



**GEORGINA**

# Town of Georgina – Special Capital Initiatives

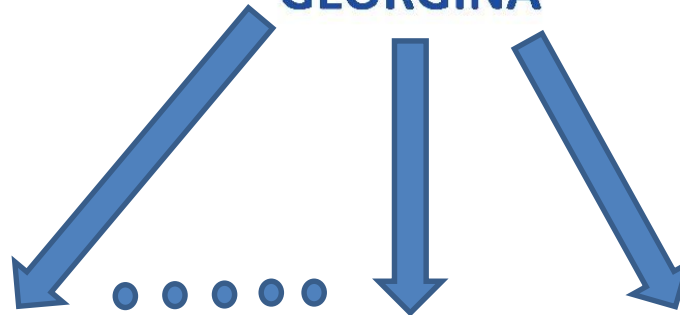


# Roles and Responsibilities



*Head of Special Capital Initiatives/Designated Town Representative(DTR)- Currently responsible for delivery of seven (7) Capital Initiatives over the next 3-4 years*

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- ***Mossington Wharf Rehab***
- ***Link Phase 2/3***
- ***Pefferlaw Fire Hall***
- ***West Park Redevelopment***
- ***Sutton Park***

- Georgia Civic Centre (GCC)**
- CBRE – Project Manager
  - Prime Architect Consultant
  - Construction Contractor

- Multi-Use Recreation Centre (MURC)**
- CPL – Project Manager
  - Prime Architect Consultant
  - Construction Contractor



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# Roles and Responsibilities

Responsibilities of the **Town of Georgina DTR** includes but not limited to:

- Acting as liaison for the project teams and Council/Steering Committees(ex. Meetings, reports, etc.)
- Ensuring alignment of all Initiatives with Town needs and Council direction(ex. Ensuring integration of public engagement in the design process)
- Ubering Council approved Capital Initiatives from inception to completion and handover(e.g. Developing budget business cases, heavily involved in the design and construction phases)
- Town's primary interface with the project team to ensure that the project management activities are progressing as planned(e.g. Project implementation plans, weekly meetings with PMs, bi-weekly site meetings, etc...)
- Responsible for planning, support and delivery of Council approved Special Capital Initiatives(e.g. Feasibility→business case→Council approval→RFP→Close-outs)
- Ensuring proper reporting structure is followed throughout (manages Council→SteerComm→Project Team process)



# Roles and Responsibilities

Responsibilities of the **Project Management Team** includes but not limited to:

- Project planning and integration
- Communication planning
- Schedule management and control
- Scope control and change management
- Financial management and cost control
- Quality management and control
- Procurement planning and management
- Risk management
- Project stakeholder management
- Human Resources and team building



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# Roles and Responsibilities

Responsibilities of the **Prime Architect Team** includes but not limited to:

- **Design Process**
  - Schematic Design Phase – some related tasks include
    - Review functional program
    - Preliminary Concept Design
    - Estimate of construction costs
  - Development Design Phase – some related tasks include
    - Design Development Documents
    - Update Estimate of Construction Cost
  - Construction Documents Phase – some related tasks include
    - Drawings and Specifications
    - Update Estimate of Construction Cost
  - Permits and Approval– some related tasks include
    - Building Permit Application
  - Bidding/Negotiation Phase– some related tasks include
    - Bidding/Negotiation
- **Contract Administration during the Construction Process– some related tasks include**
  - General Review
  - Payment Certification
  - Shop Drawings and Submittals



# Roles and Responsibilities

Responsibilities of the **Construction Contractor** includes but not limited to:

- **Pre-Construction Phase – some related tasks include**
  - Retaining all sub-contracts, material suppliers, equipment, services and rentals in accordance with the requirements of the “Approved” Plans and Specifications.
  - Create a preliminary Critical Path Method
  - Engage in the bidding process
- **Construction Phase – some related tasks include**
  - Schedule all work in accordance with the approved project construction schedule.
  - Coordinate, supervise, and inspect all work (in progress) for strict adherence with all of the requirements of the approved plans, specifications, building codes and ordinances, and building standards.
  - Conduct weekly safety meetings and progress meetings
- **Completion Phase – some related tasks include**
  - Submitting record as-built drawings, manuals, warranties, extra materials, lien releases or waivers and final payment applications
  - Conduct all required equipment startup and tests



# MURC and GCC

“...Under its own discretion, the *Town* reserves the right to cancel the whole contract or any stage of the contract that has not been initiated and/or performed by the Prime Design Consultant. In such an event, the Prime Design Consultant will receive payment for the work completed through any stage that had been approved by the *Town*. “