

## FACILITIES

## Policy 701.2-R

### Capital Project Design Review Process

#### A. Project Types

Capital projects undertaken by the school district are classified as follows:

1. Minor Capital Projects are those with total budgets of \$10 million or less, which include most small to medium scale renovations and/or additions to existing facilities which improve space utilization, modify outmoded spaces for new use, improve accessibility, etc. These projects are typically funded by the Board of Education. This regulation applies to these projects only if the affected building area exceeds 600 square metres.
2. Facility Renewal and Upgrade Projects are funded annually by the Ministry of Education and Child Care (the "**Ministry**"). These projects are focused on improving safety, facility condition (including building envelope), energy efficiency and functionality of existing school facilities and infrastructure, in an effort to extend their useful physical life. This regulation does not apply to these projects.
3. Seismic Upgrade Projects are funded by the Ministry. This regulation applies to these projects.
4. Major Capital Projects are those with total budgets greater than \$10 million, which include new facilities, large-scale building renovations, additions, and replacements of existing facilities. These projects may be funded by the Ministry, by the Board of Education, or both parties. This regulation applies to these projects.

#### B. Project Planning and Pre-Design

Refer to District Policy 701-R: Facilities Planning and Development.

#### C. Project Design Advisory Committees

##### 1. Composition

Project Design Advisory Committees (the "**Committee**") consist of key partner groups in the design and implementation of capital projects. These parties will be invited to attend meetings at critical design stages to review progress drawings, discuss scheduling and phasing and other issues pertaining to the delivery of the project. The composition of these teams is based on the type, magnitude and complexity of each capital project and will include, but not be limited to, the following membership:

- a) Applicable Minor Capital and Seismic Upgrade Projects
  - Superintendent or designate
  - Director, Facilities Services or Richmond Project Team

- Project Manager (Chair/RMAPS \*<sup>1</sup> representative)
- Construction Liaison \*<sup>2</sup>
- School Administrator (RASA \*<sup>3</sup> representative)
- Board of Education Representative (Liaison Trustee for that school)
- Richmond Teachers' Association Representatives (maximum of two)
- School's Parent Advisory Council Representative
- Canadian Union of Public Employees, Local 716 Representative

b) Major Capital Projects

- Superintendent or designate
- Secretary-Treasurer or designate
- Director, Richmond Project Team
- Project Manager (Chair/RMAPS \*<sup>1</sup> representative)
- Board of Education Representative (Liaison Trustee for that school)
- School Administrator or designate (RASA \*<sup>3</sup> representative) \*<sup>4</sup>
- Richmond Teachers' Association Representatives (maximum of two)
- Student Representatives (maximum of two, selected by Student Council) \*<sup>5</sup>
- School's Parent Advisory Council Representatives (maximum of two) \*<sup>6</sup>
- Canadian Union of Public Employees, Local 716 Representative
- City of Richmond Representative (nominated by Community Services) \*<sup>7</sup>
- Community Representative (nominated by nearest Community Association) \*<sup>7</sup>
- Department Manager(s) or designate(s) \*<sup>8</sup>

Notes:

\*<sup>1</sup> *Richmond Management and Professional Staff (RMAPS)*

\*<sup>2</sup> *Applicable to seismic upgrade projects only*

\*<sup>3</sup> *Richmond Association of School Administrators (RASA)*

\*<sup>4</sup> *For a new school only. Representative designated by the Superintendent*

\*<sup>5</sup> *Applicable to secondary school projects only. For a new school, the Student Council will be from the school currently serving the new catchment area.*

\*<sup>6</sup> *Applicable to school projects only. Parent Advisory Council will be from the school currently serving the new catchment area.*

\*<sup>7</sup> *Applicable to new school projects only.*

\*<sup>8</sup> *Applicable to non-school facility projects.*

## 2. Governance

It is the responsibility of the Project Manager to call and chair Committee meetings, arrange for agendas to be issued to all members prior to meeting, and record and distribute meeting minutes to all members. Meetings are to be held at a location, dates, and times convenient to the majority of parties.

The Project Architect will attend all meetings as a resource to the Project Manager.

It is the responsibility of all representatives to report Committee proceedings to the organizations they represent.

When recommendations are being formulated by the Committee, there will be a minimum of:

- four (4) members present at applicable Minor Capital and Seismic Upgrade project meetings;
- six (6) members present at applicable Major Capital project meetings.

As necessary, sub-committees may be formed to assist in the planning of individual curricular areas, comprised of teachers, administrators, and staff with particular expertise in those areas.

The introductory meeting at the onset of design phase will include a description of the purpose, process and reporting responsibilities of the Committee and a general discussion on philosophies, principles, and educational design concepts as applicable.

Upon completion of design phase and prior to construction, the role of the Committee will be complete, and the Committee ended.

