

Alberni District Secondary School

Replacement Project

Project Governance and Delivery



February 6, 2009

The Project Governance Framework sets out accountabilities for delivery of the Alberni District Secondary School Replacement Project. The framework shows the accountabilities of the Project Team, and the planning and advisory committees that will provide input to the Project Team.

The Project Governance Framework will ensure that the Project Team clearly understands its responsibilities, and that staff, students, parents, First Nations, community groups and other stakeholders are involved in planning the new facility.

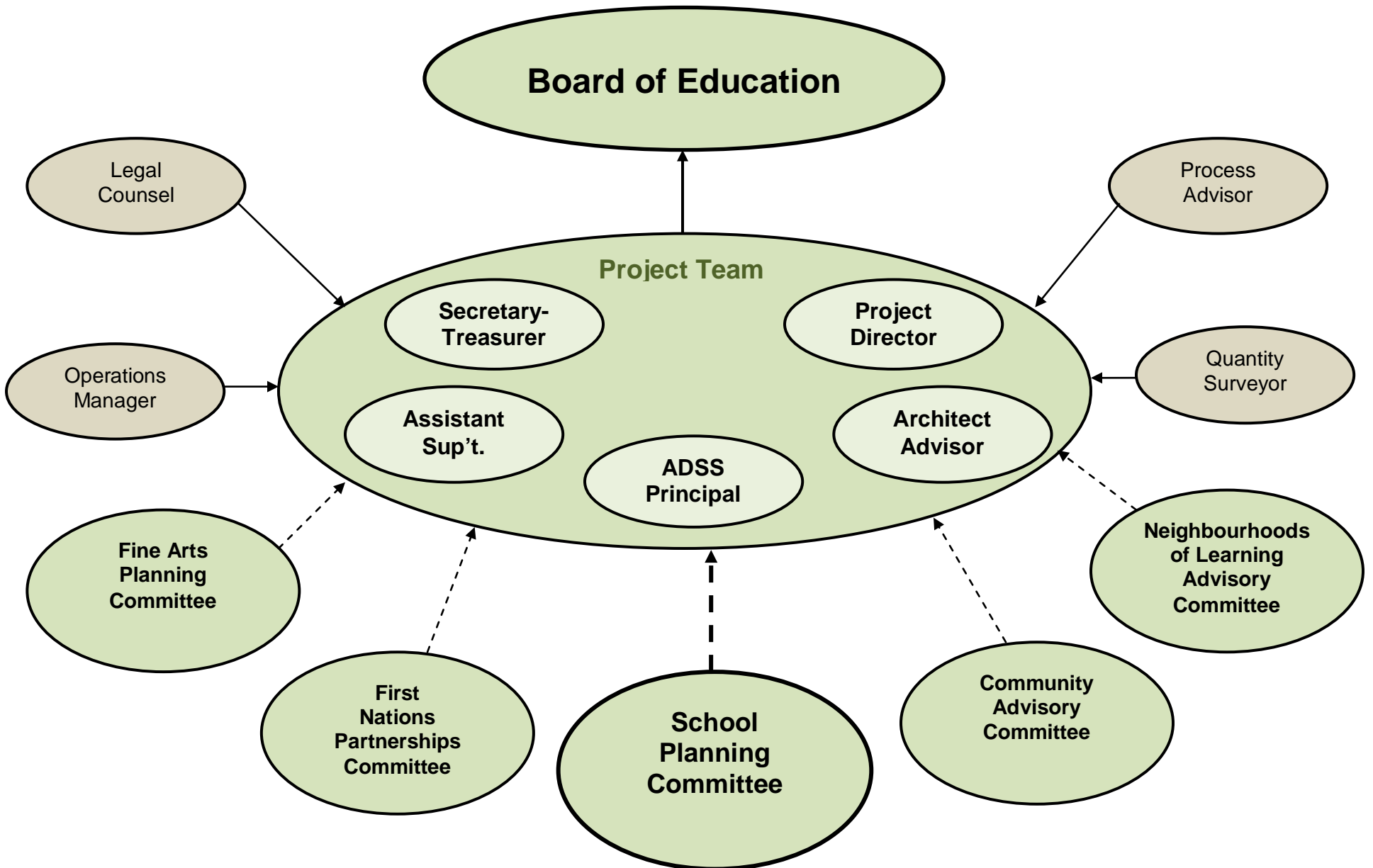
The proposed procurement and delivery process is presented. Milestones are shown where specific approvals are required.

Proposed representation on the planning advisory committees is presented. The intent is to have broad based representation where partners and stakeholders can advance their interests.

