .1 Make changes in the Services to be provided for the Project, including changes which may increase or decrease the original scope of Services, when requested in writing by the PCA Representative ; and
 - .2 Prior to commencing such changes, advise the PCA Representative of any known and anticipated effects of the changes on the Construction Cost

Estimate, Consultant fees, Project Schedule, and other matters concerning the Project.

3.2.7 Codes, Regulations, By-laws, Licenses, Permits and PCA Directives:

.a The Consultant shall:

- .1 Comply with all latest statutes, codes, regulations and by-laws applicable to the design and where necessary, review the design with authorities having jurisdiction in order that the consents, approvals, licenses and permits required for the project may be applied for and obtained. Permits include but not limited to Development Permit, Demolition Permit, Building Permit and Occupancy Permit.
- .2 Comply with National Codes and Regulations as mandatory requirements, including but not limited to National Building Code, National Fire Code, National Plumbing Code, National Energy Code, Canada National Parks Act and Regulations, Canadian Environmental Assessment Act, Canadian Environmental Protection Act, Species at Risk Act, Official Languages Act, Parks Canada Brand Standards, Federal Identity Program, Media Accessibility.
- .3 Comply with all PCA directives, regulations, and guidelines, policies, standards, process, flood-plain and avalanche map and other related requirements. Where there is a conflict in the requirements, Consultant shall clarify with PCA Representative to determine which requirements will take precedence.
- .4 PCA shall comply with the Local Provincial and Municipal Codes, Standards and Regulations. Where there is a conflict in the requirements, Consultant shall clarify with PCA Representative to determine which requirements will take precedence.

3.2.8 Provision of Staff and Sub-Consultant Services

- .a For proposed changes to the roles of any and all persons, including principals, to be employed by the Consultant to provide the Services for the Project, submit in writing, to the PCA Representative for approval, the names, addresses, qualifications and experience of the proposed individual(s).
- .b When fees are on a Payroll Cost basis, submit to the PCA Representative, for approval, a statement of Payroll Costs and any amendments thereof, for all persons to be employed by the Consultant to provide the Services for the Project.

3.2.9 Project Monitoring Reporting

.a The Consultant shall:

- .1 Provide a system for documentation and project monitoring and reporting through each stage of project delivery, for approval by the PCA Representative.
- .2 Prepare and submit monthly progress reports in a format agreed to with the PCA Representative. The purpose of the report will be to review and monitor the progress of the work by the Consultant. The report shall:
 - .a Identify the progress of all deliverables;
 - .b Identify all instances where the schedule or cost plan is not being met;
 - .c Outline remedial measure being taken; and
 - .d Identify any anticipated or potential problems and provide solutions to address them.

- 3.2.10 Value Engineering Analysis
- .a During Design stage, the Consultant shall:
 - .1 Conduct studies that provide a well-balanced emphasis on total determination of investment value that not only reduce capital and operating costs, but also provide a better overall product;
 - .2 Provide the best alternatives in terms of a value-added quality performance, operating costs, environmental issues, etc.;
 - .3 Provide these alternatives in addition to the three (3) alternative options to be presented for review at the Schematic Design stage of work required in the PB;
 - .4 Conduct Value Engineering and Analysis studies during the early design stage to allow sufficient time for adoption of recommended alternatives without having any adverse effect on Project schedule;
 - .5 Conduct Value Engineering and Analysis studies using the following or similar acceptable methodology:
 - .a Approach issues in terms of OUTPUTS, rather than INPUTS, i.e., what is to be achieved rather than what needs to be done;
 - .b Create new ideas through brainstorming at the integrated design sessions with PCA staff, PCA Field Unit maintenance staff, Consultant members including Sub / Specialist Consultants, and industry specialists;
 - .c Evaluate ideas and obtain consensus with all concerned on a shortlist of preferred value-added alternatives;
 - .d Estimate Life-Cycle costs of suggested alternatives;
 - .e Rate each idea against advantages and disadvantages;
 - .f Prepare with Field Unit and other interested parties, a Risk Assessment list of consequences if individual ideas are adopted or rejected;
 - .g Develop ideas into practical alternative concepts which suit current conditions;
 - .h Prepare final report of recommendations to the PCA Representative for consideration and approval;
 - .6 Incorporate approved ideas into design and construction documents in a timely fashion;
 - .7 Monitor and report on implementation during construction stage of work.
- 3.2.11 Additional Services, submission to be signed and sealed by professional registered in the province of Alberta:
- .a Additional Services shall include:
 - .1 geotechnical engineer service to provide a soil investigation report.
 - .2 surveying service, to provide a full survey drawing for the selected sites. Provide a final survey drawing and Real Property Report at the time of issuance of Occupancy Permit and for the removal of all the buildings to be demolished after the work is completed.
 - .3 Hazardous Materials Assessment service, to provide a full assessment including, but not limited to visiting, observing, sampling, testing, recommending and preparing a Hazardous Materials Assessment report and also participating by observing and reporting during the removal demolished materials.
 - .4 environmental service, to provide a full environmental service for the project, including, but not limited to impact study and assessment with

recommendations (as per 2015 PCA Impact Assessment Directive), analysis, evaluation, assist permit process by preparing required documents, review and monitor site work of new building construction and the removal of buildings to be demolished.

- .5 Additional Services will include the professional service provided by a registered Alberta Safety Codes Officer, to review drawings for Building Permit application with a review report, site inspection with reports, and perform pre-occupancy site review with report and sign off the project.
- .6 Provision of Final Artwork and Source Files for all Exhibit, Signage and Interpretive Elements:
 - .a The Supplier will provide all final artwork and source files in native, fully editable, platform independent, backward compatible format. In addition, all files must be supplied in EPS format with fonts converted to outlines on all vector artwork.
 - .b Parks Canada Agency will own all designs, drawings and files once projects are completed. This will ensure PCA can recreate any of the products if and when needed to ensure a cohesive look and to facilitate maintenance and/or so that future modifications can be done.

4 PROJECT PLANNING SERVICES

4.1 GENERAL REQUIREMENTS

- 4.1.1 The purpose of this stage is to ensure the Consultant has reviewed and integrated all the project requirements, identified and evaluated conflicts or problems, provided alternative strategies, presented and received approval on a Project scope, delivery process, schedule and estimate required to deliver a cohesive quality project. This approved deliverable will become the Project Scope of Services and will be utilized throughout the project to guide the delivery.
- 4.1.2 The following list identifies those reports which are required for the project and must be produced/provided by the Consultant.
 - .a Preliminary Project Reports
 - .1 Feasibility Studies;
 - .b Cost and Scheduling Reports
 - .1 Implementation Strategy and Schedule Report
 - .2 Order of Magnitude (Class D) Cost Report
 - .c Environmental and Sustainable Design Reports (including, but not limited to Environmental Impact Assessment, Environmental Impact Analysis etc).

5 PRE-DESIGN SERVICES

5.1 GENERAL REQUIREMENTS

- 5.1.1 Based on the Project Brief (PB) prepared by the PCA Representative, the scope of services includes analysis of Project Requirements and review of deliverables.

- 5.1.2 Obtain written authorization from the PCA Representative before proceeding with Pre-Design Services (Analysis of Project Requirements).
- 5.1.3 Review and report on all aspects of the project requirements. The Consultant will further review and analyze all available program information, consult with PCA and Authorities having Jurisdiction, and deliver a comprehensive and integrated Pre-Design Report. This report will form the basis for the scope of work for the remainder of the project and will be utilized throughout the project to guide the project delivery.
- 5.1.4 Prepare three (3) conceptual plans for the Day Use Area. Provide a sense of scale, siting, including parking, traffic flow and landscaping. The purpose of this conceptual plan is to assist PCA in their decision making. These three (3) conceptual plans will be presented to the PCA management team at the end of Pre-Design Stage for decision.

