Capital Construction

Process Map:
Construction Over $50,000
DP Required
Updated April 2011

Purpose

This Business Process is for groups wishing to undertake construction projects over $50,000 but less than $1 million which require a Development Permit. *(Relevant policy: Development and Project Control of Major Community Recreation and Cultural Facilities - CS92-23; Land Use Bylaw 1P2007)*

Liaison

The group identifies a capital project and provides a preliminary project concept and anticipated timeline to their liaison. The liaison walks the group through the City process and discusses with the group how the project relates to their current lifecycle priorities, financial capacity, potential impact on operating revenues, how the project supports their programs and services and any requirements for feasibility or needs and preference studies. The liaison consults with SPP to verify and agree upon processes, policy requirements and when to engage Infrastructure Services.

Group

The group wishes to proceed.

Liaison

The group decides not to proceed or the liaison determines the group does not have sufficient capacity to undertake the project. The liaison puts notes in the group`s file for future reference.

Liaison

The liaison ensures the proposed project is within the LOC/Lease site. The liaison consults with SPP if it's close to the boundary. If an amendment to the boundary is required, see the process map for LOC/Lease: Amendment to a Boundary. The liaison advises the parks community liaison of the project.

Liaison/ Group

The liaison or the group calls DBA (268-5311) to see if a development permit (DP) is required. DBA confirms a DP is required. (If a DP is not required, use "Construction over $50,000: No DP required" process).

Group

Through a letter, the group requests approval in principle from the work unit manager to proceed with the project. The manager reviews the letter.

The request should include:

- a description of the project: concept and rationale including clear expression of need and how the project meets the group's goals and objectives
- a copy of minutes from the board with a motion of support for the project
- proof the group can manage financial and other risks
- an explanation of how it fits with lifecycle priorities for the group
- land use requirements are met
- For a complex project, concept drawings or other available drawings should also be provided if available

The group must be in compliance with their LOC Lease.

Manager/ Liaison

The work unit and parks operations managers sign a memo indicating the group may proceed to the next step. The liaison notifies the group by email. A copy is kept in the group's file and a copy sent to SPP.

Manager/ Liaison

The Manager declines the project. The liaison prepares a letter indicating why the project has been declined. The letter is sent to the group and a copy kept in the group`s file. The liaison may continue to work with the group to address issues and resubmit the request.

SPP

The liaison asks the partnership coordinator to initiate an environmental assessment report if required.

Group

With the support of their liaison, the group books a Pre-Application Enquiry meeting with CPAG. There is no cost to meet with an individual planner. The liaison may choose to attend. The liaison asks SPP to notify the Recreation Business Planner.

Group

The group prepares a request for proposal and secures required quotes. An independent consultant may be engaged to identify the cause of the problem, propose an appropriate remedy, and/or detail the scope of work. Infrastructure Services (IS) is willing to review scope/RFPs and design work at this stage.

Group

The group selects an insured, bonded contractor and checks own insurance based on LOC/Lease requirements. If the project is over $50,000, Policy CS92-23 requires that we recommend the group use a project management system. If the project is over $500,000 the group must sign an agreement with The City indicating they will use a project management system. If the project is complex, The City may require a project management system and a project manager.

SPP

The liaison provides the group with requirements for the financial and technical reviews and forwards it to their partnership coordinator for review. (4-6 weeks)

Liaison

If the financial and technical review indicates deficiencies, the liaison works with the group to correct deficiencies.

Liaison

If deficiencies are not corrected the liaison prepares a letter in consultation with SPP, signed by the work unit manager, indicating why the project will not be approved.

SPP Liaison

Financial and technical requirements are met. SPP informs the liaison who notifies the group through a Letter of Approval from the work unit and Parks operations managers. SPP asks for a letter of authorization from Corporate Properties to be mailed to the group.

Group

Group obtains DP and necessary building permits and the capital project is completed. The liaison advises the group to review their insurance and lifecycle plan, provide as built drawings at end of project and asks SPP to make required updates in Llama.