

CONSTRUCTION

Background

To ensure that Capital Projects are initiated and carried through in a just and logical fashion, the Division has adopted procedures to be followed by all parties involved.

Procedures

1. Delivery Mechanism

It is the intent of the Division to use local resources and materials whenever they are available and are financially viable.

- 1.1 Where, at the recommendation of the Superintendent of Facilities, the Division is capable of delivering a project, then in-house forces shall be used as the means of delivery.
- 1.2 If a project cannot be delivered by in-house forces then the project will be tendered in accordance with Administrative Procedure 515 – Purchasing.
 - 1.2.1 Tender process will be used in all materials with a value of twenty thousand dollars (\$20,000.00) or more;
 - 1.2.2 Tender process will be used when materials and labour is in excess of fifty thousand dollars (\$50,000.00).

2. Award of Tender

- 2.1 Tenders shall be awarded by Board motion.
- 2.2 A final funding application (B-3 Form) will be forwarded to the Ministry of Education for approval within ten (10) days of tender closing.
- 2.3 All tenders will be awarded on condition of approval by the Ministry of Education. Contracts will be signed by the Secretary Treasurer upon approval by E-4 form from the Ministry of Education.
- 2.4 A Local Labour Clause is to be included in all Capital Tender Projects.
- 2.5 Contracts will be signed by the Secretary Treasurer upon approval by E-4 Form from the Ministry of Education.

3. Pre-Construction Meeting/Schedule

Coordination of resources and planning procedures are essential pre-construction activities.

- 3.1 Prior to commencement of the work, the Superintendent of Facilities will arrange a pre-construction meeting with the architect and the contractor to do the following:
 - 3.1.1 Outline administrative procedures;
 - 3.1.2 Review schedule of activities;
 - 3.1.3 Review local labour content and procedures.
- 3.2 This meeting shall include the Capital Project Team or other representatives of the Division, architect/ consultants, general contractor and major subcontractors.

4. Inspections

Regular progress meetings and inspections are necessary to ensure that work is proceeding in a manner and in the direction that meets the approval and expectations of all project participants.

- 4.1 Job progress meetings shall be held prior to each month end to review the work, review the claim for progress payment and to present and discuss specific problems pertaining to payments, claims, scheduling and the work. Sub-trades may be requested to attend.
- 4.2 The contractor is ultimately responsible for guaranteeing that the work done meets contractual requirements and expectations.
- 4.3 Inspections shall be carried out by the consultant(s) and Superintendent of Facilities or designate.
- 4.4 All concerns, questions by other Division personnel or community persons shall be directed to the Superintendent of Facilities.
- 4.5 At the completion of the final inspection and when all equipment has been put into operation in accordance with contract documents and all equipment and systems are fully operational, the contractor and subcontractors are to demonstrate the operation and maintenance of equipment and systems to the Owner's personnel at an agreed upon time. The Owner's personnel will digitally record the systems demonstration to maintain a permanent record for school maintenance personnel.

Reference: Sections 85, 87, 108, 109, 110, 343, 344, 345, 350 Education Act
Regulations 77, 79