5.2 ROLE OF PCA

- 5.2.1 PCA will:
 - .1 Provide all available background reports, visitor and technical data;
 - .2 Provide functional program direction;
 - .3 Provide all available drawings and plans;
 - .4 Review and provide a quality assurance report on the Consultant's Pre-Design Report;
 - .5 Review revisions and Consultant rebuttal to the PCA quality assurance report;
 - .6 Review and Approve the detailed work breakdown structure for the project;
 - .7 Review and Approve the final Pre-Design Report;
 - .8 Authorize Consultant to proceed to Schematic Design;
 - .9 Direct concept planning and liaison with all other PCA staff on behalf of the Consultant;
 - .10 Provide Archaeological services – when required;
 - .11 Provide content resources, photographs, and other visual media where available;
 - .12 Provide translation of interpretive text; and
 - .13 Liaise on all functional areas with PCA staff.

5.3 RESPONSIBILITIES OF THE CONSULTANT

- 5.3.1 The scope and activities of the Consultant shall include but are not limited to the following:
 - a Administrative:
 - .1 Provide information and advice during the Project Start-up meetings, workshops;
 - .2 Outline the quality management process that the Consultant will use;
 - .3 Confirm that all necessary pre-design documentation required for this project is available and confirm that all information is still current and up-to-date. Notify the PCA Representative of any missing and /or out-of-date reports.
 - b Codes and Regulatory Analysis:
 - .1 Review and analyze regulatory and statutory requirements;
 - .2 Identify and verify all authorities having jurisdiction over the project;
 - .3 Identify applicable codes, regulations and standards; and
 - .4 Prepare Codes and Regulatory Analysis section of the "Pre-Design Report"

- .c Program Analysis:
 - .1 Review and analyze all available reports, studies and data provided by PCA.
 - .2 Prepare Program Analysis section of the “Pre-Design Report”.
- .d Site Analysis:
 - .1 Review and analyze all available reports, studies and data provided by PCA
 - .a Existing site conditions;
 - .b Existing site plans;
 - .c Subsurface reports (geotechnical);
 - .d Surface reports (survey);
 - .e Historical site features;
 - .f Archaeological site features;
 - .g Environmental site features, including sustainable design strategy (i.e. storm water), wild life and Environmental Impact Assessment;
 - .h Prepare Site Analysis section of the “Pre-Design Report”.
- .e Budget, Schedule and Risk Analysis:
 - .1 Review and analyze the project budget and schedule data, constraints and opportunities;
 - .2 Advise and recommend budget and schedule modifications and outline risk implications and mitigation strategies;
 - .3 Prepare various class estimates at applicable stages outlined in this document;
 - .4 Prepare risk implications and mitigation strategies; and
 - .5 Prepare Budget estimate, Schedule and Risk Analysis section of the ‘Pre-Design Report’.

5.4 DELIVERABLES

- 5.4.1 The Consultant shall develop and complete the following deliverables:
 - a Pre-Design Report:
 - .1 Prepare and submit an integrated Pre-Design Report which includes all functional considerations for review and approval by the PCA Representative.
 - .2 Revise as required by the PCA Representative and resubmit for acceptance.
 - .3 The Report will consolidate the “Consultant Service Requirements” identified above and will be utilized as the benchmark project control document to monitor progress of the project.
 - .4 The Report will be used as a basis for monthly reporting of progress and will require supplements and modifications to reflect changes in project parameters as may be identified and approved throughout the project life cycle.
- 5.4.2 Pre-Design Report Content - The Pre-Design Report shall include but is not limited to the following:
 - .1 Executive Summary - intended to provide a précis of the Pre-Design Report and outline any recommendations requiring PCA approval;
 - .2 Codes and Regulatory analysis;
 - .3 Program analysis;
 - .4 Site analysis, including Environmental Impact Assessment (apply: Class model screening report), and parking plan;

- .5 Building Analysis including all functional considerations and future uses for interior and exterior of building/project;
- .6 Budget estimate, Schedule and Risk analysis;
- .7 Rebuttal to PCA Quality Assurance Report;
- .8 Prepare and submit a written response to all comments provided by PCA.

6 SCHEMATIC DESIGN SERVICES

6.1 GENERAL REQUIREMENTS

- 6.1.1 The Consultant must obtain written authorization from the PCA Representative before proceeding with Schematic Design.
- 6.1.2 The objective of the Schematic Design stage is to explore three distinctly different design schemes, to allow comparison, analysis against project requirements and selection of a design direction for preparation of a final design concept.
- 6.1.3 Schematic Design is to be presented in sketch format (single line, to scale), fully integrated and supported by three distinctly different Engineering solutions, along with massing models, parking options, site photographs and narrative description.
- 6.1.4 The PCA Representative will choose one option to be further developed. Although the Consultant is required to identify a preferred option, the PCA Representative will determine and advise the Consultant on the most appropriate option.

6.2 ROLE OF PCA

- 6.2.1 PCA will:
 - .1 Review and comment on preliminary Consultant submissions;
 - .2 Review and provide a quality assurance report on the Consultant's Schematic Design Report;
 - .3 Review revisions and Consultant rebuttal to the PCA quality assurance report;
 - .4 Review and accept the amended work breakdown structure for the project;
 - .5 Review and accept the final Schematic Design Report;
 - .6 Authorize Consultant to proceed to Design Development; and
 - .7 Liaise on all functional areas with PCA staff.

6.3 RESPONSIBILITIES OF THE CONSULTANT

- 6.3.1 The Consultant scope and activities shall include but are not limited to the following:
 - .1 Parking lot design:
 - a. Design of increased parking area to allow for as project description.
 - b. Site grading to allow for appropriate drainage
 - c. Site organization to allow for ease of use and proper vehicle flow

- d. Incorporation of asphalt pedestrian pathways to allow for safe and effective pedestrian travel.
- e. Tie into existing parking lot
- f. Incorporation of all civil aspects related to the washroom component of the project
- g. Environmental site features including sustainable design strategies (i.e. storm water management, hard and soft landscaping, including parking, waste management (garbage bin location and ease of access for maintenance staff, Environmental Impact Assessment etc.).
- .2 Regulatory: prepare Preliminary code analysis and regulations analysis.
- .3 Site Analysis and Design Options, prepare site plans including:
 - a. Site features and restrictions, based on recent survey drawings;
 - b. Influences and existing structures;
 - c. Subsurface features;
 - d. Historical site features;
 - e. Archaeological site features; and
- .4 Prepare 3 Design Options:
 - a. Functional Considerations, the Consultant shall provide detailed functional considerations for the various designs they create,
 - b. sketch elevations and sections indicating basic design approach and aesthetic philosophy;
 - c. sketch perspectives and massing studies;
 - d. gross building areas
- .5 Budget Estimate, Schedule and Risk Analysis, prepare and update:
 - a. Updated budget and provide an updated Class “D” estimate for each design option;
 - b. Milestone project schedule including allowances for reviews and approvals for each stage of the project life cycle; and
 - c. Risk implications and mitigation strategies.
- .6 Prepare Schematic Plans and Storyboards. Attend Key Community Stakeholder meetings, and be prepared to answer specific enquiries when requested.
- .7 Environmental:
 - .a Produce a Basic Environmental Impact Assessment
 - .b Prepare Waste Management Plan.
 - .c Confirm site-specific requirements with the PCA Representative, including, but not limited to flood and/or avalanche prevention.