### 3. Frequency of Meetings

The frequency of meetings of the Committee is based on the scope and complexity of the project:

- a) for Seismic Upgrade projects not involving any major changes to the floor plan of a school (i.e., purely a structural improvement with some upgrades to building systems and/or finishes), meetings are to be held at the onset of design phase and at the 50%/95% design completion stages;
- b) for applicable Minor Capital projects and Seismic Upgrade projects involving major changes to the floor plan of a school (i.e., seismic upgrade plus either an addition or partial replacement to the building), meetings are to be held at the onset of design phase and at the 35%/70%\*/95% design completion stages; and
- c) for Major Capital projects, meetings are to be held as a minimum:
  - i. Onset of design
  - ii. 50%/95% complete schematic design stage to consider design options
  - iii. 35%/70%/95%\* complete design development stage
  - iv. 95% complete working drawings stage

with additional meetings scheduled as needed by the Project Manager.

*\* The Ministry of Education and Child Care is to be invited to attend these meetings*

## **D. Design Reviews/Approvals**

### 1. Major Capital Projects

#### a) Schematic Design

The Project Architect prepares alternate floor plan, site plan and elevations concepts based on the scope defined in the Project Definition Report approved by the Ministry, co-presents the schematic designs with the Project Manager to the Committee for review and feedback at the meetings scheduled per C.3.c) ii.

At the 95% complete schematic design stage, the Project Manager and Project Architect present the proposed design option supported by the Committee to the Facilities and Building Committee. The Facilities and Building Committee either recommends the proposed design to the Board for approval or directs back to the

Committee for reconsideration.

If requested by the Facilities and Building Committee and/or the Board, a Public Workshop may be scheduled to present design options and solicit feedback for the Committee to consider prior to resubmitting for final approval of the schematic design.

The Project Manager, upon Board approval of proposed design option, submits drawings and Class C cost estimate to the Ministry for information and comments. The project proceeds to Design Development phase.

## b) Design Development

The Project Architect prepares preliminary design drawings based on the concept approved by the Board and co-presents the documents with the Project Manager to the Committee for review and feedback at the meetings scheduled per C.3.c) iii.

The Project Manager:

- makes drawings available for review and feedback by the Maintenance, Operations and Transportation and Learning and Business Technologies departments at the 50% and 95% complete design development stage;
- at the 95% complete design development stage, co-presents with Project Architect the updated design supported by the Committee to the Facilities and Building Committee; the Facilities and Building Committee either recommends the updated design to the Board for approval or directs back to Committee for reconsideration;
- co-presents with the Project Architect the updated design recommended by the Facilities and Building Committee to the Board at a Public Meeting; and
- upon Board approval of proposed design option, submits drawings and Class B cost estimate to the Ministry for information and comments.

The project may proceed to Working Drawings/Tender Documents upon approval by the Board.

## c) Working Drawings/Tender Documents

The Project Architect prepares working drawings, specifications, and other documents necessary to apply for Building Permit and to enable a request for tenders to be undertaken.

The Project Manager:

- at the 50% and 95% complete working drawings stages, makes drawings and specifications available for review and feedback by the Maintenance, Operations and Transportation, and Learning and Business Technologies departments.
- at the 95% complete working drawings stage:
  - along with the Project Architect presents the updated design to the Committee for final review and feedback;

- makes drawings and specifications available for review and feedback by Facilities Services, and Learning and Business Technologies key staff;
- submits final design drawings and Class A cost estimate to the Ministry for information and comments; and
- upon receipt of concurrence from the Ministry to proceed with the request for tenders, initiates the tendering process with the Purchasing Department and instructs the Project Architect to proceed with the Building Permit application.

## 2. Applicable Minor Capital and Seismic Upgrade Projects

The Project Architect prepares design drawings, specifications, and other documents necessary to apply for Building Permit and to enable a request for tenders to be undertaken based on the scope defined in the Project Definition Report approved by the Ministry.

The Project Manager:

- a) co-presents the designs with the Project Architect to the Committee for review and feedback at the meetings scheduled per C.3.a) or b), depending on whether the project involves major changes to the floor plan of the school;
- b) at the 50% design stage, submits drawings and Class B cost estimate to the Ministry for information and comments, and makes drawings and specifications available for review and feedback by the Maintenance, Operations and Transportation, and Learning and Business Technologies departments; and
- c) at the 95% complete design stage:
  - submits final design drawings and Class A cost estimate to the Ministry for information and comments;
  - makes drawings and specifications available for review and feedback by Facilities Services, and Learning and Business Technologies key staff; and
  - initiates the tendering process with the Purchasing Department and instructs the Project Architect to proceed with the Building Permit application.

## 3. The Project Manager issues regular project status updates that are posted on the Richmond School District website and reported out to the Facilities and Building Committee, and Ministry by the Director, Richmond Project Team throughout the life of each project.