ADSS Replacement Project Procurement and Delivery Process

	Project Team Task	Board Approvals
1.	Develop project scope (ADSS capacity), schedule (completion date), budget (\$\$\$)	➤ Board to approve scope, schedule, budget
2.	Prepare Project Agreement	➤ Board to approve PA
3.	Prepare Project Governance Framework	➤ Board to approve: <ul style="list-style-type: none"> • Project Governance Framework • Project Team Composition • Planning Committees • Advisory Committees
4.	Prepare Request for Qualifications	➤ Board to approve Evaluation Criteria
5.	Issue RFQ and receive Responses	
6.	Evaluate RFQ responses and recommend short list	➤ Board to accept or reject recommendation
7.	Prepare Request for Proposals, including: <ul style="list-style-type: none"> • <i>RFP Master Document</i> <ul style="list-style-type: none"> ◆ <i>Scope of Work</i> ◆ <i>Submission Requirements</i> ◆ <i>Evaluation Criteria</i> • <i>Design/Build Agreement</i> • <i>Schedule of Functional Requirements</i> • <i>Schedule of Performance Specifications</i> 	➤ Board to approve: <ul style="list-style-type: none"> • Functional Requirements (high level) • Performance Specifications (where appropriate) • Evaluation Criteria
8.	Issue RFP and receive Proposals <ul style="list-style-type: none"> • <i>Provide proponent briefings</i> • <i>Conduct commercial in-confidence meetings as requested</i> • <i>Issue Addenda as required</i> 	
9.	Evaluate Proposals <ul style="list-style-type: none"> • <i>Pass/Fail criteria</i> • <i>Rated criteria</i> Conclude Evaluation and recommend Preferred Proponent	➤ Board to accept or reject recommendation ➤ Board to authorize commencement of contract negotiations
10.	Negotiate contract with Preferred Proponent	
11.	Conclude Design/Build Contract with Preferred Proponent	➤ Board to approve execution of Design/Build Contract
12.	Manage design and delivery phase <ul style="list-style-type: none"> • <i>Design Reviews</i> • <i>Monitor Progress</i> • <i>Monitor Quality Assurance Program</i> • <i>Monitor Safety Program</i> • <i>Approve Progress Claims</i> • <i>Manage Change Orders</i> 	➤ Board to approve any substantive changes to scope, schedule and budget

ADSS Replacement Project Project Governance and Delivery Framework



ADSS Replacement Project Project Team Core Tasks

Project Team Core Tasks

1. Develop Project Scope, Schedule, Budget
2. Prepare Project Agreement
3. Prepare Project Governance Framework
4. Provide monthly status reports to Board of Education relating to:
 - a. scope
 - b. schedule
 - c. budget
 - d. variances
5. Provide regular communications updates to stakeholders
6. Prepare Request for Qualifications (RFQ) and evaluation criteria
7. Issue RFQ and receive responses
8. Evaluate responses and recommend short list
9. Assemble inputs to Request for Proposals (RFP)
 - a. assemble inputs from committees
 - b. develop functional requirements and performance criteria (with sign-off from City of Port Alberni on site development and building form and character)
 - c. develop evaluation criteria
 - d. prepare design/build contract
10. Prepare RFP
11. Issue RFP and receive proposals
12. Evaluate proposals and recommend Preferred Proponent
13. Negotiate contract with Preferred Proponent
14. Conclude design/build contract with Preferred Proponent
15. Manage design and delivery phase
 - a. Design Reviews
 - b. Monitor Progress
 - c. Monitor Quality Assurance
 - d. Monitor Safety Program
 - e. Approve Progress Claims
 - f. Manage Change Orders

ADSS Replacement Project Advisory Committee Composition and Function

	Fine Arts Planning Committee	First Nations Partnerships Committee	School Planning Committee	Community Advisory Committee	Neighbourhoods of Learning Advisory Committee
Composition	<ul style="list-style-type: none"> • Greg Smyth (Chair) • Gregg Brown • Greg Falls (ADSS) • Project Director • Robert Hamilton (theatre consultant) • Cindy Solda (City) • Erica Watson (Arts) • ??? (Arts) 	<ul style="list-style-type: none"> • Cam Pinkerton (Chair) • 1st Nations Rep. • 1st Nations Rep. • 1st Nations Rep. 	<ul style="list-style-type: none"> • Greg Smyth (Chair) • Gregg Brown • Mike Ruttan • Ron Behnke • Kim McNaught (Special Needs) • Kateri Duperron (ADSS) • Starr Cameron (ADSS PAC) • Tom Weegar (NIC) • Lani Goorts (CUPE) 	<ul style="list-style-type: none"> • Greg Smyth (Chair) • Mike Ruttan • Russ Kristensen (ADSS) • Jonah Zyrd (Student) • Melody Burton (DPAC) • Les Sam (1st Nations) • Mike Carter (C of C) • Elliott Drew (Arts) • Scott Kenny (City) 	<ul style="list-style-type: none"> • Cam Pinkerton (Chair) • Parent Rep. • Community Arts • 1st Nations Rep. • Sports Org. • Seniors • Business Rep. • Social Services • City Representative
Function	<p>Provide input into fine arts functional requirements and performance specifications</p> <p>Identify and pursue opportunities for fine arts enhancements</p>	<p>Develop plan to meet unique requirements of First Nations Learners</p>	<p>Consult with all ADSS Departments and determine current and future educational direction and priorities, program space requirements and adjacencies</p>	<p>Provide input into site development, building form and character, public use amenities</p>	<p>Engage community stakeholders to determine which community support services may or should be accommodated within ADSS</p>