6.4 DELIVERABLES

6.4.1 Schematic Design Report:

- .1 Schematic Design documents illustrate the functional relationships of the project elements as well as the project’s scale and character, based on the final version of the functional program, the schedule and the budget.
- .2 The Consultant shall prepare and submit a Draft Schematic Design Report including a minimum of three (3) options for review and acceptance by the PCA Representative.

- .3 Revise as requested by the PCA Representative and resubmit for formal acceptance.
 - .4 The Report will update the “Pre-Design Report”, consolidate the “Service Requirements” identified above and will continue to be utilized as the benchmark project control document to monitor progress of the project. The Schematic Design Report shall be “web enabled”.
 - .5 The Consultant shall deliver presentations at sessions arranged by the PCA Representative.
- 6.4.2 Schematic Design Report Content - The Schematic Design Report shall include but is not limited to the following:
- .1 Executive Summary: it is intended to provide an outline of any recommendations requiring PCA Representative approval.
 - .2 Codes and Regulatory Analysis:
 - a. Prepare Preliminary code analysis and regulations analysis,
 - b. Identify Authorities having Jurisdiction.
 - .3 Program Analysis and Options.
 - .4 Analysis and Schematic Design Drawings:
 - a. Site Analysis and Design Options (include parking strategy),
 - .5 Budget, Schedule and Risk Analysis and updated Class D estimate.
 - .6 Rebuttal to PCA Quality Assurance Report.
 - .7 Prepare and submit a written response to the PCA Representative, to all comments provided by PCA.
 - .8 Environmental Impact Assessment Report.
 - .9 Commissioning Plan.
- 6.4.3 Prepare Schematic Plans and Story Boards for Key Stakeholder communication presentation.

7 DESIGN DEVELOPMENT SERVICES

7.1 GENERAL REQUIREMENTS

- 7.1.1 The objective of the Design Development stage is to further refine and develop the design option selected at the Schematic Design stage.
- 7.1.2 The Consultant must obtain written authorization from the PCA Representative before proceeding with Design Development.

7.2 ROLE OF PCA

- 7.2.1 PCA will:
 - .1 Review and comment on preliminary Consultant submissions;
 - .2 Apply for Treasury Board ‘Effective Project Approval’;
 - .3 Review and provide a report on the Consultant’s Design Development Report;
 - .4 Review revisions and Consultant rebuttal to the PCA quality assurance report;
 - .5 Review and accept the final Design Development Report;
 - .6 Liaise on all functional areas with PCA staff; and
 - .7 Authorize Consultant to proceed to Construction Documents.

- .8 Submit rezoning application, if required.

7.3 RESPONSIBILITIES OF THE CONSULTANT

- 7.3.1 The Consultant scope and activities shall include but are not limited to the following:
- .1 Administrative:
 - .a Manage and provide information and advice during integrated Design Workshops and meetings;
 - .b Confirm quality management process for the Consultant; and
 - .c Update quality management process for the Consultant.
 - .d Assist to apply for rezoning submission, preparation of required documents and drawings as required.
 - .2 Regulatory - refine, develop and prepare:
 - .a Detailed code analysis,
 - .b Detailed regulations analysis, and
 - .c Present design to the Authorities Having Jurisdiction and obtain their preliminary review comments.
 - .3 Civil Design:
The Consultant is responsible for all design activities including but not limited to:
 - .a Site and Landscape plan:
 - .1 Site features and restrictions (i.e. topographical features, climatic influences, setback requirements, easements, URoW, existing buildings and/or structures, parking layout, exterior signage, etc.);
 - .2 Parking lot design including paving, median location, parking curbs, grading, way finding, pathways, tie-ins to existing parking lot, foundations for washrooms, etc.
 - .3 Landscaping design for all green areas within and around the parking lot. This is to include restoration of disturbed areas.
 - .4 Archaeological and Historical site features.
 - .5 Environmental site features including sustainable design strategies (i.e. storm water management, landscaping etc.).
 - .4 Regulatory - refine, develop and prepare:
 - .a Detailed code analysis,
 - .b Detailed regulations analysis, and
 - .c Present design to the Authorities Having Jurisdiction and obtain their preliminary review comments.
 - .5 Building Design:
The Consultant is responsible for all design activities including but not limited to:
 - .a Vault Toilets should be designed to match the Parks standard for look and feel.
 - .b The design of the washrooms are to include the vault toilet system.
 - .c Floor Plans showing all the complete layout for each washroom building to be added to the site. Drawings should include toilets and all other objects that will be located within the building
 - .d Fixture, Furniture and Equipment plans which include, but are not limited to: a report detailing the functional considerations for the

- space/building – how those would look, where they would be situated, recommendations for best material;
- .e Roof Plan showing slope, drainage, roof top equipment
- .f Cross-sections through the building(s) to show floor levels, room heights, vault, exterior-grade elevations, sub-grade elevations and roof height;
- .g Detail Sections of walls, building-envelope design features or other special design features requiring illustration and explanation at this stage, including fireproofing methods;
- .h Elevations showing proportion/massing, material type and size, color, texture, finishes, height, floor level, exterior grade;
- .i Standard details and special details;
- .j Sustainable design summary of strategies; and
- .k Provide NMS specifications, including identification of all components and finishes, and sustainable procurement strategies.
- .6 Budget, Schedule and Risk Analysis - update and prepare:
 - .a Budget and Class “C” estimate;
 - .b Project schedule modifications, including allowances for reviews and approvals for each stage of the project lifecycle;
 - .c Risk implications and mitigation strategies
- .7 Structural:
 - .a Drawings indicating the proposed structural framing system, structural materials, and standard, significant or unusual details proposed. Provide separate structural drawings. Include a copy of the structural load/data analysis on which the design is based;
 - .b Update seismic and loading analysis based on site-specific soil conditions and climatic conditions.
- .8 Environmental:
 - a. Update the Basic Environmental Impact Assessment, based upon the Townsite Model Class screening criteria and standard mitigations for buildings contained therein, or incorporate the requirements as set out in the Evaluation of Environmental Effects (EEE) letter or report produced by PCA.
 - b. Update Waste Management Plan.
 - c. Develop Design and explore positive environment strategies.

7.4 DELIVERABLES

- 7.4.1 Design Development Report:
- .1 The Consultant shall prepare and submit a Draft Design Development Report for review by the PCA Representative.
 - .2 Revise as requested by the PCA Representative and resubmit for formal acceptance.
 - .3 The Report will update the “Schematic Design Report”, consolidate the “Service Requirements” identified above and will continue to be utilized as the benchmark project-control document to monitor progress of the project. The Design Development Report shall be ‘web enabled’.
 - .4 The Consultant shall deliver presentations at sessions arranged by the PCA Representative.

