

CM1.5 North Cariboo Recreation and Parks Arena Replacement Project Oversight and Administration Policy and Procedure  
Policy No. 2016-6A-39

## POLICY

Political oversight of the Arena Replacement Project is required to ensure that elected officials are aware of the overall progress of construction, project budget, and schedule and are informed of key project milestones.

Political approvals may be required from time to time to authorize changes to the project budget or the project scope and a process is required to ensure that political direction can be sought and decisions made in a timely and expedient manner in order to avoid construction delays.

## PROCEDURE

### Owner's Staff Representatives:

- The City's Director of Community Services and the Regional District's Manager of Community Services will act jointly as the Owner's Staff Representatives to the project.
- The Owner's Staff Representatives will communicate regularly with the Project Manager (MKT), the general contractor's representatives (VVI), the architect and sub-consultants (CEI), and other consultants retained by the City or CRD.
- The Owner's Staff Representatives will notify the Joint Planning Committee of general updates related to the project, approximately once every two weeks to ensure that the Committee is aware of the general progress of construction.
- These updates may occur via Project Status Reports prepared by the Project Manager (MKT) and presented at a regular Joint Planning Committee meeting or via email from the Owner's Staff Representatives.

### Joint Planning Committee Co-Chairs:

- The Joint Planning Committee Co-Chairs shall communicate regularly with the Owner's Staff Representatives and shall provide oversight with regard to any significant issue related to the project.
- The Co-Chairs, at their discretion, can arrange regular meeting(s) with the Owner's Staff Representatives for detailed project updates.

- The Owners Staff Representatives will notify the Co-Chairs immediately of any serious issue that may result in a significant project delay, a substantial unanticipated expense that could negatively impact the budget, or any situation that may substantially alter the scope of work so that it is inconsistent with community expectations based on the information presented to the public and elected officials.
- In the event that one of the Co-Chairs is unavailable they shall appoint an alternate to represent them.

#### Change Orders:

- A Change Order is a change in the Scope of Work agreed to by the Owners, General Contractor and Architect.
- Before a Change Order of greater value than \$15,000 is issued, the Owner's Staff Representatives will notify the Co-Chairs and provide documentation related to the Change Order including the estimated cost, rationale, and recommendation of the Project Manager and Owner's Staff Representatives.
- The Co-Chairs, at their discretion, may choose to meet with the Owner's Staff Representatives, Project Manager, and Architect as necessary in order to make a decision. Once informed, the Co-Chairs may either:
  - a) Approve the Change Order
  - b) Refer the Change Order to the Joint Planning Committee for consideration.
- The Co-Chairs may approve a Change Order if it the work undertaken will not result in an increase to the overall project budget because funds are available in the project contingency, a significant delay in the project schedule, or a reduction to the scope of work that is inconsistent with community expectations based on information presented to the public and elected officials.
- If the Change Order is approved, the Owner's Staff Representatives will notify the Joint Planning Committee via email within 48 hours. The Project Manager will include a reference to all approved Change Orders in their regular Project Status Reports.
- If the Change Order is referred to the Joint Planning Committee, the Co-Chairs, with input from the Owner's Staff Representatives, will determine if the Change Order can be referred to the Committee's next regular meeting or if a special meeting is required due to time constraints.
- Change Orders that will result in an increase in the overall project budget, a significant delay in the project schedule, or a change to the scope of work that is inconsistent with

community expectations based on information presented to the public and elected officials, must be referred to the Joint Planning Committee for approval.

- Change Orders with a value of less than \$15,000 that do not increase the overall project budget because funds are available in the project contingency and will not result in a significant delay in the project schedule or reduction to the scope of work that is inconsistent with community and political expectations may be approved at the discretion of the Owner's Staff Representatives without referral to the Co-Chairs. The Joint Planning Committee will be notified of all such Change Orders via email as part of the regular updates provided.

#### Change Directives:

- A Change Directive is a directive provided to the General Contractor to proceed with a change in the scope of work without total agreement on the terms of the change. A Change Directive is used in circumstances when time is essential and it is evident that the work must be done and must be done without delay. The final terms of the adjustment is negotiated after the work is completed.
- In the event that the Architect and Project Manager recommend that a Change Directive be issued, the Owner's Staff Representatives will immediately notify the Co-Chairs for approval if the cost of the Change Directive is expected to exceed \$15,000.
- The Owner's Staff Representatives may approve Change Directives if the cost is expected to be less than \$15,000.
- The Co-Chairs shall be authorized to approve all Change Directives at their discretion.

In the event that a Change Directive is issued, the Owner's Staff Representatives shall notify the Joint Planning Committee via email within 48 hours.