Procedure

Handover from Design to Construction

1. Pre-bid: The Project Manager shall provide the Manager of Construction Co-ordination a minimum of two weeks notice in advance of bid issuance of a project.

2. When the project is issued for bid the project manager is responsible for:
   2.1. Advising the client of the name of the Construction Coordinator and making introductions as appropriate.
   2.2. Briefing, (or having the appropriate design personnel brief) the Construction Coordinator on any critical issues that need particular attention. This should include aspects in the project where the drawings and specifications may be ‘speculative’ or where existing conditions cannot be well known in advance of issuance for bids. This does not relieve the Construction Coordinator from the responsibility to review the bid/contract documents and become sufficiently familiar with the project to fulfill his/her duties.
   2.3. Advising the Construction Coordinator of any alternative prices or separate prices that are accepted, or may be accepted at a future point in the project. The Project Manager will advise the Construction Coordinator of the protocols that apply in each instance.
   2.4. Advising the Construction Coordinator of any project specific collaboration or schedule coordination with other Physical Resources aspects not addressed in the construction documents, such as furniture delivery. Alternatively, the Project Manager shall advise the Construction Coordinator of any aspects of the overall work for which Physical Resources is not responsible. For example, there may be instances where the furniture or other aspects the project are to be completed by the client.
   2.5. Advising administrative support staff and the Construction Coordinator of any process specific to the project for answering questions during the bid period and during construction, such as who will provide answers to questions and to whom particular questions should be directed.
   2.6. Advising the Construction Coordinator of any protocols for client/user/stakeholder communications so that clients/users/stakeholders are kept informed of project developments.
   2.7. Advising the Construction Coordinator of any specific protocols for internal DEC communications so that the Project Manager and the Construction Coordinator are kept fully informed of project developments, and so that others in DEC and PR are kept informed of developments and their roles in a timely manner.
   2.8. Advising the Construction Coordinator of any project specific collaboration or schedule coordination required with other University units, such as TSS, CCS or others, and determining the protocols for this so that those units are kept apprised of developments and their roles in a timely manner. The Project Manager is responsible for establishing the overall scope, schedule
and relationship with these units, while the Construction Coordinator remains responsible for
day-to-day liaison.

2.9. Advising the Construction Coordinator of any specific protocols for communications with
University units external to DEC/PR.

2.10. Advising the Construction Coordinator of the value of contingency allowance available to the
project for changes. The Project Manager shall advise the Construction Coordinator of the
Construction Coordinator’s authority to expend funds from contingency allowances or other
allowances, and of any sign-off procedures the Project Manager wishes that may be specific to
the project/contract. This may include the types and values of changes that the Construction
Coordinator can approve without consulting the Project Manager, or which change directives
and change orders the Project Manager wishes to approve.

The Project Manager may choose which type of change directives or change orders he/she
wishes to approve or sign (such as signing only for client-initiated scope change, or for all
changes, or for none), but the Project Manager remains responsible for overall project
accounts, budget compliance, and schedule compliance.

2.11. Tracking aggregate value of changes within the construction contract and report this to the
Project Manager as agreed with the Project Manager.

2.12. Advising the Construction Coordinator of any specific protocols for safety that must be
implemented outside the construction site so that safety of passers-by is not compromised.

2.13. Where there is an external consultant acting as either the (prime) Consultant or Sub-consultant,
the Project Manager is responsible for arranging introductions as required, and briefing the
Construction Coordinator on the roles and responsibilities of the Consultant, and any particular
expectations the University has of the Consultant.

2.14. Approving payments to the Consultant and ensuring the Consultant does not receive final
payment until all contractual requirements (as applicable in both the Consultant agreement and
the construction agreement, which imposes duties on the Consultant) are completed. This may
include submission of documentation to allow the building permit or other permits to be closed,
receipt of as-builts, or that all other close-out documentation is submitted.

3. When the project is issued for bid the construction coordinator is responsible for:

3.1. Approving payments to the contractor. For projects where Physical Resources is the (internal)
consultant this shall mean relying on the advice of the relevant disciplines to assess values for
the preparation of payment certificates or approve applications for payment. For external
Consultants, this shall mean ensuring that the Contractor does not receive payments until
approved by the external Consultant.

In all cases correct supporting documentation (WSIB, etc.) must be in place. The Construction
Coordinator shall ensure that the Contractor is not paid until the Contractor has completed the
work, including having the building permit is closed, and submission of all approved close-out
documentation. The Construction Coordinator shall arrange installation of fire extinguishers (if
not provided under the construction contract).