- 7.4.2 Design Development Report Content - The Design Development Report shall include but not be limited to the following:
- .1 Executive Summary: is intended to provide an outline of any recommendations requiring PCA Representative approval.
 - .2 Codes and Regulatory Analysis - update code analysis and regulations analysis.
 - .3 Prepare and submit a written response to the PCA Representative to all comments provided by PCA.
 - .4 Coordinate discipline drawings.
 - .5 Update Budget, Schedule and Risk Analysis and Class C estimate.
 - .6 Rebuttal to PCA Quality Assurance Report.
 - .7 Update Environmental Impact Assessment Report.
 - .8 Update Commissioning Plan.
 - .9 Prepare Development Permit submission package, including but not limited to: drawings, specifications, required reports and documents, in both digital copy and paper copies along with three (3) duplicate copies of the material finishes and color board.
 - .10 Confirm with the Development Officer of the PCA development review process. If Advisory Development Board (ADB) review is required, prepare ADB Plans and all the required documents. Attend the ADB meeting and be prepared to answer any query during the meeting.
 - .11 Assist PCA Representative to apply for Development Permit, follow-through with the Permit process and provide assistance until the Permit is issued. Update approved Permit submissions and re-submit as required.

8 CONSTRUCTION DOCUMENT SERVICES

8.1 GENERAL REQUIREMENTS

- 8.1.1 The objective of the Construction Document stage is to prepare tender-ready construction drawings and specifications, setting forth in detail all the requirements for the construction of the project along with a Class B and then a Class A cost estimate.
- 8.1.2 The Consultant must obtain written authorization from the PCA Representative before proceeding with Construction Documents.

8.2 ROLE OF PCA

- 8.2.1 PCA will:
- .1 Organize Integrated Design Review Sessions at Concept, Schematic, Design Development, 33%, 66% and 99%, 100% stages through the construction documentation stage, as required;
 - .2 Review and comment on each Consultant submission;
 - .3 Respond to questions from the Consultant as required,
 - .4 Review revisions and Consultant rebuttal to the PCA quality assurance report;
 - .5 Review and accept the final the Construction Document progress at 33%, 66%, 99% and 100%; and
 - .6 Formally accept documents ready for Tender and Construction.
 - .7 Liaise on all functional areas with PCA staff.

8.3 RESPONSIBILITIES OF THE CONSULTANT

8.3.1 The Consultant Scope and activities shall include but are not limited to the following:

- .1 Administrative:
 - .a Manage and provide information and advice during integrated Design Review Sessions and meetings;
 - .b Update quality management process for the Consultant.
- .2 Regulatory:
 - .a complete detailed codes and regulations analysis.
 - .b provide Building Permit package review by the Safety Codes Officer with a review report, indicating the design complies with all the code requirements (National and Alberta Building Codes, National and Alberta Fire Codes, and all other related safety codes).
- .3 Scope and Activities:
 - .a Submit concept, schematic design report, design development report and drawings and specifications at 33%, 66%, 99% and 100% stages.
 - .b Obtain acceptance for each submission stage.
 - .c Provide written response to all review comments and incorporate them into Construction Documents.
 - .d Confirm format of drawings and specifications.
 - .e Clarify special procedures (i.e. phased construction).
 - .f Advise as to the progress of cost estimates and submit updated cost estimates as the project develops.
 - .g Update the project schedule.
 - .h Prepare a Class D estimate at the Schematic design report, Class C at the design development report and prepare a final Class 'B' estimate and a draft Class 'A' estimate.
 - .i Submit all civil, architectural and engineering calculations. Calculations submitted might not be reviewed. They are required for record purposes and in certain instances to assist in the understanding and interpretation of designs. Calculations shall be submitted in a format that is legible, neat and easily understandable.
 - .j Review and approve materials, construction processes and specifications to meet sustainable development objectives.
- .4 Technical and Production Meetings:
 - a. Production of construction documents will be reviewed during the meetings arranged by PCA Representative and Consultant.
 - b. Representatives from PCA will be present as arranged by the PCA Representative.
 - c. Consultant shall ensure that his staff and the sub-Consultant representatives attend the technical and production meetings.
 - d. Consultant shall ensure all documents are coordinated with all sub-Consultants and disciplines.
 - e. Consultant shall arrange for all necessary progress prints, data, product information etc.
 - f. Consultant shall prepare minutes of the meetings and distribute copies to all participants.
 - g. Prepare and submit a written response to the PCA Representative, to all comments provided by PCA.
 - h. Prepare a Basic Impact Assessment, forms to be provided by PCA.

8.4 GENERAL DELIVERABLES

8.4.1 Deliverables are similar at all three – 33%, 66% and 99% stages.

8.4.2 Deliverables at 100% stage are tender ready and issued for construction (IFC).

8.5 33%, 66%, 99% SUBMISSION DELIVERABLES

8.5.1 Completeness of the work should reflect the stage of each submission at 33%, 66% and 99%.

8.5.2 Aspects to be included are identified below and are the same for each submission stage.

8.5.3 For submission:

- .1 Submit written response to the PCA Representative to review comments made at previous submission.
- .2 Submit a final report on the application of Sustainable Development principles and strategies for the project to the current stage.
- .3 Submit one copy of updated Cost Plan, final Class “B” ($\pm 10\%$) cost estimate at 66% completion.
- .4 Submit one copy of updated Cost Plan, draft Class “A” ($\pm 5\%$) cost estimate at 99% completion.
- .5 Submit one copy of updated Project Schedule.
- .6 Provide final code analysis. Information on drawings must fully comply with codes, federal standards, PCA requirements and all other requirements.
- .7 Drawings and Specifications:
 - a. All construction drawings and edited specifications - fully complete.
 - b. Complete set of coordinated construction drawings and specifications, including all details, suitable for final review and effective construction funding approval.
 - c. Written contributions specific to the tender form and Invitation to Tender, as may be required.

8.5.4 Prior to 66% submission: prepare a 10 page Project Brief document to support of Effective Approval Submission.

8.6 100% SUBMISSION STAGE – FINAL TENDER DOCUMENTS

8.6.1 Deliverables:

- .1 Written response to the PCA Representative to review comments made at 99% stage.
- .2 All original reproducible drawings, tender documents and specifications for tendering purposes, 100% reviewed and coordinated, incorporating all PCA comments made at the 99% stage, either in the documents themselves, if time allows, or as an addendum during the tendering period.
- .3 All specification sections and an index of specifications. The specifications shall consist of typed and edited NMS sections.
- .4 Updated project implementation schedule.
- .5 Final Class “A” cost estimate.

- .6 Two (2) duplicate copies of signed and sealed, digitized documentation requirements, specifications and drawing files on USB(s), in both original and PDF (Portable Document Format), bookmarked by section to PCA Representative for tender and construction.
- .7 Plans and specifications reviewed and approved in a report format by the Safety Codes Officer before tender call. The approval report indicates the design complies with all the code requirements (National and Alberta Building Codes, National and Alberta Fire Codes, and all other related safety codes).
- .8 Assist PCA Representative to apply for Building Permit, follow through with the Permit process and provide assistance until the Permit is issued. Update approved Permit submission and re-submit as required.

9 TENDERING SERVICES

9.1 GENERAL REQUIREMENTS

- 9.1.1 PCA will undertake public tendering of the construction contract for this project.
- 9.1.2 The Consultant's original Construction Documents (signed and sealed) are used to issue to the Government Electronic System (Buyandsell.gc.ca) and/or to produce sets of prints required for tender call.
- 9.1.3 After printing, the originals are retained by PCA and the Consultant is provided with sets of prints as needed, for use by the Consultant during the tender and construction phases.

9.2 BIDDERS CONFERENCE

- 9.2.1 During the tender period, the Contracting Authority may unilaterally or, at the request of a potential offer arrange a Bidders Conference to clarify its requirements.
- 9.2.2 The Consultant with their Sub-Consultants and Specialist Consultants must attend any tender meeting, and all mandatory site meetings.
- 9.2.3 Questions arising in such meetings will be answered by written addenda only, issued by the Contracting Authority.
- 9.2.4 All enquiries from bidders during the tender period shall be forwarded immediately to the Contracting Authority named on the front page of the Invitation to Tender, without providing any information to the enquirers. The Contracting Authority will obtain technical answers through the PCA Representative and will publish both questions and answers to all bidders at the same time, and will issue clarifications without publication.

