



** This is based on a General Construction Project **

- LEGEND**
- MUNICIPAL / LEGISLATIVE
 - COUNCIL
 - INTERNAL

Appendix B

Project Schedule

		INITIATION				PLANNING		EXECUTION		CLOSEOUT
		PROJECT REQUEST / ASSIGN PROJECT MANAGER	RETAIN CONSULTANT REQUEST FOR PROPOSAL	FEASIBILITY	FUNDING APPROVALS FOR PROJECT	PRIME DESIGN CONSULTANT REQUEST FOR PROPOSAL / AWARD	DESIGN & COST ESTIMATE	CONSTRUCTION PROCUREMENT	CONTRUCTION	POST CONSTRUCTION
Duration		1 - 3 Months	1 - 3 Months	3 - 12 Months	VARIABLE	3 - 6 Months	9 - 24 Months	2 - 6 Months	4-24 Months	1-12 Months
What's Involved		<ul style="list-style-type: none">• Project Request to Facilities• Scope Statement• Development of Project Charter• Review Resource for PM Assignment	<ul style="list-style-type: none">• Scope of Work• Request For Proposals / Roster Assignment<ul style="list-style-type: none">> Value < 150K (Roster)> Value > 150K (RFP)• Prepare RFP• Fee Proposal	<ul style="list-style-type: none">• Geotechnical (Investigation)• Environmental Site Assessment (ESA) Phase 1 & 2• Archeological Assessment• Niagara Escarpment Commission (NEC)• Ministry of Transportation - Ontario (MTO)• Hamilton Conservation Authority (HCA)• Ministry of Environment & Climate Change (MOECC)• Conceptual Design / Initial Programming• Legal Survey• Cost Consultant• Designated Substance/ Hazardous Material Survey (Asbestos/Lead/Mould/Etc.)• Environmental Impact Study (EIS)• Halton Region Conservation Authority (HRCA)• Planning Review / Rezoning• Heritage Review / Consultation	<ul style="list-style-type: none">• Council Report• Board Report• Report to Client• Report to Facility Management• Capital Budget• Stimulus Funding Opportunities	<ul style="list-style-type: none">• RFP Prepare• Evaluate• Award	<ul style="list-style-type: none">• Further Due Diligence• Stakeholder Mtgs. (As Required)• Costing Exercises (Class A/B/D)• Schematic Design• Design Development• Construction Drawings (50 & 100%)• AODA checklist• Site Plan Adjustment (Minor: 8 - 10 Months)• Site Plan Control (Full SPA) (12+ Months)<ul style="list-style-type: none">> Pre-Consultation> Committee of Adjustment> Approvals From Regulatory Bodies (Refer to Feasibility)• Building Permit Submission<ul style="list-style-type: none">> Circulate to Inner Departments (Heritage, Health, PW, Etc...)• Value Engineering (If Required)• Utility Coordination (Hydro, Gas, Etc...)• Internal Coordination<ul style="list-style-type: none">> IT> Office of Energy Initiatives	<ul style="list-style-type: none">• Request for Tender (RFT) / Request for Quotation (RFQ)• GC Pre Qualification (Add 6-8 Weeks)• RFT/Evaluate/Award/PO)• Request for Contract Tender Award (RFCTA) RFQ (6 Weeks)RFT (6-18 Weeks)	<ul style="list-style-type: none">• Renovation / New Build (With/Without Site Work)• Changes / Additional Scope• Shop Drawing Review• Testing & Inspection• ConAdmin<ul style="list-style-type: none">> Proposed Changes> Change Directives> Change Orders> Certificate of Payment> Request for Information> Supplementary Instruction> Shop Drawings / Submittals> Tests / Inspections / Site Reviews> Minutes> Schedule• Deficiencies• Commissioning• Testing Equipment• User / Operator Training• Turnover to Clients	<ul style="list-style-type: none">• Receive Closeout Documents (Operations & Maintenance Manuals)• Keys• Maintenance Materials (Extra Material From GC)• Final Payments / PO Closeout• Holdback Releases• Warranty Review• Lien Search
Deliverables		<ul style="list-style-type: none">• Project Charter	<ul style="list-style-type: none">• PO/Contract	<ul style="list-style-type: none">• Surveys & Reports to Assist Design• Project Plan	<ul style="list-style-type: none">• Approval to Proceed With Project (Go/No-Go Decision)	<ul style="list-style-type: none">• PO/Contract	<ul style="list-style-type: none">• Defined Scope• Construction Drawing & Specifications (Form Part of Construction Documents)• Construction Budget Update• Project Budget Update	<ul style="list-style-type: none">• PO/Contract• Approved RFTCA	<ul style="list-style-type: none">• Occupancy• Substantial Performance (Ready for Intended Use)• Previous Defined Scope Items (Client Acceptance)	<ul style="list-style-type: none">• Warranty Period (1-2 Years)<ul style="list-style-type: none">> Plus Other Extended Warranties (Depending on Equip./ Material/Etc.)• Functioning Building / Space