9.3 DOCUMENT INTERPRETATION

- 9.3.1 Provide the PCA Representative with all information required by tenderers to fully interpret the Construction Documents, including sample boards, color boards and other special reports.

9.4 ADDENDA

- 9.4.1 Addenda to Tender Documents are to be prepared, as required, by the Consultant and submitted to the PCA Representative, then forwarded to Contracting Authority.
- 9.4.2 Addenda to Tender Documents are issued through the Contracting Authority to all recipients of the Tender Documents.
- 9.4.3 The Contracting Authority will issue all addenda in writing (no information is to be issued orally), and may issue an addendum by facsimile or email.
- 9.4.4 Normally, addenda are issued no later than seven working days before the tenders close.

9.5 TENDER OPENING

- 9.5.1 Tenders are opened at the location stated in the advertisement.

9.6 PRICE NEGOTIATION

- 9.6.1 If a single low bid is received and exceeds the Consultant's final Construction Cost Estimate (Class 'A' estimate) by more than 5%, PCA may negotiate with the low tenderer to reduce the price to an acceptable level without making fundamental changes to the scope of work.
- 9.6.2 If multiple bids are received and all bids exceed 5%, a price reduction may involve changes in the scope of work the Consultant shall:
 - .1 Advise the PCA Representative which items can be changed and the reduction in cost to be expected by negotiation.
 - .2 Meet with the Contracting Officer, the PCA Representative and the low tenderer, as required, to provide information and advice during the negotiations.

9.7 RE-TENDERING

- 9.7.1 If no satisfactory reduction can be negotiated with the single low tenderer or if the desired price reduction entails significant changes in the scope of work or the character of the design, PCA may re-tender the project.
- 9.7.2 If the project has to be re-tendered, the Consultant shall provide advice and information and possible changes to the tender package.
- 9.7.3 Consultant is not entitled to additional fee.

9.8 RE-WORK

- 9.8.1 Consultant shall revise or amend the Construction Documents to bring the cost of the work within the limits stipulated.
- 9.8.2 Consultant is not entitled to additional fee.

10 CONSTRUCTION ADMINISTRATION SERVICES

10.1 GENERAL

10.1.1 The Consultant shall:

- .1 Monitor the progress of the Contractors' work, compliance with all drawings and specifications, time schedules, quality standards and prepare progress reports, through site reviews during the construction period.
- .2 Review reports on Health and Safety strategies for construction stage of work.
- .3 Notify the PCA Representative immediately if Human Remains, Archaeological Remains and Items of Historical or Scientific Interest are discovered on the site and obtain further information on action to be taken.
- .4 Review and process shop drawings.
- .5 Prepare and provide to the PCA Representative, detailed drawings, clarification advice, Site Instructions, Contemplated Change Orders and Change Orders and other related Consultant input documents.
- .6 Reply to Requests for Information.
- .7 Observe quality assurance testing, review and accept test reports.
- .8 Report on Contractors maintaining specified quality and schedules, ensuring that Contractors are monitoring delivery of critical materials and equipment.
- .9 Review and make recommendations on progress claims.
- .10 Issue interim and final deficiency reports.
- .11 Finalize project documentation and accounts.
- .12 Ensure compliance with Commissioning Plan.
- .13 Recommend the release of holdback upon satisfactory completion.
- .14 Issue interim and final certifications.
- .15 Review and accept Operation and Maintenance Manuals, including review with PCA operations & maintenance staff.
- .16 Follow-up on any problems identified during the warranty period.

10.2 CONSTRUCTION SAFETY

- 10.2.1 All construction projects that are occupied by Federal employees during construction are subject to the Canada Occupational Safety and Health Act and Regulations and/or Provincial/Territorial Regulations - whichever is more restrictive.

10.3 PROJECT MEETINGS

- 10.3.1 The PCA Representative will arrange meetings every two weeks or as deemed suitable, throughout the entire construction period, for representatives from:

- .1 PCA in-house staff;
- .2 Prime Consultant;
- .3 Prime Consultant's Sub-Consultants and Specialist Consultants as determined by PCA Representative;
- .4 Contractor and their Consultants and Sub-Contractors.

- 10.3.2 The Consultant shall include in the Contract documents, for provision by the Contractor, requirements for a heated meeting room of sufficient size, appropriate furniture and equipment to hold Project Meetings.

- 10.3.3 The Consultant shall record the issues and decisions and prepare and distribute minutes to all attendees within two (2) working days of the meeting.
- 10.3.4 The Prime Consultant and their proposed Sub/Specialist Consultants should be personally available to attend all construction meetings and respond to enquiries within one (1) working day of the PCA Representative's request, in the locality of the place of the work, from the date of the award of the Consultant agreement, until final inspection and turnover.
- 10.3.5 Review minutes for errors in fact, omissions or other discrepancies and report to the PCA Representative.

10.4 PROJECT SCHEDULE

- 10.4.1 Immediately upon receipt of the Project Schedule from the Contractor following the Contract award, review and verify whether the schedule is reasonable and has all detailed components of work shown separately.
- 10.4.2 Provide review comments and advice to the PCA Representative prior to the Consultant approving the Project Schedule.
- 10.4.3 Use the Project Schedule as the basis for monitoring and evaluating the progress of the work.
- 10.4.4 Assist the Contractor to avoid delays by providing timely reports and advice.
- 10.4.5 Keep accurate records of delay causes.
- 10.4.6 Record all discrepancies and recommend remedial measures to the PCA Representative.
- 10.4.7 Any request for Time Extensions shall be submitted to Department Representative who will forward to the Contracting Officer. Only the Contracting Officer may approve any request for Time Extensions.

10.5 BUDGET/FORECAST/CASH FLOW

- 10.5.1 Review the value of progress of work against the approved cost breakdown. When each trade is regularly reviewed against the Project Schedule and the cost breakdown, it quickly becomes apparent whether the Contractor is on budget and is generating the appropriate cash flow for the work.
- 10.5.2 Record all discrepancies and agreed-upon remedial measures.
- 10.5.3 Provide project financial planning/advice to the PCA Representative, including funding commitment for the project according to government fiscal year.

10.6 SHOP DRAWINGS

- 10.6.1 Review and process shop drawings in a timely manner.

- 10.6.2 Monitor and record the progress of shop drawing review. Record parties designated for action and follow up.
- 10.6.3 Verify the required shop drawing copy numbers. Consider additional copies for others such as Fire Protection/Prevention Engineer’s office and Permit Officer.
- 10.6.4 Shop drawings shall be stamped: “Checked and Certified Correct for Construction” by the Contractor and stamped “reviewed” by the Consultant before return to the Contractor.
- 10.6.5 Provide one shop drawing package.
- 10.6.6 On completion of the building, include final shop drawings in the Operating and Maintenance Manuals. Provide one package. Verify that shop drawings are recorded in sequence, and clearly identify the project number, building number and building address.

10.7 CLARIFICATIONS DURING CONSTRUCTION

- 10.7.1 The Consultant must provide clarifications or requests for information on Drawings and Specifications or site conditions, as required in order that the project not be delayed.
- 10.7.2 Record Contractor's acknowledgment of receipt of all clarifications.
- 10.7.3 Verify and record whether an impact on cost or schedule may be expected and advise the PCA Representative.
- 10.7.4 Provide to the PCA Representative any additional detailed drawings, as and when required, to properly clarify or interpret the Contract documents, in a timely manner.

10.8 WORK MEASUREMENT

- 10.8.1 If work is based on unit prices, measure and record the quantities for verification of monthly progress claims and the Final Certificate of Measurement.
- 10.8.2 When a Contemplated Change Notice is to be issued based on Unit Prices, keep accurate account of the work. Record relevant dimensions and quantities.

10.9 INSPECTIONS AND SITE REVIEW

- 10.9.1 Provide construction inspection services by qualified personnel to verify compliance with Contract documents. These personnel must be fully knowledgeable of the project’s technical and administrative requirements.
- 10.9.2 It is required that fully qualified, experienced Inspection and site review personnel play a major role in the inspection and monitoring of the Work in detail.

- 10.9.3 Establish a written understanding with Contractors as to what stages or aspects of the work are to be inspected prior to being covered up.
- 10.9.4 Immediately after the Construction contract is awarded and before Work begins onsite, the Consultant shall attend, prepare an agenda and take minutes of the pre-construction meeting.
- 10.9.5 Assess quality of work and identify in writing to the PCA Representative, all defects and deficiencies observed at time of inspections.
- 10.9.6 Inspect materials and prefabricated assemblies and components at their source or assembly plant as necessary for the progress of the project.
- 10.9.7 Any recommendations, clarifications or deficiency lists shall be issued in writing to the PCA Representative with a copy to the Contractor.
- 10.9.8 Keep the PCA Representative informed of the progress and quality of the work and report any defects or deficiencies in the work observed during the course of the site reviews.
- 10.9.9 The Contractor is responsible for recording any and all changes from the original Contract on a marked-up hard copy of drawings and then at the end of the project shall check and verify the changes with the Sub-Contractors and after that forward to the Consultant. The Consultant is responsible for updating the drawing files and to provide electronic versions of the as-built Drawings and Specifications.
- 10.9.10 In the case of emergency where safety of persons or property is concerned or Work is endangered by the actions of the Contractor or the elements, the Consultant shall safeguard the interests of PCA. The Consultant shall give immediate written notice to the PCA Representative and to the Contractor of the possible hazard. The Architect shall, if necessary, stop the work to protect the safety of the public, the workers or Crown property or give orders for remedial work and contact the PCA Representative immediately for further instruction.
- 10.9.11 The Consultant shall not authorize deviations from the Contract documents; enter into the area of the responsibility of the Contractor's Field Superintendent; stop the work unless convinced that an emergency exists as noted above; authorize any payments.
- 10.9.12 Safety codes review will be performed regularly by the Safety Codes Officer with a report for each site visit.

10.10 CONSTRUCTION CHANGES

- 10.10.1 The Consultant does NOT have authority to change the scope of work or the price of the Contract. Approved Change Orders must be issued to cover all changes, including those NOT affecting the cost of the project, such as schedule, substitutions, etc.
- 10.10.2 The Consultant must prepare Contemplated Change Notices (CCNs), and review quotations associated with Change Orders (COs). This includes monitoring and recording the progress of CCNs and COs. Where work must proceed pending issue of a Change Order, the Consultant must record time and materials expended.

- 10.10.3 Proposed changes that affect cost or design or otherwise alter the terms of the Contract must be accepted and approved by the PCA Representative to process. Upon approval from the PCA Representative, quotations must be obtained from the Contractor in detail. Prices are then reviewed and recommendations forwarded to the PCA Representative.
- 10.10.4 The PCA Representative will then forward the CCN to Contracting Authority to issue the COs to the Contractor, with a copy to Consultant.
- 10.10.5 The practice of ‘tradeoffs’ is not allowed.

10.11 CONTRACTOR’S PROGRESS PAYMENTS

- 10.11.1 Each month, the Contractor will submit a progress claim for work and materials delivered to site as required in the Contract. The claims are made by completing the following forms where applicable:
- .1 Request for Construction Payment with supporting invoices/documents in government format;
 - .2 Cost Breakdown for Unit and/or combined Price Contract;
 - .3 Cost Breakdown for Fixed Price Contract;
 - .4 Statutory Declaration: Progress Claim; and
 - .5 Worker’s Compensation Board clearance letter.
- 10.11.2 The Consultant must determine the amounts owing to the Contractor based on the progress of the work and certify payments to the Contractor.
- 10.11.3 The Consultant must review and sign designated government forms and promptly forward claims to the PCA Representative for processing. Obtain the following information from the Contractor and submit with each progress claim:
- .a Updated schedule of the progress of work.

10.12 PAYMENT FOR MATERIALS ON SITE

- 10.12.1 The Contractor may claim for payment of material onsite, but not yet incorporated in the work.
- 10.12.2 Material must be stored in a secure place and protected from weather as designated by the PCA Representative.
- 10.12.3 A detailed list, checked and verified by the Consultant, of materials with supplier’s invoice showing price of each item must accompany each claim.
- 10.12.4 Items must be listed separately on the Detail Sheet showing the breakdown and total.

10.13 TESTING

- 10.13.1 Prior to tender the Consultant must provide the PCA Representative with a recommended list of tests to be undertaken, including onsite and factory testing. Specify what items are to be tested in the Contract specifications.

- 10.13.2 Prepare a list of allowances for the tests in the specifications and provide a detailed breakdown of the types of testing and amount.
- 10.13.3 The Consultant shall propose a testing agency to PCA Representative for approval prior to arranging the testing agency's services. The Consultant shall arrange testing, distribute test reports, and coordinate with Contractor and all parties concerned.
- 10.13.4 The Consultant must review all test reports and take necessary action with Contractor when work fails to comply with contract requirements. The PCA Representative must be immediately notified when tests fail to meet project requirements and when corrective work will affect the schedule.

10.14 INTERIM COMPLETION

- 10.14.1 The Contractor shall propose the site review when the project is at Interim Completion stage and provide a list of deficiencies prior to the site review. Commissioning must be completed and the Commissioning Report reviewed and accepted by the Consultants and PCA Representative.
- 10.14.2 The Contractor shall arrange for an Interim Site Review with the PCA Representative, PCA representatives, stakeholders, Consultants and major sub-Contractors for the site review.
- 10.14.3 Consultants will prepare an Interim Completion report and a list of deficiencies. Upon reviewing the report, confirm that the work complies with Contract requirements and confirm the value of remaining work. Consultants will recommend the acceptance of Interim Completion by signing the Interim Certificate.
- 10.14.4 When PCA is also satisfied that the construction work is substantially complete, and the project is fit for use as intended, the PCA Representative will also co-sign and issue the Interim Certificate of Completion to the Contractor, provided that the work remaining to be done under the contract is, in the opinion of the PCA Representative, possible to complete or correct at a cost of not more than:
 - .1 3% of the first \$500,000, and
 - .2 2% of the next \$500,000, and
 - .3 1% of the balance of the value of the contract at the time this cost is calculated.
- 10.14.5 Payment to Contractor requires that all concerned parties complete and sign the following documents:
 - .1 Interim Certificate of Completion (Government form);
 - .2 Interim Site Review report and Acceptance;
 - .3 Progress Claim including holdback amount to be released;
 - .4 Cost Breakdown for the Fixed Price Contract and the cost for the remaining work;
 - .5 Cost Breakdown for Unit and/or Combined Price Contract;
 - .6 Project Schedule for the remaining work;
 - .7 Statutory Declaration for Interim Certificate of Completion; and
 - .8 Worker's Compensation Board Clearance Certificate.

- 10.14.6 The Consultant must verify that all items are correctly stated and ensure that completed documents and any supporting invoices/documents are given to the PCA Representative for processing.

10.15 FINAL COMPLETION

- 10.15.1 The Contractor shall inform PCA Representative when satisfied that all work under the Contract has been completed, including all deficiency items listed during the Interim Inspection.
- 10.15.2 Safety Codes Officer will perform a final inspection site review. A final report will be issued by the Safety Codes Officer to state that the project is completed as per construction document which complies with the codes
- 10.15.3 Contractor shall apply and obtain Occupancy Permit issued by the Authority Having Jurisdiction prior to the Final Site Review.
- 10.15.4 The Contractor shall arrange for the Final Site Review with the PCA Representative(s), stakeholders, Consultants and major sub-Contractors.
- 10.15.5 If the Work complies with Contract requirements and is satisfactory, upon recommendation from the Consultant, the Acceptance Board will accept completion of the project.
- 10.15.6 Final payment to Contractor requires that all concerned parties complete and sign the following documents:
- .1 Final Certificate of Completion (Government form);
 - .2 Final Site Review report and Acceptance;
 - .3 Progress Claim including holdback amount to be released;
 - .4 Cost Breakdown for Fixed Price Contract;
 - .5 Cost Breakdown for Unit and/or Combined Price Contract;
 - .6 Statutory Declaration for Final Certificate of Completion;
 - .7 Worker's Compensation Clearance Certificate;
 - .8 Trades' Certificates as appropriate;
 - .9 Safety Codes Officer's final report;
 - .10 Occupancy permit.
- 10.15.7 The Consultant must verify that all items are correctly stated and ensure that completed documents and any supporting invoices/documents are given to the PCA Representative for processing.
- 10.15.8 The Consultant shall continue to monitor the situation and communicate with the PCA Representative to ensure that he/she is aware of any deficiency work being delayed beyond reasonable timeframes.
- 10.15.9 The Consultant shall submit the required documents and obtain the LEED certificate.

10.16 RECORD (AS-BUILT) DRAWINGS AND SPECIFICATIONS

- 10.16.1 Consultant shall provide as-built documentation to all new buildings, demolished buildings and sites that are changed by the project work.
- 10.16.2 Consultant must produce as-built drawings for each building of areas that show deviations in construction from the original Contract drawings, including as-built information, changes shown on Post-Contract Drawings, changes resulting from Change Orders or from onsite instructions.
- 10.16.3 Include final survey drawing and Real Property Report in the as-built record.
- 10.16.4 Check and verify all as-built records for completeness and accuracy prior to submitting to the PCA Representative.
- 10.16.5 Submit Record Drawings and Specifications for each building within three (3) weeks of Final Completion acceptance. Electronic versions are required for both Drawings and Specifications, and also in both original and PDF formats.

10.17 OPERATION AND MAINTENANCE MANUALS

- 10.17.1 Print project name, project number, project address, building number, Contractor's name and contact information on all pages.
- 10.17.2 Organize by 3-ring binders and separate by color dividers by specification sections and include an electronic PDF version.
- 10.17.3 Include a complete set of as-built Drawings and Specifications in electronic PDF format.
- 10.18.4 Include a copy of the Real Property Report, signed and sealed by the Canadian Surveyor.
- 10.18.5 Include a copy of all products, materials, equipment and fixtures - product information (name and contact information of sub-trade, supplier and manufacturer, etc.), test/approval information, operating instructions and maintenance information/schedule and site-specific final shop drawings etc.

11 POST CONSTRUCTION SERVICES

11.1 GENERAL

- 11.1.1 All work under the Construction Contract carries a standard twelve (12) month warranty commencing on the effective date of the issuing of Interim Certificate of Completion. Certain parts of the work, such as roofing, structure, joints and bearings, exterior door(s), building envelope, landscaping, and may have extended warranties as specified.
- 11.1.2 Roofing warranty is minimum 30 years and extended to the same warranty period as the specified roofing product being used.

- 11.1.3 Window and exterior door warranties are minimum 10 years and extended to the same warranty period as the specified product being used.
- 11.1.4 Building structure, joints and bearings warranties are minimum 10 years.
- 11.1.5 Other than roofing, window and exterior door(s) as specified, remaining building envelope components warranties are minimum 5 years.
- 11.1.6 Landscaping warranty is extended to two (2) full growing seasons.
- 11.1.7 The Contractor is responsible for correcting and/or replacing all defects in the work during the warranty period, except for damage caused by misuse, abuse or neglect by others.
- 11.1.8 The PCA Representative will promptly notify the Consultant in the event that defects or alleged defects appear in the work of the Contractor.
- 11.1.9 The Consultant shall investigate all defects and alleged defects in the work promptly and issue appropriate information and advice to the PCA Representative.
- 11.1.10 The Consultant shall arrange a lesson-learned meeting with the Contractor, PCA Representative, and stakeholders within four (4) weeks of Final Completion. Consultant shall provide information, advice, improvement, suggestions, constructive inputs and lessons learned for the benefit of future projects.

11.2 TEN-MONTH WARRANTY INSPECTION

- 11.2.1 Nine months after Interim Completion acceptance, the Consultant shall:
 - .1 arrange a ten-month warranty site review with the PCA Representative, Consultant and sub-Consultants, Contractor, mechanical and electrical sub-Contractors, stakeholders and PCA Maintenance staff.
 - .2 prepare deficiency list with the PCA Representative for the Contractor’s correction/adjustment prior to the site review and distribute to the site review participants.
 - .3 update the deficiency list during the site review and distribute to the site review participants.
 - .4 inform the PCA Representative in writing when all items listed on the ten-month Warranty Inspection report have been completed satisfactorily.

12 PROJECT ADMINISTRATION REQUIREMENTS

12.1 PROJECT MANAGEMENT

- 12.1.1 The PCA Representative assigned to the project is the Project Manager unless noted otherwise.
- 12.1.2 The PCA Representative is directly concerned with the project and is responsible for its progress. The PCA Representative is the liaison officer with the Consultant, PCA, stakeholders and Contractor.

- 12.1.3 Unless stated otherwise by the PCA Representative, the Consultant will obtain all Federal and Provincial/Territorial requirements, permits and approvals necessary for the work.

12.2 LINES OF COMMUNICATION

- 12.2.1 Unless otherwise requested by the PCA Representative, the Consultant shall communicate with the PCA Representative only.
- 12.2.2 During the Construction Tender stage, the Contracting Authority will conduct all correspondence with bidders and award the Contract with the assistance from PCA Representative (with recommendation from Consultant).
- 12.2.3 During construction stage, PCA Representative (with recommendation from Consultant) shall submit the CCN with Contractor’s quote to Contracting Authority who will issue the Change Orders.

12.3 MEDIA

- 12.3.1 The Consultant shall not respond to requests for project-related information or questions from the media. Such enquiries are to be directed to the PCA Representative.

12.4 GENERAL DELIVERABLES

- 12.4.1 Where deliverables and submissions include summaries, reports, drawings, plans, specifications and schedules, one (1) copy shall be provided to the PCA Representative in electronic PDF format; original format and hard copies may be required as requested.
- 12.4.2 Deliverable submissions including, but are not limited to the following:

Document	Deliverable format
.1 Written reports and studies:	Microsoft Word, Excel & PowerPoint
.2 Spreadsheets and budgets:	Microsoft Word, Excel & PowerPoint
.3 Presentations:	Microsoft Word, Excel & PowerPoint
.4 Schedules:	Adobe PDF
.5 Drawings:	AutoCAD and Adobe PDF
.6 Specifications:	NMS Editable
.7 Exhibit/Interpretive Element:	Adobe Creative Suite CS6 or higher, and Adobe PDF and EPS
.8 Web:	Adobe PDF
.9 Internet:	HTML, Macromedia Flash
.10 Alternatively, the Consultant may submit the work in PDF format. Final drawings at any stage; record drawings must be in AutoCAD and PDF formats.	
.11 All drawings will be generated and distributed in the format using layering and file transfer protocols as prescribed in Standards and Procedures.	

12.5 ACCEPTANCE OF CONSULTANT DELIVERABLES

- 12.5.1 While the PCA Representative acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles the PCA Representative to review the Consultant's work.
- 12.5.2 Consultant must obtain PCA Representative Approval at each project stage. The PCA Representative reserves the right to reject the Consultant's undesirable or unsatisfactory work.
- 12.5.3 Acceptances indicate that, based on a general review of material for specific issues, the material is considered to comply with governmental and PCA objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the project and compliance with the terms and conditions of the Contract.
- 12.5.4 PCA Representative acceptances do not prohibit rejection of work which is determined to be unsatisfactory at later stages of review. If progressive design development or technical investigation reveals that earlier acceptances should be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.

12.6 COORDINATION WITH SUB-CONSULTANTS

- 12.6.1 The Consultant shall:
- .1 Throughout all phases of the project, assume responsibility for coordinating the work of any sub-Consultants and specialists retained by the Consultant or by the PCA Representative.
 - .2 Ensure clear, accurate and ongoing communication of design concept, budget, scheduling issues (including changes) and all project information is provided to the sub-Consultants and specialists in a timely manner.
 - .3 Coordinate input for the PCA Representative's Risk Management Plan.
 - .4 Coordinate the Quality Assurance process ensuring submissions of sub-Consultants and specialists are complete and signed-off by the designated senior reviewer.
 - .5 Ensure sub-Consultants and specialists provide adequate site review services at critical times. Attend all required meetings and attend site meetings when they coincide with site reviews.

12.7 PROJECT RESPONSE TIME

- 12.7.1 Key personnel of the Consultant and sub-Consultants or specialist firms must be personally available to attend meetings or respond to enquiries within two (2) working days.

12.8 DESIGN MEETINGS

- 12.8.1 The PCA Representative will arrange meetings generally every two weeks throughout the design and tendering stages of the project, for representatives from:
- .1 PCA;
 - .2 stakeholders;
 - .3 Consultants.

- 12.8.2 Meetings will normally be by conference call. Allow three (3) site meetings for the prime Consultant during design stage.
- 12.8.3 The Consultant shall:
- .1 Attend the meetings;
 - .2 Record the key discussion points, issues and decisions;
 - .3 Prepare and distribute minutes within 48 hours of the meeting.
- 12.8.4 Standing agenda items shall include: schedule, cost, risk, quality, health and safety, sustainability, environmental, ecology, site-specific and project-specific issues. Additional agenda items may be added as warranted.
- 12.8.5 On occasion, urgent, problem-solving meetings may be required. The Consultant must be available to attend such meetings within 24 hours' notice.

12.9 CONSTRUCTION MEETINGS

- 12.9.1 The PCA Representative will arrange meetings generally every two weeks throughout the construction period, for representatives from:
- .1 PCA;
 - .2 stakeholders;
 - .3 Consultants;
 - .4 Contractor;
 - .5 major sub-trades.
- 12.9.2 Meetings will normally be by conference call. Meetings will occasionally be held onsite at the Contractor's site office when they coincide with site review.
- 12.9.3 The Consultant shall attend site meetings in person once every month to assess project work and process monthly progress claim.
- 12.9.4 The Consultant shall:
- .1 Attend meetings;
 - .2 Record the key discussion points, issues and decisions; and
 - .3 Prepare and distribute minutes within 48 hours of the meeting.
- 12.9.5 Standing agenda items shall include: schedule, project progress, cost, changes, risk, quality, health and safety, sustainability, environmental, ecology, site-specific and project-specific issues. Additional agenda items may be added as warranted.
- 12.9.6 On occasion, urgent, problem-solving meetings may be required. The Consultant must be available to attend such meetings within 24 hours' notice.

12.10 QUALITY ASSURANCE / VALUE FOR MONEY REVIEWS

- 12.10.1 In concert with the Integrated Design process, PCA Representative will conduct Value Architecture/Engineering for Money/Quality Assurance reviews on design and construction documents prepared by the Consultants. Consultants and sub-Consultants

must respond in writing to PCA Representative's comments in a timely manner and will be held accountable for delays if proper and timely responses do not occur.

- 12.10.2 PCA Representative reviews are not intended as a check against errors or omissions contained within the documents submitted. Consultants are responsible for checking and correcting any such errors or omissions prior to submission and regardless of any review comments by PCA Representative.

13 PROJECT PARTICIPANTS

13.1 FEDERAL PROJECT TEAM

- 13.1.1 The Federal Project Team includes:
- .1 Project Leader who represents the Owner (PCA), identifies requirements and initiates projects, develops requirements in both functional and operational terms, obtains approvals and funding and participates in the selection of Consultants.
 - .2 PCA Representative who is assigned by the Project Leader and is responsible for the day-to-day management of the project. The PCA Representative will be the Consultant's single point of contact for all project requests.
 - .3 Other PCA personnel. Numerous PCA parties may be involved in the project. These representatives will be responsible for functional issues on the project, related to their respective organizations.

14 SUBMISSIONS, REVIEW AND APPROVAL PROCESS

14.1 SUBMISSIONS

- 14.1.1 The Consultant shall:
- .1 Provide all required submissions either to, or as identified by the PCA Representative.
 - .2 Provide a draft report to the PCA Representative for review at the Integrated Design sessions, prior to the last meeting of the Pre-design, Schematic Design and Design Development stages.
 - .3 Provide required sets of Construction Drawings and Specifications to the PCA Representative for review at the Integrated Design sessions, at 33%, 66%, 99% and 100% stages.
 - .4 Provide Construction Drawings and Specifications to the PCA Representative ready and suitable for Tender.

14.2 PCA DESIGN REVIEW COMMITTEE

- 14.2.1 The purpose of the review and approval process is to ensure compliance with the project program, adherence to good design practice and technical quality assurance.
- 14.2.2 The PCA Representative will schedule review sessions by the committee at the completion of the Pre-Design, Schematic Design, Design Development, and 99% of the Construction Documentation stages.

14.3 OTHER AUTHORITIES HAVING JURISDICTION

- 14.3.1 The Safety Codes Officer in this case is not the Authority Having Jurisdiction. The Safety Codes Officer is providing Consultant service as a code expert to the prime Consultant. Thus he is responsible and liable to the codes compliance requirements.
- 14.3.2 Although the Federal Government does not formally recognize jurisdictions at other levels of government, voluntary compliance with the requirements of these other levels of government is a requirement.
- 14.3.3 Codes, regulations, bylaws and decisions of Authorities Having Jurisdiction will be observed. In cases of conflicts, the most stringent will apply. The Consultant shall identify other jurisdictions appropriate to the project.
- 14.3.4 PCA will voluntarily comply with the applicable provincial/territorial Occupational Health and Safety Acts and Regulations, in addition to the related Canada Occupational Safety and Health Acts and Regulations.